

**Codes and Ordinances Committee**

Councilor Peter Lachapelle, Chair  
Councilor Elaine Lauterborn, Vice Chair  
Councilor Bogan  
Councilor Robert Gates  
Councilor Ray Varney



**AGENDA**

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday March 5, 2015**

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

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- 1. Call to Order**
- 2. Public Input**
- 3. Approval of the Codes and Ordinances Committee Minutes**
  - **February 5, 2015**
- 4. Codification Presentation - Patrick Smith, General Code**
- 5. Discussion: Sign Ordinance, Chapter 42**
- 6. Discussion: Aquifer Protection Draft Ordinance**
- 7. Memo from Michael Hopkins, Superintendent**
- 8. Other**
- 9. Adjournment**

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**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday February 5, 2015**

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

**Committee Members Present**

Councilor Peter Lachapelle, Chair  
Councilor Elaine Lauterborn, Vice Chair  
Councilor Robert Gates  
Councilor Donna Bogan  
Councilor Ray Varney

**Others Present**

Jim Grant, Director of BZLS  
Councilor Gray  
Councilor Collins  
Councilor Keans  
Peter Cutrer, Deputy Fire Chief  
Michelle Mears, Planner

**MINUTES**

**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present..

**2. Public Input**

No member of the public addressed the Codes and Ordinances at that time. Councilor Lachapelle closed public input at 7:01 PM.

**3. Approval of the Codes and Ordinances Committee Minutes**

**• December 4, 2014**

Councilor Gates **MOVED** to **ACCEPT** the Committee minutes of December 4, 2014. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**4. Chapter 23 Fire Prevention Ordinance**

Peter Cutrer, Deputy Fire Chief, addressed the Codes and Ordinances Committee with revisions to the proposed amendments to Chapter 23. He explained that he is back before the committee because of concerns that arose from the February 3, 2015, City Council meeting.

Councilor Keans explained that she had an issue with the title "Certificate of Fitness." She felt that from the sound of it, this indicates that the contractor has passed some standard of training and education to be certified by the City, but the City will not be giving any test.

Councilor Keans also expressed concerns that a lot of this is not mandatory, but required for safety and this could turn into a full time job. She would like to see a disclaimer added stating that the Fire Department will not arbitrarily uphold this agreement. Her other concern was the City being sued for licensing one company and not another. It might be considered a restriction of trade. She does understand that this is about safety.

The committee discussed the different titles for this type of license/registration. They reviewed other communities' programs on this issue.

Councilor Keans did agree that if one of these companies was going to be shutting down a fire system that the Fire Department should be made aware of it; it does make sense to have an agreement.

Councilor Varney asked how the contractor was going to be certified. Councilor Keans stated that they were not. Mr. Cutrer concurred.

Mr. Cutrer confirmed that the issues that Councilor Keans had were with certifying a contractor and possibly getting sued as a result of this agreement. He will be addressing these two issues by explaining the NFPA code, explaining that he sits on four technical committees for them. He gave committee members a handout of the NFPA Fire Code pertaining to the "Certificate of Fitness."

Mr. Cutrer explained that the City cannot make any changes to the NFPA code, but as a municipality they can change the language in their ordinance when it comes to naming the license. He read the committee sections 1.13.4 and 1.13.10, (number six), which pertains to the two issues.

Mr. Cutrer cited that local businesses are getting ripped off by unethical contractors. He gave a couple of examples of these situations and explained that he has caught two contractors without permits or licenses. Councilor Keans asked if they put this license into effect what could be done to those contractors. Mr. Cutrer said that it may sound harsh, but they can be punished. He explained the process. Councilor Keans stated that this will not stop all of these types of contractor. He agreed, but now they would be able to fine them \$175. Mr. Grant mentioned that it is \$100 right now and

Mr. Cutrer is proposing the \$175. Mr. Cutrer mentioned that if a contractor makes an honest mistake they will not be looking to fine them.

Mr. Cutrer said that this license will help contractors that want to play by the rules. If they want to work in the City they will need to have one of these agreements. He went on to explain further that other communities in New Hampshire have this.

Councilor Keans asked if a contractor needs to be licensed to install a sprinkler system. Mr. Cutrer stated that they did not need a license and in New Hampshire there is no license for anything they are proposing. Councilor Keans and Mr. Cutrer discussed this further.

Councilor Varney asked that if electricians and plumbers need licenses, why not these contractors. If this is the case, how will they prevent businesses from getting a bad contractor. He asked how would a business know if they hold this license. Mr. Cutrer said that they would be published on their website. Councilor Keans felt that this could pose a lawsuit. Councilor Varney questioned how are they going to catch these contractors before they leave town; are they going to do an inspection? Mr. Cutrer explained that before they do any work they need to pull a permit and, in this case, it would be a sprinkler permit. They would need plans to be reviewed by the Fire Department and then they would go through the Building, Zoning and Licensing Services.

Mr. Cutrer explained that it is pretty easy right now to get one of these permits. Councilor Varney asked if the proposed license would fix this. Mr. Cutrer stated it would. The contractor or applicant would need to prove to the Fire Department they have the credentials, such as a NICET or Electrical License, to do this type of work. The BZLS would not issue a permit until they have gotten the approval of the Fire Department. Councilor Keans asked where to find the criteria the contractor would have to meet. He read her the NFPA code, which explained this.

Councilor Gates asked how they were going to educate the businesses that they need a licensed contractor when it comes to these systems. He feels that most businesses would get a series of estimates and would most likely go with the lowest priced one. Mr. Cutrer agreed, but it is going to cost them more in the long run. He went on to explain that after the approval and implementation of this amendment they will have a ninety day period to make everyone aware.

Councilor Lachapelle stated he liked the proposed ordinance. Mr. Cutrer explained that there are two positives to this program. Contractors

who do quality work will get a license and they would publish a list on the Fire Department's site stating these are licensed contractors with the City; it will not state if they are recommended. Also, it will not put the City in a position to get sued per the NFPA code 1.13.10 section 6.

