



# CITY OF CONCORD

*New Hampshire's Main Street™*

## *REPORT TO THE MAYOR AND CITY COUNCIL*

**FROM:** Tracey Hutton, Zoning Administrator

**DATE:** September 14, 2023

**SUBJECT:** Ordinance Amending the CODE OF ORDINANCES, Title III, Building and Housing Codes, Chapter 26, Building Regulations, Article 26-9, Demolition Review

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### ***Recommendation***

Accept this report and set the attached Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes, Chapter 26, Building Regulations, Article 26-9, Demolition Review for a public hearing on November 13, 2023.

### ***Discussion***

EnerGov, the City's online development permitting system, was implemented on August 22, 2022. Since that time, there have been practical procedural changes in the way some permit applications are handled. Relative to demolition permits, there is no longer a document in EnerGov titled Notice of Intent to Demolish. Rather, property owners complete a Demolition Permit on the EnerGov system. It is important to note that the procedure for processing these applications has not changed, and the Demolition Permit (in lieu of the Notice of Intent to Demolish) is still forwarded to the Demolition Review Committee by the Code Administrator when it meets the requirements of City of Concord Code of Ordinances, 26-9-2.

The proposed ordinance amendments also correct inconsistencies relative to the timeframe for the Code Administrator to issue a permit if no public hearing is held. Currently the Demolition Review Committee has 30 days from the date a Demolition Permit is filed to hold a hearing. However, the ordinance currently states that the Code Administrator can issue a permit if no public hearing is held within 24 days. This creates an inconsistency, as the timelines should be the same. As such, the proposed ordinance seeks to amend the ordinance to state that the Code Administrator can issue a permit if no public hearing is held within 30 days.

Finally, the proposed ordinance seeks to remove a section relative to the Planning Division staff "sign off" on demolition permits which specifically trigger demolition review. Specifically, the Planning Division staff is no longer involved said "sign off" process, as, instead, the Code Administrator is responsible for overseeing the demolition process.