

Charter:

C3-10. Codification of Ordinances.

The City Council, not later than 45 days after the adoption of this Charter and at least every tenth year thereafter, shall have prepared a revision or codification of the ordinances of the city which are appropriate for continuation as local laws of the city. The City Council, not later than six months after the adoption of this Charter and at least every tenth year thereafter, shall have prepared a printed and hardbound volume containing all of the existing official ordinances of the City of Dover. Each bound volume shall be duly authenticated by affixing the signatures of all members of the City Council, the City Clerk and the City Seal. Such revision or codification shall be prepared under the supervision of the City Attorney, but the City Council may authorize the City Attorney to contract for the services of persons or organizations experienced in the revision and codification of ordinances and statutes. Copies of the ordinances shall be available to the public, and the City Clerk may charge a nominal cost to help defray the printing costs. Bids for the printing and binding of the ordinances shall be in accordance with the provisions of C6-16 of the Charter.

The Ordinance Codification and Verification Committee has met many times since passing the resolution to codify and verify the Ordinances of the City of Dover on August 8, 2012. This effort was last done in 1983 and per Charter C3-10 Codification of Ordinances was to be done no later than 1993, then 2003 and now in 2013.

Each Ordinance, the Table of Contents, paragraphs, sentences, words, annotations, footnotes, history, RSA references, references to other documents such as fee schedules, building codes, rules, in other words, any and all contents of all the Chapters, has now each undergone a deliberate effort by the Committee, Staff, and Public that attended meetings to engage in the process of review. The Committee worked closely with the City Departments on the Ordinances as suggestions and modifications were brought to the Committee. Each day these City departments and City employees support these Laws, the Ordinances of the City of Dover. These are being presented tonight in public for the first time as the proposed official Ordinances of the City, now having been codified and verified, beginning with the passing of R-2012.08.08-106 on August 8, 2012, the extension with the passing of R-2012.12.12-154 on December 12, 2012, and the extension with the passing of R-2013.08.14-93 on August 8, 2013.

Public participation was not only encouraged but back-and-forth with the public was commonplace and public suggestions were implemented in the wording of our Code when the Committee decided it was best to do so.

The Committee did have several challenges including incorrect Ordinances being presented for verification, the style sheet not being finalized until October 2012, incompatible word processing editor software being utilized delaying into December, no

dynamic way to make needed changes with an overhead and laptop into January, and changes made to what was almost the final product after April, to name a few. Ultimately, to deliver the product, the Committee came back to the Council August 14, 2013 to get the flexibility for the Committee to convene as needed to complete the effort before the last Council Regular Meeting of the year December 11, 2013 as a cut-off for a Council Vote on the Code.

The Committee met as much as needed and discussed items to the extent that all members would feel comfortable with the integrity of the Code and the process, from Committee to Legal, to Information Technology, and we do certify that the electronic representation of the Ordinances on the City Website, and the printed representation in the Code Books here tonight do represent the Code of the City of Dover that the Committee went through in detail. There are 6 printed representations of the final Code: 4 in Council Chambers tonight, 1 at the City Clerks Office, 1 at the Library.

It is with confidence that we present this Code for the Official First Reading tonight October 9, 2013, for a Second Reading and Public Hearing on October 23, 2013, and a Third and Final Reading with a Public Hearing and vote on November 13, 2013.

Thank you to the City Staff that took the time to review the Ordinances applicable to their Departments and bringing forward suggested changes to bring the Ordinances up-to-date with State Laws (RSAs), other laws and documents. Thank you to the public that attended and paid attention bringing forward input. Thank you to the Committees that responded to our queries. Thank you to all the Ordinance Codification and Verification Committee Members: Karen Weston, City Councilor and Committee Co-Chair, Michael Weeden, City Councilor and Committee Secretary, Anthony I Blenkinsop, City Legal Counsel and Committee Ex Officio Member and former members Dorothea Hooper City Councilor and Alan Krans. This effort went smoothly because of the effort of very dedicated staff, in particular Amber Fournier, Legal Assistant, Michael Gillis, Media Services Coordinator, Karen Lavertu, City Clerk, and Susan Mistretta, Deputy City Clerk and staff in Information Technology. These support personnel responded to the needs of the Committee professionally and with quality execution of tasks. Thank you to Michael Joyal, City Manager for your help and input. Final thanks to the Council of the City of Dover for the common-sense decision process needed to do what was right and supporting this effort for these important documents. This public effort was only possible with the support of our elected body, the City Council ensuring that: the Chapters, the Law, the Ordinances, all in the same and referred to as "The CODE" of the City of Dover indeed is the accurate, updated, verified Code as demanded by the City Charter C3-10 per the vote of the Citizens of Dover.