Councilor Collins asked Mr. Cutrer about an issue at Safran and how would this pertain to it. Mr. Cutrer briefed the Codes and Ordinances Committee on this issue.

The Codes and Ordinances Committee agreed on titling this document as "Application for Fire Alarm Contractor Listed Agent." Councilor Gray asked that they define "Listed Agent" as it pertains to the certificate of fitness within the ordinance. Mr. Cutrer said that he was going to make the revisions for Chapter 23 and he explained how he was going to list it in the ordinance.

Councilor Varney **MOVED** to present amendments to Chapter 23, Fire Safety Measures, back to the full City Council on March 3, 2015, with revised amendments. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans asked if they were adopting everything from the NFPA chapter 1.13. Mr. Cutrer explained that not everything was going to be added, just items 5, 6, and 9.

## 5. Discussion: Sign Ordinance, Chapter 42

Michelle Mears, Staff Planner, explained the updated changes the Planning Department is proposing to Chapter 42.29 under Signage since meeting with them in December 2014. She passed out a memo to the committee members.

Ms. Mears stated that this memo represents the recommended changes to portable signs and special promotions, events, and grand opening signs. She explained that they struck out "no more than one such sign may be displayed on any property" when it came to portable signs. She stated that they added two requirements for special promotional signs, adding that they will require a permit and the promotion must take place on the business' premises.

Councilor Varney did not support these types of signs and asked about permanent (pylon) signs. Ms. Mears explained that there are these types of signs at such locations as Shoreyville Plaza, but they cannot be used to

promote. Mr. Grant mentioned that they had discussed allowing plazas with a large road frontage multiple pylon signs.

Councilor Lauterborn said that the business owners that were at the December meeting spoke more about portable signs, such as sandwich boards. She stated these signs would be taken in at night. Councilor Varney said that they are already allowed in the downtown area. Councilor Collins agreed with Councilor Lauterborn when it comes to special promotions and temporary signs, which would be taken in when the business is closed. Ms. Mears said that they can add that requirement to the ordinance. Councilor Varney stated that only one portable sign per business, but when it comes to a plaza they could have several put out and that would look awful. Ms. Mears said they would not be allowed because they would be in a highway zone. Councilor Varney said that in various areas of the City where the speed limits are higher who will even notice these signs.

Councilor Varney asked Ms. Mears about the special downtown overlay and downtown areas. Ms. Mears and Mr. Grant explained them and explained neighborhood mixed use lying in density rings. Councilor Varney did not think they should use the density rings. Mr. Grant explained the use of these was to define the three areas. The committee further discussed the areas that they are looking at.

Councilor Varney said that portable signs should remain on the sidewalk and not in the planting area.

Councilor Lauterborn asked if businesses outside the allowed areas can go to the Zoning Board. Councilor Varney agreed; however, it is difficult.

Councilor Gray asked Mr. Grant if they resolved the issues with the signs on Wakefield Street. Mr. Grant said they are in the process of bringing one to court and the others have taken them down.

Councilor Varney asked Ms. Mears about exempt signs indicated on page 185, 42.29 (j). He commented on political and snipe signs. Ms. Mears explained that was an oversight on her part; they are prohibited. The committee went on to discuss that political signs are a separate issue and they cannot be erected in the City's Adopt-A-Spot areas. Ms. Mears will correct this section. Councilor Varney asked her to also check into amending to 42.29.40 pertaining to political signs.

The Codes and Ordinances Committee discussed 42.29, (m), number 13, [Off-Premise Signs and seasonal signs.] Mr. Grant gave an example that part of this section is due to the fact that some farms are off the road.

Councilor Keans and Councilor Lauterborn felt that these signs are necessary for business. Councilor Varney asked about them being permitted. Mr. Grant commented that maybe these signs need special approval. The Codes and Ordinances Committee felt that this was an option.

Councilor Varney questioned when a person is holding a sign to advertise sales and promotions, is that allowed? Mr. Grant felt that this could be crossing the line with freedom of speech so they could have issues.

Councilor Gray informed the committee on the state RSA 664.17, which pertains to political advertising. Councilor Varney also referred to a letter from Bill Gardner, Secretary of State, which pertained to political signs. Mr. Grant and the Codes and Ordinances Committee discussed that the City does have an ordinance in addition to the state RSA. Councilor Varney explained that per the letter political signs are not allowed on City property. Councilor Gray said that there are three bills currently in committee at the state level addressing this. The Codes and Ordinances Committee briefly discussed this further.

Councilor Varney showed a Power Point presentation of various signs around the City, which the committee discussed with Ms. Mears and Mr. Grant. The Codes and Ordinances Committee discussed that putting signs on light or telephone poles is illegal. Councilor Gray expressed there could be concerns if the poles are privately owned. The committee discussed seeking permission from the companies that own the poles, which would allow the City to remove signs from them.

The Codes and Ordinances Committee discussed banners, which are usually placed on fences around the City. In most cases they are temporary and promoting a charitable organization. Mr. Grant briefly discussed these types of signs with the committee.

Councilor Varney asked about promotional flags and the inflatable characters. Ms. Mears said that she would like to work on this issue. Mr. Grant explained at this time they are allowed.

The committee touched on interior signs, which are permitted, with the exception of the Historic District, where they shall not exceed twenty-five percent of the window area. Also discussed were yard sale signs and banner signs.

Councilor Keans and Councilor Lauterborn said that they had seen vehicles parked on the side of the road and in lots and are displaying

advertising. Mr. Grant said that was allowed under the current ordinance, 42.29 (i) 4, but they are looking to address this.

Councilor Varney asked how are they going to educate the public. He felt they needed adequate time to be in compliance. Councilor Lauterborn thought they could allow them a verbal warning for the first notice. Councilor Keans mentioned that they could work with the City Manager's office to help with getting information out.

