

CITY OF CONCORD

In the year of our Lord two thousand and twenty-four

AN ORDINANCE amending the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-2, Municipal Departments, Section 30-2-20, Community Development Department

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-2, Municipal Departments, by amending Section 30-2-20, Community Development Department, as follows:

30-2-20 Community Development Department.

- (a) The Community Development Department, under the general supervision of the Deputy City Manager—Development, shall consist of the Administration Division, the Community Planning Division, the Engineering Services Division, and the Code Administration Division. Each division, with the exception of the Administration Division, shall consist of a division head and such other personnel as may be recommended by the City Manager and approved by the City Council.
- (b) The Division of Administration shall be under the immediate supervision of the Deputy City Manager—Development. It shall perform the following functions:
 - (1) Plan and implement projects, programs, goals, objectives and strategies for the City and/or the Department to ensure responsiveness to citizens, efficient organization and completion of work;
 - (2) Coordinate City-wide development activities which may include, but not be limited to, working with the entire Department as well as all other City departments, providing reports to City Council or City Boards, [~~conducting business visits,~~] and representing the City before City Council, Boards and Commissions or at governmental, civic, or business association functions to present initiatives, establish goodwill and/or respond to concerns;
 - (3) Exercise general supervision over all employees in the Department;
 - (4) *Oversee and coordinate economic development activities, initiatives, and programs (tax increment finance districts, RSA 79-E community revitalization tax relief incentives, etc.), and support the Economic Development Advisory Committee;*
 - (5) *Administer the Revolving Loan Fund and Community Development Block Grant programs and support the Community Development Advisory Committee,*

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- (6) *Oversee and coordinate the budget, capital improvement program and operations of the Municipal Public Parking System, and support the Parking Committee;*
 - (7) *Coordinate preparation of the City's Capital Improvement Program with all City Departments for the City Manager's review.*
 - (8) *Oversee and coordinate City efforts pertaining to sustainability, energy efficiency, place making and public art, and support the Tree Committee.*
 - (9) *Oversee and coordinate the budget, capital improvement program and operations of the Concord Municipal Airport, and support the Airport Advisory Committee;*
 - (10[9]) Receive and investigate complaints and inquires by citizens or outside agencies and respond or refer to appropriate Division or Department for action and follow-up;
 - (11[10]) Review Departmental agenda items and reports;
 - (12[11]) Manage special projects as needed;
 - (13[12]) Represent the City Manager as needed; and
 - (14[13]) Perform all other related functions as directed by the Deputy City Manager—Development.
- (c) The Division of Code Administration shall be under the immediate supervision of the Code Administrator. It shall perform the following functions:
- (1) Administer the building, housing, health, **and** licensing ~~and zoning~~ regulations;
 - (2) Coordinate appeals to ~~the Zoning Board of Adjustment,~~ the Building Board of Appeals ~~and the Demolition Review Committee~~;
 - (3) Review plans for code compliance and issue building, plumbing, electrical, mechanical, demolition, ~~sign~~ and special event permits;
 - (4) Conduct inspections and issue certificates of occupancy upon verification of plan compliance;
 - (5) Inspect rooming houses and rental residential units to ensure compliance with pertinent ordinances;
 - (6) Regulate food service establishments through inspections;

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- (7) Investigate food borne illnesses, insect infestation, mosquito related illnesses, and other public health issues;
 - (8) Administer a variety of different licenses;
 - ~~[(9) Assist the Zoning Board of Adjustment, by processing applications for variances, equitable waivers, special exceptions, and administrative appeals;~~
 - ~~[(10) In coordination with the Community Planning Division, enforce site compliance with applicable Planning Board approvals;]~~
 - (9[11]) Maintain applicable building records;
 - (10[12]) Perform all other functions that may be required by law or ordinance; and
 - (11[13]) Perform all other related functions as directed by the Deputy City Manager—Development.
- (d) The Division of Community Planning shall be under the immediate supervision of the City Planner. It shall perform the following functions:
- (1) Coordinate the Development Review process for the City of Concord;
 - (2) Provide staff assistance to the Planning Board, Conservation Commission, Architectural Design Review Committee, Technical Review Committee, Trails Committee, Heritage Commission, **Zoning Board of Adjustment**, and other City committees as required;
 - (3) **Coordinate applications to the Heritage Commission's Demolition Review Committee;**
 - (4[3]) Administer Site Plan and Subdivision regulations, approvals and permits as well as Voluntary Lot Mergers, Conditional Use Permits, Comprehensive Development Plans, and Design Review approvals on behalf of the Planning Board;
 - (5) **Enforce compliance with Planning Board permits and approvals;**
 - (6) **Administer and enforce the Concord Zoning Ordinance, and assist the Zoning Board of Adjustment by processing applications for variances, equitable waivers, special exceptions, and administrative appeals;**
 - (7) **Review, process, and administer sign permits;**