Submitted this day October 9, 2013 for Committee Report at regular Council meeting

Catherine Cheney

Dover City Councilor – Ward 5

Ordinance Codification and Verification Committee Chair

References:

Complete proposed Ordinances are on the City of Dover web-site: www.dover.nh.gov under the heading City and News Announcements: Proposed changes to City ordinances available online

[Proposed changes to City ordinances available online](#)

Posted: 10/03/2013

Direct link to proposed code: http://www.dover.nh.gov/citycode_proposed.htm

Following is a table of the Code with dates as to when the Chapters were discussed. This is not complete as this was one of the methods implemented during the process. All meetings were publicly held and recordings are online beginning with the first meeting August 15, 2012. Used with the tables, specific discussions can be viewed from the City Website via the link under Most Requested from the Home Page DNTV Dover Video on Demand.

Chapter	Version	Discussed
WEB (City of Dover Website)		09-30-2013 10-02-2013 10-09-2013
COVER SHEETS		09-30-2013 10-02-2013 10-08-2013
ADOPTING ORDINANCE	09-25-2013	09-25-2013 09-30-2013 10-02-2013 10-03-2013 10-09-2013
TABLE OF CONTENTS	09-25-2013	09-25-2013 10-02-2013
1 - GENERAL PROVISIONS	09-25-2013	09-25-2013 09-30-2013 10-02-2013 10-03-2013 10-09-2013
2 - CITY COUNCIL ORIENTATION	11-28-2012	12-05-2012
3 - ADMINISTRATIVE CODE	10-09-2013	08-28-2013 09-04-2013 09-30-2013 10-02-2013 10-09-2013
5 - BOARDS, COMMISSSIONS AND COMMITTEES	10-09-2013	09-04-2013 09-25-2013 09-30-2013 10-09-2013
9 - BUDGET	11-28-2012	12-05-2012
14 - CONSERVATION COMMISSION	11-28-2012	12-05-2012
22 - CODE OF ETHICS	11-28-2012	12-05-2012

26 - FISCAL YEAR	12-19-2012	01-02-2013
30 - HISTORIC DISTRICS	12-13-2012	12-05-2012 10-09-2013
35 - LICENSING BOARD	11-28-2012	12-05-2012 10-09-2013
41 - PLANNING	02-14-2013	04-24-2013 10-09-2013
45 - FILING OF RULES AND REGULATIONS	11-28-2012	12-05-2012
50 - SEAL	11-28-2012	12-05-2012 10-09-2013
53 - SURETY LIMITATIONS	11-28-2012	12-05-2012
56 - ADULT BOOKSTORES	12-13-2012	12-05-2012
58 - ALARMS AND SECURITY	01-16-2013	01-02-2012 01-09-2013 01-16-2013 01-23-2013
60 - AMUSEMENTS AND ARCADES	11-28-2012	12-05-2012
63 - AUTO COURTS AND TRAILER CAMPS	12-13-2012	12-05-2012 01-09-2012 10-09-2013
66 - BICYCLES, SKATEBOARDS AND SCOOTERS	04-06-2013	12-05-2012 04-06-2013 04-10-2013
68 - BUILDING CONSTRUCTION	04-03-2013 changes made, versioned	04-03-2013 04-06-2013
71 - BUILDING WRECKING AND DEMOLITION	11-28-2012	12-05-2012
74 - CEMETARIES	04-07-2013	12-05-2012 04-06-2013 04-10-2013 10-09-2013
77 - CITY MOTOR VEHICLES	12-13-2012	01-09-2013 10-09-2013
79 - CITY PROPERTY	03-27-2013	01-09-2013 01-16-2013 03-27-2013 04-03-2013 10-09-2013
82 - CURFEW	12-13-2012	01-09-2013
86 - DANCES AND DANCE HALLS	12-13-2012	01-09-2013
89 - DOGS	12-13-2012	01-09-2013
92 - DRIVEWAYS	02-13-2013	01-09-2013 01-16-2013 01-23-2013 01-30-2013 02-13-2013 02-20-2013