Mr. Grant wanted to follow up on parked vehicles as advertising. He stated that it is listed under 42.29 (i), 5 [prohibited signs], of the ordinance, which he read to the committee.

Councilor Lachapelle agreed that there is more work to be done to the proposed ordinance and it will be staying in committee at this time. Ms. Mears stated that she will continue to work on the proposed changes and bring it back to the Codes and Ordinances Committee in March at the next scheduled meeting.

## **6. Discussion: Panhandling**

Councilor Lauterborn explained her frustration with this issue. The Codes and Ordinances Committee discussed a Civil Liberties case pertaining to this type of ordinance. The Superior Court refused to hear the case and sent it back to the lower court.

Councilor Varney stated that the Police Department has had sixty reports over the last year.

Councilor Lauterborn said that they have given this a good effort and maybe it should be a police matter and could fall under "disorderly conduct." The Codes and Ordinances Committee discussed it further; however, Councilor Lachapelle explained that it will stay in committee and there will be no action at this time.

## **7. Other**

Councilor Gates asked to discuss housing occupancy with the committee as he sees a possible issue with refugees coming into the area. He felt they may need to limit occupancy. He handed out his recommendations, which came from the Durham, N.H., ordinance. Councilor Gates wanted the committee to take preventive steps regarding this issue.

Mr. Grant addressed this issue with the Codes and Ordinances Committee. He gave them examples and explained that it would be hard to enforce. Councilor Gates explained that this ordinance would not pertain to families, but unrelated occupants. Mr. Grant and Councilor Gates debate this further. Councilor Lachapelle expressed that he had concerns with this ordinance.

Councilor Keans asked how would this ordinance deal with rooming houses. Mr. Grant state that the NFPA Fire Codes has regulations for rooming houses.

Mr. Grant and the committee briefly discussed Chapter 25.1, Overcrowding Housing, and 25.2, Multi-Family Dwellings, Posting of Owner and Individual Responsibility Required.

Councilor Lachapelle stated that this issue will be staying in committee at this time. No other business was discussed.

## **8. Adjournment**

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 8:25 PM. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan  
Assistant City Clerk

# PROPOSAL *for* CODIFICATION SERVICES



Prepared for:

City of Rochester  
Strafford County  
New Hampshire

March 28, 2013

Valid for 6 months

Patrick Smith  
Codification Account Manager  
(855) GEN CODE  
Email: [psmith@generalcode.com](mailto:psmith@generalcode.com)



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# Executive Summary



Serving the needs of communities for 50 years, General Code provides codification and enterprise content management solutions to more than 2,700 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

## Situation Analysis

The City of Rochester is located in Strafford County in New Hampshire and was incorporated in 1778. Since then, the City has grown and currently is home to more than 29,700 residents.

The Code of Ordinances of the City of Rochester was originally compiled and published in 1995 and is currently posted online as a series of PDF files on the City's website. Presently, the City of Rochester wishes to undertake a comprehensive review and updating of the 1995 Code of Ordinances, and include all legislation of a general and permanent nature through November 7, 2012. The scope of services is to include research and review to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the creation of an index; the printing of 10 copies of the Code; and the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation. The City is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 5.

## General Code Solution

The City of Rochester's challenges will be met and goals achieved through our proposed Codification Solution, which includes:

- ♦ Review and recodification of existing materials
- ♦ Premium eCode360® online code
- ♦ Custom printed Code books, with an option for additional printed books
- ♦ Ongoing code supplementation

## Investment Summary

The cost of General Code's recommended solution will be \$16,000.

A detailed breakdown of the investment and available options can be found on page 14.

## Accepting This Proposal

This document serves as both a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

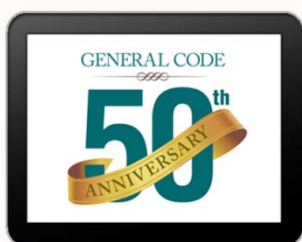
## Why General Code?

### Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our General Code. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from our 50 years of experience and the constantly changing concerns and needs of our 2,700 customers, including 25 in New Hampshire. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.

### Experience:



- ♦ Over 2,700 clients in 37 states in the United States and Canada
- ♦ Serving local governments since 1962 — 50 years of broad experience in all aspects of municipal codification
- ♦ Unparalleled reputation for quality and service
- ♦ Dedicated to providing technical and innovative codification solutions

### Customer Service Orientation:



- ♦ Highest customer satisfaction ratings
- ♦ Experienced Account Managers
- ♦ Quick responses to questions and commitment to person-to-person interaction
- ♦ Training and support on an ongoing basis
- ♦ Flexible billing plans tailored to meet the specific needs of each client

## Professional and Experienced Staff:



- ♦ Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- ♦ Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- ♦ Full-time attorney editors, with extensive experience in new Code projects, as well as supplementation of existing Codes, in numerous states
- ♦ Full-time Code editors, with experience in codification averaging over 15 years
- ♦ Specially trained data entry, proofreading, indexing and research staff

## Client Experience:



- ♦ User-friendly Code format and organizational system
- ♦ Fast, reliable, accurate supplementation
- ♦ Creative solutions for specific needs
- ♦ [Ezsupp@generalcode.com](mailto:Ezsupp@generalcode.com) for new legislation
- ♦ Free sample legislation service for clients

## Situation Analysis

### General Code Service

"Regarding the service that we get from General Code, **in a word - amazing**. We have yet to encounter a problem that your team has not been able to solve with grace! Thank you for keeping us on track even when we are delayed by the issues that seem to always get in the way.

- Susan Kramarsky,  
Town Clerk/Receiver of Taxes  
Town of Brighton, NY



The City of Rochester is located in Strafford County in New Hampshire and was incorporated in 1778. Since then, the City has grown and changed and currently is home to more than 29,700 residents.