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- (8) ***Coordinate and administer the City's flood plain regulatory efforts with regional, state and federal agencies.***
 - (9) ***Administer conservation property and agricultural leases on City property;***
 - (10[4]) Make recommendations of Mapped Line of Future Streets, street acceptances or discontinuances, and disposition of tax deeded properties on behalf of the Planning Board;
 - (11[5]) Administer the City of Concord Impact Fee Ordinance;
 - (12[6]) Perform field inspections to ensure projects are constructed in accordance with Planning Board approvals;
 - (13) ***Participate in the approval process for the issuance of Certificates of Occupancy;***
 - (14[7]) Provide long range planning services to the City including preparation of updates to the Master Plan, Open Space Plan and other plans and studies related to land use;
 - (15[8]) As needed, coordinate with local, regional, state and federal agencies, and/or civic or business associations, on matters of local or regional planning;
 - (16[9]) As needed, prepare and review proposed amendments to the Concord Zoning Ordinance in coordination with the Code Administration, Engineering Services (if applicable) and Administration Divisions;
 - (17[10]) Prepare and maintain records on the City's housing and demographic trends;
 - (18[11]) Maintain the official files for the Planning Board ***and all other Boards / Commissions / Committees which the Division provides primary staff support; and***
 - (19[12]) Perform all other related functions as directed by the Deputy City Manager—Development.
- (e) The Division of Engineering Services shall be under the immediate supervision of the City Engineer. It shall perform the following functions:
- (1) Perform or cause to be performed the design, layout, and mapping of all municipal public works projects as required;
 - (2) Review and approve the design and construction of all additions and improvements to the City's street ***and sidewalk*** system, ***potable water distribution***

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system (except pump stations), sewer collection system (except pump stations), drainage system, and other facilities proposed to be constructed by parties other than the City, but which are to subsequently become public facilities;

- (3) Review and approve the design of traffic studies and traffic/transportation improvements for facilities proposed to be constructed;
- (4) Maintain all maps and location records for the City;
- (5) Prepare and maintain all records pertaining to Engineering Services as required;
- (6) Care for and maintain all property and equipment assigned to Engineering Services;
- (7) Prepare and maintain all engineering and physical records relating to City assets including buildings, roadways, bridges, water, sewer, and storm sewer systems;
- (8) Prepare, maintain and operate the City's Geographical Information System;
- (9) Prepare for the City Manager's review the annual Capital Improvement Program (CIP) related to street, sidewalk, bridge, traffic signals, water distribution, sewer collection, and stormwater collection systems;
- (10) Issue all permits regarding encumbrance or excavation of sidewalks, streets, or other public rights-of-way; which shall include driveway permits;
- (11) Issue all permits for water, sewer, and drainage construction, including new construction, repairs, and other modifications (connections and disconnections) to the municipal systems, or private systems that connect to a municipal system;
- (12) Assist the Community Planning Division in performing field inspections to ensure **development** projects are constructed in accordance with Planning Board approvals as directed by the Deputy City Manager—Development;
- (13) Participate in the approval process for the issuance of Certificates of Occupancy;
- (14) Participate in the approval process for the issuance of demolition permits;
- (15) ~~[Manage and maintain the Community Development Project Inspection Fund including the collection of fees and the coordination of]~~**Provide** timely and effective construction inspection **services for private development projects, as well as City capital improvement projects** ; and
- (16) Perform all other related functions as directed by the Deputy City Manager—Development.

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SECTION II: This ordinance shall take effect upon its passage.

Explanation:

Matter removed from the current ordinance appears in ***bold and italics***.

New items are shown in ~~[brackets and strikethrough]~~.