

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommending, after due and careful consideration, that the proposed amendments to the Housing Code submitted by the Director of Planning & Community Development be approved.

(Unanimous vote with the exception of Alderman Sapienza who was absent)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 6, 2016, on a motion of Alderman Shea, duly seconded by Alderman Long, the report of the Committee was accepted and its recommendation adopted.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

City Clerk



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

In Board of Mayor and Aldermen

Date: 10/18/16

On motion of Ald. Long

Seconded by Ald. Ludwig

Voted to refer to the Committee on Administration/Information Systems.

Matthew Furmond
City Clerk

Date: October 7, 2016

To: Honorable Board of Mayor and Alderman

From: Leon L. LaFreniere, AICP 
Director of Planning and Community Development

Subject: Proposed Amendments to the Housing Code

Two proposed amendments to the Housing Code are attached for your consideration.

The proposed amendment to Section 150.091 is a recommendation from the Housing Study Commission's Final Report dated March 21, 2016. The Commission found that tenants do not always know how to reach their landlords when they have an issue. The Commission also believes that improved landlord accountability will improve tenants' housing conditions. Oftentimes the first call a tenant makes is to the Planning and Community Development Department which then treats the call as a formal complaint and performs an inspection as soon as possible. In some cases this use of resources might be unnecessary if the tenants knew how to contact their landlords directly. The proposed amendment requires landlords to post contact information to allow tenants to contact the landlord directly and also requires that the tenant attempt to contact their landlord first before contacting Planning and Community Development. By amending the Housing Code as proposed, tenants will have greater access to their landlords and may be able to improve conditions that do not meet Housing Code standards or affect habitability of their dwelling units.

As a house keeping matter, we would also propose to amend Section 150.002, specifically the definition of RENTAL PROPERTY, by deleting the reference to motels, hotels and dormitories. Planning and Community Development has never included motels, hotels and dormitories in the Housing Code inspection program. Amending the Housing Code as proposed will remove any ambiguity regarding these types of structures.

We would request that the proposed amendments be referred to the appropriate committee.

Thank you for your consideration of this request.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

AN ORDINANCE

“An Ordinance amending the Housing Code Chapter 150 of the City of Manchester Code of Ordinances by adding language pertaining to “Required Facilities.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows: Amending the Housing Code, Chapter 150 of the City of Manchester Code of Ordinances as follows:

Note: New text shown *bold and italicized*. Text to be deleted is shown ~~struck through~~.

§ 150.091 POSTING OF EMERGENCY CONTACT INFORMATION

A. *All dwelling or rooming units subject to inspections under this Chapter shall have posted in a regularly accessible common area written notification containing the following:*

1) The name, address and telephone number of the owner or his/her agent. If the owner or his/her agent does not reside in New Hampshire and within 25 miles of the subject structure, the owner must post, in addition to his/her agent's name, the name, address and telephone number of a person to contact in the case of an emergency who resides in New Hampshire and within 25 miles of the structure.

2) A statement noting that disputes regarding building code and/or housing standards should first be addressed by the property owner(s) and tenant(s) before contacting the Department of Planning and Community Development.

3) The address, telephone number and website address of the code enforcement division at the Department of Planning and Community Development.

B. *Transfer of Ownership. Upon transfer of ownership, the new owner shall comply with the posting or filing of emergency and Department of Building and Planning information within 24 hours of transfer.*

C. *Unattended Emergency Numbers. Whenever emergency numbers are left unattended for a period of 24 hours or longer, another name and emergency number shall be provided in accordance with this section.*

D. *Violations. The Department of Planning and Community Development may issue warnings or citations for violation of this section as provided for in Sections 150.142 and 150.099*

§ 150.091 DEFINITIONS

RENTAL PROPERTY. Any residential unit in a building, dwelling, or rooming house which provides permanent or transient living facilities and occupied by tenants on a rental basis. ~~This term shall include, but not be limited to, hotels, motels, and dormitories so long as they are offered for rent or allowed to be occupied by others.~~

II. Resolve this ordinance shall take effect upon passage.