### Prior Codification

The Code of Ordinances of the City of Rochester was originally compiled and published in 1995 by the City Clerk's office. Since then it has been supplemented several times, most recently in 2012.

### Source Materials

The City of Rochester has provided the following to General Code as the source materials for the completed code:

- ♦ A copy of the City's 1995 Code of Ordinances, as posted on the City's website on November 7, 2012
- ♦ A copy of the City's Charter, as amended on November 4, 2008, as posted on the City's website on November 7, 2012

General Code requests that the City set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code, at no additional charge, up to the point where the editorial work has been completed, based on the City adhering to project time lines stated in this proposal, and/or for a total of 570 business days after contract signing (excluding legal holidays), whichever comes first.

## Recommended Solution

General Code will provide the City of Rochester with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and our 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the City of Rochester, including posting on the Internet and traditional print formats.

### Services Included

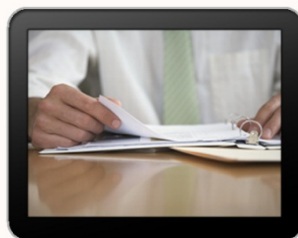
#### eCode360



General Code's eCode360 with MultiView Technology makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable. Your Code is accessible to any viewer in a choice of a basic view, for use by the general public, and an advanced view, for City staff and elected officials.

For more detail, see the full eCode360 description on page 11.

#### Publication of New Code Volumes



The base price includes the publication of 10 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The City Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

#### Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

#### Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the City Attorney/Solicitor for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

#### Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

**Derivation Table**

Our agreement with the City provides for the renumbering and reorganization of the Code into our standard format. To ease the transition from the old numbering to the new numbering system, we will prepare a Derivation Table. The Derivation Table, which will be included at the end of the published Code, will clearly show the chapter numbers from the City's existing 1995 Code, and where they have been included in the new Code.

# The General Code Codification Process



We see you as a partner in the codification process.

General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

## Including You in the Process

The unique project workflow that General Code has developed engages the City with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

## Process Outline



### Beginning a Code Project

To begin the project, the City of Rochester has provided the source materials for the new Code. For more detail, see the source materials listed on page 5.

### Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the City's designated contact person to review the project generally and to clarify any initial questions for both General Code and the City.



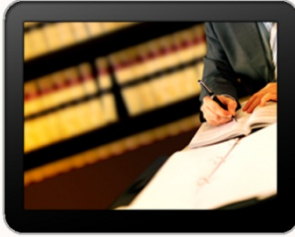
### Organizational Analysis

The first part of the analysis of the City's legislation will be the preparation of an Organizational Analysis for the City to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The City will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

### Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the City. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



### Editorial and Legal Analysis

For the second part of the analysis of the City's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of City officials, including the Attorney/Solicitor, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- ♦ Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- ♦ Identification of duplications, conflicts and inconsistencies with New Hampshire statutes
- ♦ Any practical recommendations to make your legislation more enforceable
- ♦ Suggestions regarding fines, fees and penalties
- ♦ Suggestions on ways to modernize your legislation

The City will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the City officials and the City Attorney/Solicitor.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.



### Final Editing of the Manuscript

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During the editing process, we will:

- ♦ Prepare a Table of Contents listing all chapters and articles included in the Code
- ♦ Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- ♦ Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- ♦ Copyread to correct typographical and spelling errors

During this process, General Code will also prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the City Attorney/Solicitor for review and enactment by the governing body.

**Draft**

General Code will submit a Draft of the Code for final review by the City. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the City's review may be made. Any substantial changes in organization or content shall be subject to additional charges.

**Code Delivery; Recordkeeping; Supplement Distribution**

After the Code is delivered, we will review the project with the City to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

## eCode360



General Code's **eCode360®** with MultiView Technology is our all-new electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones, tablets, and eReaders. Engineered for speed and designed for easy searching and navigation, *eCode360* will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

General Code's *eCode360* is a secure, reliable, and virtually maintenance-free product containing the complete current text of the City's Code online. Hosted and maintained by General Code, *eCode360* will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

### Premium *eCode360* includes the following features:

- ♦ Easy and Flexible Searching: Use key words or phrases, section numbers and more
- ♦ Sample Legislation (Multi-Code Searching): Search across multiple Codes
- ♦ Pre-Supplementation Posting: Post legislation not yet codified in between supplements<sup>1</sup>
- ♦ Easy Navigation: Easy-to-use interface with multiple options for exploring the Code
- ♦ Printing: Simple, user-friendly print functionality and a variety of user options
- ♦ Public and Private Annotations: Create personalized links and notes within the Code
- ♦ Easy Exporting: Copy text quickly and easily into your preferred word-processing program
- ♦ Email Links: Convenient shortcuts to email a link to a specific Code section
- ♦ Bookmarking: Save as "favorites" to quickly return to popular sections of the Code
- ♦ Quick View CD: View a permanent archive of your Code without connecting to the Internet; provided with each supplement
- ♦ Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- ♦ Free Upgrades With Additional Features
- ♦ PubDocs Module: Permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed ordinances under review prior to adoption

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<sup>1</sup> **Pre-Supplementation Posting:** This service is included with the Annual Maintenance for eCode360. Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that legislation.



## Public Documents Module

General Code is proud to introduce our new Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium *eCode360*, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your City's transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today's digital world. (Please note that PubDocs is not a repository for archiving purposes.)

### Benefits of PubDocs:

- ♦ Easy to use, self-managing process
- ♦ Secure process for posting documents
- ♦ Documents are automatically converted to searchable PDFs
- ♦ Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- ♦ Fully integrated and accessible through *eCode360*
- ♦ Fully hosted service through General Code
- ♦ Upload all types of documents (e.g., Word documents, Excel spreadsheets, etc.) to view and search
- ♦ Public documents viewable by anyone – anytime, anywhere

PubDocs is included with Premium *eCode360* at no additional charge. Costs associated with any necessary scanning services will be provided upon request.