94 - DRUG PARAPHERNALIA	d 12-13-2012	01-09-2013
97 - TRASH AND RECYCLING COLLECTION	02-13-2013	01-09-2013 01-16-2013 01-23-2013 01-30-2013 02-13-2013 02-20-2013
99 - EATING AND DRINKING ESTABLISHMENTS	03-20-2013	01-09-2013 01-16-2013 01-23-2013 01-30-2013 02-13-2013 03-20-2013 10-02-2013
100 - ELECTIONS	02-13-2013	01-09-2013 01-16-2013 01-23-2013 01-30-2013 02-13-2013 02-20-2013 02-27-2013
102 - ELECTRICAL STANDARDS	03-20-2013	01-23-2013 01-30-2013 02-13-2013 02-20-2013 02-27-2013 03-07-2013 03-13-2013 03-20-2013
109 - FIRE PREVENTION AND LIFE SAFETY	03-20-2013	01-30-2013 02-27-2013 03-07-2013 03-13-2013 03-20-2013
113 - FLOODPLAIN DEVELOPMENT	03-20-2013	01-16-2013 01-23-2013 01-30-2013 02-20-2013 02-27-2013 03-07-2013 03-13-2013 03-20-2013
116 - HEALTH, PUBLIC	03-20-2013	01-23-2013 02-06-2013 02-13-2013 02-20-2013 02-27-2013 03-07-2013

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119 - HOUSING STANDARDS	04-10-2013	12-17-2012 02-06-2013 02-13-2013 02-20-2013 02-27-2013 03-07-2013 03-13-2013 03-20-2013 03-27-2013 04-03-2013 04-06-2013 04-10-2013
126 - MANUFACTURED HOME PARKS	02-13-2013	02-20-2013 10-09-2013 10-09-2013
127 - MUNICIPAL RECORDS	04-03-2013	01-09-2013 02-13-2013 02-20-2013 02-27-2013 03-07-2013 03-13-2013 03-20-2013 03-27-2013 04-03-2013 04-15-2013
131 - OFFENSES	04-07-2013	01-30-2013 03-13-2013 03-20-2013 03-27-2013 04-03-2013 04-10-2013
132 - ADULT ENTERTAINMENT PROHIBITIONS	04-03-2013	09-26-2012 10-10-2012 02-06-2013 02-13-2013 02-20-2013 03-07-2013 03-13-2013 03-20-2013 03-27-2013 04-03-2013 04-06-2013
133 - PEDDLERS AND VENDORS	03-27-2013	10-10-2012 02-06-2013 02-13-2013

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135 - PLUMBING	04-10-2013	02-06-2013 03-07-2013 03-13-2013 03-20-2013 03-27-2013 04-03-2013 04-10-2013
137 - POLITICAL CONTRIBUTIONS AND EXPENDITURES	03-27-2013	03-07-2013 03-20-2013 03-27-2013 04-03-2013
140 - REFUSE	03-20-2013	03-07-2013 03-20-2013
143 - SCENIC ROADS	03-20-2013	03-07-2013 03-20-2013
147 - SEWERS	09-25-2013	03-07-2013 04-24-2013 09-25-2013 09-30-2013 10-02-2013
148 - WATER SYSTEM ** Entire replacement	04-23-2013	03-07-2013 04-24-2013 10-08-2013
149 - SITE REVIEW REGULATIONS	04-04-2013	03-07-2013 04-24-2013
152 - STREETS AND SIDEWALKS	04-10-2013 Versioned 04-15-2013	03-20-2013 03-27-2013 04-03-2013 04-10-2013 04-15-2013
155 - SUBDIVISION OF LAND	04-24-2013	04-24-2013**
161 - TAXICABS	04-10-2013	04-03-2013 04-10-2013
163 - TREES AND VEGETATION	04-15-2013	04-03-2013 04-15-2013
165 - VEHICLES	04-03-2013	04-03-2013 04-10-2013
166 - SCHEDULE A AND B	04-10-2013 changes made, versioned	04-15-2013 10-08-2013
166 - SCHEDULE K	“”	“”

166 - SCHEDULE J	“”	“”
166 - SCHEDULE I	“”	“”
166 - SCHEDULE D	“”	“”
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166 - SCHEDULE G AND H	“”	“”
170 - ZONING	04-25-2013	04-24-2013 04-25-2013 09-25-2013 10-08-2013 10-09-2013