

Minutes Ordinance Committee Meeting 12/05/2012

Attendance:

Committee Members:

Councilor Cheney, Attorney Krans, Councilor Weeden, Councilor Weston

City Staff:

City Manager Joyal

Public:

David Montenegro

Attendance was taken. Councilor Hooper is no longer a part of the Ordinance Committee. Committee approved minutes from 11-28-2012. Citizen's forum moved up from the bottom of the agenda. Mr. Montenegro spoke of the need for the proper tools for version control versus a word processor. There was further discussion with Mr. Montenegro and the Committee.

Councilor Cheney spoke to the article in Fosters and the Council action regarding the deadline for the codification report the final report and what that report will contain as the Committee finishes up that effort. Green book has some of the Ordinances that Attorney Krans had as of last week felt the style sheet had been appropriately applied. Committee has been reviewing and will give these and the ones on the agenda the final look and discuss the report content.

Councilor Weston brought up how to decide what will be in the report that she had reviewed 1983 report. Committee stated wanted to follow a similar format with summary paragraphs. Attorney Krans stated that the codification is not complete, there are substance changes and there are format changes. If the Committee would focus on the substance changes and staff will go forth, they are ready to go through the 50. Footnotes were the effort they were addressing. Councilor Cheney stated the style sheet was discussed and finalized on Oct 3rd and according to email attachments and the agenda many are done and ready for the Committee to go over and determine what the report status will say.

Attorney Krans stated the staff had completed applying all the styles to the Ordinances and they were just putting on the final polish so to speak.

Councilor Weeden spoke to his resolution to extend the Committee addressing this effort.

Councilor Weston suggested that the Committee does touch each paper in the book that Attorney Krans gave the Committee last Wednesday night and that with the list provided by Councilor Cheney go through and just say yes. These have been fully checked. Also looking at the 1983 report there are a couple of different detail areas and how will ours look. Attorney Krans and Councilor Cheney agreed both chapter by chapter and in a summary fashion. Attorney Krans suggested that the staff get all the formatting changes to the Committee next week. Committee reviewed for any other finds and notations for the report.

All Chapters have formatting changes applied according to style guide and agreed notation standards.

Chapter 2 Council City Orientation 2-2. Added orientation program for incoming Council will be reviewed and voted on by seated Council; added new 2-5. Orientation meetings will be recorded and Orientation content, packets,

Chapter 9 Budget 9-3. Wording fee schedule is capitalized Fee Schedule to be used throughout Ordinances; added will have a deadline for submission to the Council same as the Budget deadline 4/15.

Chapter 14 Conservation Commission 14-4 modified membership to not less than three and not more than seven, changed requirement that member shall (to may) be a planning board member; gender neutrality applied to chapter

Chapter 22 Code of Ethics renumbering 22-1.1 to 22.2, 22-2 to 22-3 updated; 22-10 term one year changed to 365 days;

****Chapter 30** discontinued, reserved formally Historic District will have a page and table of contents entry with verbiage and as of adoption by City Council *month* 2013 – repealed per Ordinance Committee

****Chapter 35 Licensing Board** n/a format only – footnote needs to apply to page

****Chapter 45** removed reference to A172 was in 1983 codification Code to identify all documents kept by City Clerk for public review, the Committee felt this list is too extensive as most documents are available, non-department specific, at the City Clerk's Office.

Chapter 50 Seal no substance changes, style/format only

Chapter 53 Surety Limitations no substance changes, style/format only

****Chapter 56 Adult Bookstores** 56-2 and 56-3.A corrected RSA reference, 56-3.A.1 and 56-3.B.4.A fee from \$200 to \$300 (exception per Police Department) City Manager mentioned on P56-3 P56-5 hanging paragraph cleanup – format, checked

****Chapter 60 Boxing** – changed to – Professional Fighting Sports Competition Article 1 title and 60-1 same title change; 60-1 clarified RSA wording was Revised Statutes Annotated; 60-10 hard-coded fee changed from \$100 to Fee Schedule; 60-10.A.1 exception to Fee Schedule; Councilor Weston did make note of formatting corrections in 60-10 and a hanging paragraph was corrected; City Manager Joyal asked about Professional versus Amateur, Professional is all we are addressing

Chapter 63 discontinued, reserved formally Auto Courts and Trailer Camps will have a page and table of contents entry with verbiage and as of adoption by City Council *month* 2013 – repealed per Ordinance Committee

Chapter 66 Bicycles, Skateboards and Scooters 66-1 clarified Scooter Definition; 66-2.A added Dover resident; and registration applicability; 66-5.B removed skateboard or scooter because no reference in RSA; format cleanup noted

****Chapter 68 Building Construction** 68-14 fee needs review; Councilor Cheney brought up 2006 has 68-13 in up until 2011/2012 and 2006/2012 code books has RESERVED; copy delivered to the committee not the same as 2012 and neither is the same as 2012, need audit trail – Attorney Krans is looking into this; Councilor Weston pointed out alignment on 68-4 and 68-16

Chapter 71 Building Wrecking and Demolition 71-1 changed schedule of fees to Fee Schedule; added footnotes; Attorney Krans mentioned versioning 11-28-2012 as that is in the title of the document

Chapter 74 Cemeteries 74-4.A verbiage motorcycles, bicycles updated for OHRV per state language reference; 74-4.B added unleashed qualifier to animals

****Chapter 77 City Motor Vehicles** Councilor Weston mentioned there were no footnotes and that now there are and a hanging; Attorney Krans stated this is what the staff was working on

Committee discussed report again addressing some of the summary paragraphs.

1. Gender Neutrality was applied to all Ordinances as appropriate where chairman was found chair was put in Chapters 14,
 - a. Chapter 14
2. Renumbering was applied to:
 - a. Chapter 22
 - i. 22.1-1 22.2
 - ii. 22.2 22.3
3. Corrected Statutory References
 - Chapter 56 56-2, 56-3.A
4. Fee Schedule as referred to in Chapter 9 Budget was referred to in many Chapters in replacement of a set fee. This was not always the case (see specific Chapter Codification Report notes):

Chapter 60	60.10	100	Fee Schedule
Chapter 71	71-1	n/a	Fee Schedule
5. Updating Ordinance language to be consistent with modern statutory terms
 - Chapters 60, 74
6. Using Reserved formally ... where titles/sections deleted with reference to prior titles Chapters status changed:

Chapter 30 Historic District	RESERVED (formally ...)
Chapter 63 Auto Courts and Trailer Camps	

7. Footnotes were added/restored where they were deleted and verified throughout the Chapters and placed appropriately on the pages. A footnote sequence begins for each page rather than contiguously throughout the document.
 - a. Chapters 9, 14, 22, 35, 45, 50, 53, 56, 60, 71, 77
8. Annotations were extensively reviewed and studied and placed with appropriate content throughout all Chapters
9. Chapters status changed:
 - a. Chapter 30 Historic District RESERVED (formally ...)
10. All Chapters are now formatted with formatting changes applied according to style guide and agreed notation standards.
11. Annotations were extensively reviewed and studied and placed with appropriate content throughout all Chapters.

Looked at 35 and other chapters – Footnotes must be married, must restart for a page for update consistency and control. There is inconsistency. Discussion around the footnote and the inconsistency through the prior discussions and agreement. Attorney Krans is going to look into that and check. Attorney Krans asked Councilor Cheney to check 2006 version and both verified that. It is that way in 2006 and Charter and the procedure outlined for updating firms up this.

Looked to green book and agenda for list of Chapters.

Returned to agenda, scheduled next meeting 12-12-12 at 8:00, meeting adjourned (1st Weston, 2nd Weeden)