## Performance and Payment Schedule



### Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 90 days of contract signing and receipt of the materials; the City has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 145 days of receipt of the responses to the Organizational Analysis; the City has 110 days for review
Submission of Draft	Within 120 days of receipt of responses to the Editorial and Legal Analysis; the City has 30 days to review
Delivery of Code volumes and posting of eCode360	Within 45 days of approval to proceed with the publication of the Code

*Performance schedule reflects business days excluding legal holidays.*

### Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Codes and posting of eCode360

## Investment Detail and Options



### Base Codification Project Price

**\$16,000**

Your base codification project includes the following:

- ♦ Preliminary Telephone Conference
- ♦ Creation of New Code Through November 7, 2012
- ♦ Conversion of Code into XML Document with General Code Numbering and Format
- ♦ Organizational Analysis
- ♦ Editorial and Legal Analysis
- ♦ Manuscript
- ♦ Editorial Work
- ♦ Proofreading
- ♦ Draft
- ♦ Duplication and Publication of 10 Code Volumes in Standard Imprinted Post Binders
- ♦ Comprehensive Index
- ♦ Disposition List
- ♦ Derivation Table
- ♦ Customizable Tabs
- ♦ Code Adoption Legislation
- ♦ Premium eCode360, including PubDocs Module (set-up and first year)
- ♦ Shipping

### Premium eCode360® Annual Maintenance \$ 1,195

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the City budget for this service each year. The fee covers annual licensing, web hosting, appending of legislation between regular Code supplements and the work we incur to update the electronic Code each time the printed Code is supplemented. Please note that this does not include the cost for codifying new legislation.

### Optional Components

These options are available to you at an additional charge:

\$65	Price per Additional Code Book	.....
	<i>Please note: These copies are in addition to the 10 Code books included in the base price.</i>	

Prices noted are valid for 6 months from the date of this proposal.

# Appendix



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## Project Team Resumes

### Our People Make the Difference.

General Code has developed a staff of highly trained editorial project managers, editorial assistants and production staff that have a unique expertise in codification. We take pride in our strong customer relationships that have been built through the personal care and exceptional support provided by our entire staff.



**Barry M. Keesan, Senior Vice President,  
Business Planning and Code Operations**  
*M.B.A., Rochester Institute of Technology; B. Arch., Syracuse University*

General Code's senior operations executive brings over 25 years' experience managing professional services within technical and legal publishing environments. Prior to joining General Code in 2006, Barry was a General Code customer through his 34 years of work as a Licensed Architect and 7 years as Chairman of the Planning Board of the Town of Brighton, NY. A former engineering professor at Rochester Institute of Technology, he is an experienced Publishing Operations Manager who has published articles, lectured widely, and consulted on the topic of Values-Based Leadership. Barry has held leadership positions on a number of non-profit boards and was a founding board member of the Institute of Ethical Leadership at Colgate-Rochester Divinity School.



**Patricia M. Palmieri-Phelan, Code Manager**  
*B.A. English, M.B.A. Candidate, St. John Fisher College*

A seasoned manager and experienced codification professional, Patty leads the Code team—comprised of senior editors, associate editors, and indexing specialists—in the analysis, creation and publication of Codes, with a focus on quality, accuracy and usability, combined with an emphasis on exceptional communication with the client. Patty is a senior Code editor with over 20 years of experience editing complex codification projects that meet or exceed client expectations.



**Elaine Kelly, Code Project Manager**  
*B.A. English, Cum Laude, State University of New York at Buffalo; Graduate of the Paralegal Institute of Philadelphia*

A highly experienced project manager and paralegal with codification training, Elaine keeps our Code projects moving forward smoothly and effectively, ensures on-time delivery, and keeps clients informed every step of the way.


**Claudia Zuch, Esq., Senior Editor**

*J.D., Summa Cum Laude, Notre Dame; B.A. Political Science, Magna Cum Laude, State University of New York at Brockport: Alpha Chi Honor Society.*

Certified Code editor since 1999. Admitted to practice law in New York. Specializes in statutory review; managing, editing and producing new Code projects; and supplementation of existing Codes in: CT, DE, FL, IL, KS, NJ, NY, MA, ME, MD, MI, MN, NH, NJ, NM, PA, RI, VA, and WI. Also: 2 years on the Journal of College and University Law (1 year as Associate Editor) at Notre Dame Law.


**Kathleen Macon, Senior Editor**

*State University of New York at Fredonia, B.S. Communications, Magna Cum Laude.*

Certified Code editor 1986. Specializes in statutory review; managing, editing and producing new Code projects; and supplementation of existing Codes in: PA, MI, NJ, DE, MD, NM, WY, as well as Toronto, Canada.

Also: editorial trainer and mentor; sample legislation researcher.


**Debora J. Tuszynski, Senior Editor**

*New York University, M.A. English and American Literature; University of Missouri – Columbia, B.A. English*

Certified Code editor since 1991. Specializes in statutory review; managing, editing and producing new Code projects; and supplementation of existing Codes in: CT, MA, ME, MD, NH, NY, VA, and WI

Also: editorial trainer and mentor.


**Colleen Wight, Supplementation Project Manager**

*State University of New York at Oswego, B.A. Education/Language – Magna Cum Laude – Phi Beta Kappa; graduate course studies, University of Rochester; Monroe County Land Use Training Program; IIMC Clerks Institute at Syracuse University.*

Certified Code editor since 1972. Special Projects Coordinator who specializes in statutory review; managing, editing, and producing new Code projects; and supplementation of existing Codes for over 200 code projects in 7 states and Canada.

# Formatting and Style

## Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as eCode360 sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the City's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The City will have the opportunity to review and approve the organization of the Code.

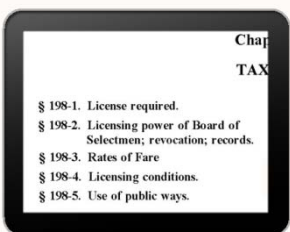


### Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

### Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.



### Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

### Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



### Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

### General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

# Sample Page

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

The History indicates the specific legislative source from which the chapter is derived.

A table of General References directs the reader to related chapters.

For precision of reference, section titles are repeated as headings in the text.

A simple internal numbering system presents material in a clear, easy-to-read format.

Editor's Notes provide supplementary information for the code user.

## Chapter 198

### TAXICABS

<p>§ 198-1. License required.</p> <p>§ 198-2. Licensing power of Board of Selectmen; revocation; records.</p>	<p>§ 198-3. Rates of Fare</p> <p>§ 198-4. Licensing conditions.</p> <p>§ 198-5. Use of public ways.</p>
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[HISTORY: Adopted by the City Meeting of the City of Springfield. Amendments noted where applicable.]

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.	Vehicle and traffic regulations — See Ch. 111.
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**§ 198-1. License required.**  
No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

**§ 198-2. Licensing power of Board of Selectmen; revocation; records.**  
The Board of Selectmen may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. They may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Board of Selectmen.

**§ 198-3. Rates of Fare**

A. Minimum zone rates. **[Amended 2-12-1980 by Ord. No. 80-73]**

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

198:1

01 - 15 - 2010

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

Amendments to individual sections or subsections are in the text at the location which most precisely pinpoints the amended material.

## Supplementation Services

### Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



### Materials

After the enactment of new legislation, the City can forward a copy by whatever method is most convenient.

- ♦ Electronic copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- ♦ In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the City.

### Pre-Supplementation Posting

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

### Schedule

Supplements will be provided on a schedule designed to meet the needs of the City. Typical schedules may be monthly, bimonthly, quarterly, triannual, semiannual, or annual, or upon authorization by the City. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

*Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.*

## Editorial Work on Your Supplement

We will review the legislation to determine proper placement within the Code. General Code will adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code. General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the City shall be incorporated into the supplement. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



### Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an Instruction Page.



### Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online or on CD.



### Delivery

Printed supplements to the Code will be delivered in bulk to the City, unless the City chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

## The General Code Codification Process At-a-Glance



## Authorization and Agreement

**Base Codification Project**

**\$ 16,000**

### Optional Components

\_\_\_\_ Additional Code book(s) @ \$65 each

\$ .....

### Total Investment

Including all of the options selected above, the project price will be:

\$ .....

The City of Rochester, New Hampshire, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

#### CITY OF ROCHESTER, STRAFFORD COUNTY, NEW HAMPSHIRE

By: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### GENERAL CODE, LLC

By: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the City for its records.

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been  
intentionally left  
blank.



Draft dated PB 7.9.14 Comments received for PB for 8.4.14

#### 42.29 Signage

- a. **General.** All signs shall comply with the regulations for the erection and construction of signs contained in the Building Code of the City of Rochester and other applicable city regulations, except as shall be under the jurisdiction of New Hampshire RSA 236:69-89. Signs shall be permitted in accordance with the following regulations.
- b. **Purpose and Intent.** The purpose of this ordinance is to create a legal framework to regulate the type, number, location, size, and illumination of signs on private property in order to maintain and enhance the character of the city's commercial district and residential neighborhood and to protect the public from hazardous and distracting displays.
- c. **Nonconforming signs.** A sign which was lawfully established prior to the adoption of this article but which does not meet the requirements of this article is considered a nonconforming sign. Non conforming signs and sign structures may remain or must be removed as follows:
  1. Applicable provisions of the nonconforming section of this Zoning Ordinance shall apply unless superseded herein.
  2. No changes in the sign or sign structure are permitted except for basic maintenance and repairs necessary to keep the sign in good working order or other changes which bring the sign into compliance. Other than that, no nonconforming sign shall be reconstructed, modified, or relocated except for changes to the sign face itself within the same size and shape to accommodate a change copy. *A nonconforming sign which is damaged beyond repair due to a cause beyond the control of the owner may be replaced within one year of when damage occurs.*
  3. No nonconforming sign may be altered in any way which makes the sign even more out of compliance with this ordinance, including but not limited to lighting an unlit sign.
  4. Existing temporary signs which are not in compliance with this article are not considered to be "grandfathered" under this ordinance. If any notification of noncompliance is given from Director Building Zoning Licensing Services or designee, these signs or conditions must be brought into compliance within 60 days from that notification.
- d. **Permits Required.** All signs, regardless of size, shall require the issuance of a zoning permit before public display unless otherwise specifically exempt by this Ordinance.
- e. **Application Process.** Application for a sign permit shall be to the Building, Zoning, and Licensing Services Department. The application should contain the following:
  1. Name, signature, address and telephone number of the applicant.
  2. Owner's authorization for the application if not the applicant.
  3. Location of the building, structure or lot to which the sign will be located.
  4. The district the sign will be located.
  5. Historic District. Signs in the Historic District, except for portable easel, placard, and sandwich board signs, are subject to review by the Historic District Commission (see Article XIV – Historic Overlay District).
- f. **Construction Documents.** Before any permit is granted for the erection of a sign or sign structure requiring such permit, construction documents shall be filed with the Building, Zoning, and Licensing Services Department official showing the dimensions, materials and required details of construction, including loads, stresses, anchorage and any other pertinent data. The permit application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected and by engineering calculations signed and sealed by a registered design professional where

required by the *International Building Code*.

- g. **Changes to signs.** No sign shall be structurally altered, enlarged or relocated except in conformity to the provisions herein, nor until a proper permit, if required, has been secured. The changing or maintenance of movable parts or components of an approved sign that is designed for such changes, or the changing of copy, business names, lettering, sign faces, colors, display and/or graphic matter, or the content of any sign shall not be deemed a structural alteration.
- h. **Permit Fees.** Permit fees to erect, alter or relocate a sign shall be in accordance with the fee schedule adopted within this jurisdiction.
- i. **Prohibited Signs.** The following devices and locations shall be specifically prohibited:
  - 1. Signs located in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic.
  - 2. Except as provided for elsewhere in this code, signs encroaching upon or overhanging public rights-of-way. No *sign* shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.
  - 3. Signs which blink, flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or to have the appearance of municipal vehicle warnings from a distance.
  - 4. Any *sign* attached to, or placed on, a vehicle or trailer parked on public or private property, except for signs meeting the following conditions:
    - a. The primary purpose of such a vehicle or trailer is not the display of signs.
    - b. The signs are magnetic, decals or painted upon an integral part of the vehicle or equipment as originally designed by the manufacturer, and do not break the silhouette of the vehicle.
    - c. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets when applicable, and actively used or available for use in the daily function of the business to which such signs relate.
  - 5. Vehicles and trailers used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.
  - 6. Snipe Signs
- j. **Exempt Signs.** The following signs shall be exempt from the provisions of this chapter:
  - 1. Official notices authorized by a *court*, public body or public safety official.
  - 2. Directional, warning or information signs authorized by federal, state or municipal governments.
  - 3. Memorial plaques, building identification signs and building cornerstones when cut or carved into a masonry surface or when made of noncombustible material and made an integral part of the building or structure.
  - 4. The flag of a government or noncommercial institution, such as a school.
  - 5. Religious symbols and seasonal decorations within the appropriate public holiday season.
  - 6. Works of fine art displayed in conjunction with a commercial enterprise where the enterprise does not receive direct commercial gain.
  - 7. Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed 6 square feet (0.56 m<sup>2</sup>) in area.
  - 8. Political Signs.
  - 9. Holiday ~~or Special event signs without advertisement.~~
  - 10. Signs required, or deemed necessary for the public welfare and safety, by a municipal, state, or federal agency such as traffic control and directional signs.
  - 11. Interior signs

k. **Definitions.** For the purpose set forth in this ordinance the following definitions apply:

1. **Abandoned Sign:** A sign structure that has ceased to be used and the owner intend no longer to have used.
2. **Animated Sign:** A sign employing actual motion or the illusion of motion. Animated signs, which are differentiated from changeable signs as defined and regulated by this code, include the following types:
  - a. **Electrically activated:** Animated signs producing the illusion of movement by means of electronic, electrical or electro-mechanical input and/or illumination capable of simulating movement through employment of the characteristics of one or both of the classifications noted below:
  - b. **Flashing:** Animated signs or animated portions of signs whose illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of non illumination. For the purposes of this ordinance, flashing will not be defined as occurring if the cyclical period between on-off phases of illumination exceeds 8 seconds.
  - c. **Mechanically activated:** Animated signs characterized by repetitive motion and/or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.
3. **Architectural Projection:** Any projection that is not intended for occupancy and that extends beyond the face of an exterior wall of a building, but that does not include signs as defined herein. See also "Awning;" "Backlit awning;" and "Canopy, Attached and Free-standing."
4. **Awning:** An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non rigid materials and/or fabric on a supporting framework that may be either permanent or retractable, including such structures that are internally illuminated by fluorescent or other light sources.
5. **Awning Sign:** A sign displayed on or attached flat against the surface or surfaces of an awning. See also "Wall or fascia sign."
6. **Backlit Awning** An awning with a translucent covering material and a source of illumination contained within its framework.
7. **Banner:** A flexible substrate on which copy or graphics may be displayed.
8. **Banner Sign:** A sign utilizing a banner as its display surface.
9. **Billboard:** See "Off-premise sign" and "Outdoor advertising sign."
10. **Building:** A structure which has a roof supported by walls for shelter, support, or enclosure of persons, animals, or chattel.
11. **Canopy:** A multisided overhead structure or architectural projection supported by attachments to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points. The surface(s) and/or soffit of an attached *canopy* may be illuminated by means of internal or external sources of light. See also "Marquee."

12. **Canopy (Free-Standing):** A multisided overhead structure supported by columns, but not enclosed by walls. The surface(s) and or soffit of a free-standing *canopy* may be illuminated by means of internal or external sources of light.
13. **Canopy Sign:** A sign affixed to the visible surface(s) of an attached or free-standing *canopy*.
14. **Changeable Sign:** A sign with the capability of content change by means of manual or remote input, including signs which are:
  - a. **Electrically activated.** Changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light-emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also "Electronic message sign or center."
  - b. **Manually activated.** Changeable sign whose message copy or content can be changed manually.
15. **Combination Sign:** A sign that is supported partly by a pole and partly by a building structure.
16. **Copy:** Those letters, numerals, figures, symbols, logos and graphic elements comprising the content or message of a sign, excluding numerals identifying a street address only.
17. **Development of Complex Sign:** A free-standing sign identifying a multiple-occupancy development, such as a shopping center or planned *industrial* park, which is controlled by a single owner or landlord, approved in accordance with [Section 1009.2](#) of this chapter.
18. **Directional Sign:** Any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic.
19. **Double-Faced Sign:** A sign with two faces, back to back.
20. **Electric Sign:** Any sign activated or illuminated by means of electrical energy.
21. **Electronic Message Sign or Center:** An electrically activated changeable sign whose variable message capability can be electronically programmed.
22. **Exterior Sign:** Any sign placed outside a building.
23. **Flag:** A sign, constructed of cloth and attached to a staff or pole.
24. **Flashing Sign:** See "Animated sign, electrically activated."
25. **Free-Standing Sign:** A sign principally supported by a structure affixed to the ground, and not supported by a building, including signs supported by one or more columns, poles or braces placed in or upon the ground.
26. **Frontage (Building):** The length of an exterior building wall or structure of a single premise orientated to the public way or other properties that it faces.
27. **Frontage (Property):** The length of the property line(s) of any single premise along either a public way or other properties on which it borders.
28. **Illuminated Sign:** A sign characterized by the use of artificial light, either projecting through its surface(s) (internally illuminated); or reflecting off its surface(s) (externally illuminated).

- 29. Interior Sign:** Any sign placed within a building, but not including "window signs" as defined by this ordinance. Interior signs, with the exception of window signs as defined, are not regulated by this chapter.
- 30. Marquee Sign:** A permanent roof-like structure, including the structural support system, projecting beyond a building wall at the entrance to a building or extending along and projecting beyond building wall.
- 31. Menu Board:** A free-standing sign orientated to the drive-through lane for a restaurant that advertises the menu items available from the drive-through window, and which has no more than 20 percent of the total area for such a sign utilized for business identification.
- 32. Multiple-Faced Sign:** A sign containing three or more faces.
- 33. Nonconforming Sign:** Any sign that existed lawfully prior to the adoption of the Sign Ordinance (**DATE OF ADOPTION**) which now does not conform with the provisions of this ordinance.
- 34. Off-Premise Sign Directional:** A sign on private property whose only purpose is to direct vehicular traffic for deliveries and visitation and is not intended to be used as a form of advertisement.
- 35. Off-Premise Sign:** A sign, which pertains to a business, industry, or other activity which is not located on the premise upon which the sign is located.
- 36. On-Premise Sign:** A sign erected, maintained or used in the outdoor environment for the purpose of the display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed.
- 37. Outdoor Advertising Sign:** A permanent sign erected, maintained or used in the outdoor environment for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed.
- 38. Permanent Sign:** A sign that is displayed for more than a total of ninety days in any one year.
- 39. Pole Sign:** See "Free-standing sign."
- 40. Political Sign:** A temporary sign intended to advance a political statement, cause or candidate for office. A legally permitted outdoor advertising sign shall not be considered to be a political sign.
- 41. Portable Sign:** Any *sign* not permanently attached to the ground or to a building or building surface.
- 42. Projecting Sign:** A *sign* other than a wall sign that is attached to or projects more than 18 inches (457 mm) from a building face or wall or from a structure whose primary purpose is other than the support of a sign. For visual reference, see [Section 1003](#).
- 43. Premises Sign:** A lot or number of lots situated a building or group of buildings designed as a unit or on which a building or group of buildings are to be constructed housing multiple businesses.
- 44. Real Estate Sign:** A temporary *sign* advertising the sale, lease or rental of the property or premises upon which it is located.
- 45. Sandwich Board Sign:** A portable sign shaped like an A-frame with a sign pane on one or both sides.

46. **Sign:** Any device visible from a public place that displays either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Noncommercial flags or any flags displayed from flagpoles or staffs will not be considered to be signs.
47. **Sign Area:** The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped *sign* shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50 percent of the sum of the area of all faces of the *sign*.
48. **Sign Face:** The surface upon, against or through which the *sign* copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border..
49. **Sign Structure:** Any structure supporting a sign.
50. **Snipe Sign:** A temporary sign or poster affixed to a tree, fences, etc. Snipe sign. Any sign of any size, made of any material, including paper, cardboard, wood and metal, when such sign is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the premises upon which said sign is located. ~~Snipe sign means an off-premises sign which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, or to other objects.~~
51. **Temporary Sign:** A sign not constructed for or intended for permanent use. Temporary signs may not be displayed for more than a total of **thirty (30) days** in any one year.
52. **Wall Sign:** A *sign* that is attached to a vertical wall of building that projects not more than 18 inches from the building or structure wall.
53. **Window Sign:** A *sign* within one foot of a window message intended to be visible to and readable from the public way or from adjacent property.

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## I. General Provisions.

1. Conformance to codes. Any sign hereafter erected shall conform to the provisions of this ordinance and the provisions of the *International Building Code* and of any other ordinance or regulation within this jurisdictions.
2. Signs in rights-of-way. No sign other than an official traffic sign or similar sign shall be erected within 2 feet of the lines of any street, or within any public way, unless specifically authorized by other ordinances or regulations of this jurisdiction or by specific authorization of the code official.
3. Projections over public ways. Signs projecting over public walkways shall be permitted to do so only subject to the projection and clearance limits either defined herein or, if not so defined, at a minimum height of 8 feet from *grade* level to the bottom of the sign. Signs, architectural projections or *sign* structures projecting over vehicular access areas must conform to the minimum height clearance limitations imposed by the jurisdiction for such structures.
4. Traffic visibility. No sign or sign structure shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision, nor at any location where by its position, shape or color it may interfere with or obstruct the view of or be confused with any authorized traffic sign, signal or device.
5. Computation of frontage. If a premises contains walls facing more than one property line or encompasses property frontage bounded by more than one street or other property usages, the sign area(s) for each building wall or property frontage will be computed separately for each building wall or property line facing a different frontage. The sign area(s) thus calculated shall be permitted to then be applied to permitted signs placed on each separate wall or property line frontage.
6. Maintenance, repair and removal. Every sign permitted by this ordinance shall be kept in good condition and repair. When any sign becomes insecure, in danger of falling or is otherwise deemed unsafe by the code official, or if any sign shall be unlawfully installed, erected or maintained in violation of any of the provisions of this ordinance, the owner thereof or the person or firm using same shall, upon written notice by the Building, Zoning, Licensing, Services official forthwith in the case of immediate danger, and in any case within not more than 10 days, make such sign conform to the provisions of this ordinance, or shall remove it. If within 10 days the order is not complied with, the code official shall be permitted to remove or cause such sign to be removed at the expense of the owner and/or the user of the sign.
7. Master sign plan required. All landlord or single-owner controlled multiple-occupancy development complexes, such as shopping centers or planned *industrial* parks, shall submit to the Building Zoning and Licensing Services a master sign plan prior to issuance of new sign permits. The master sign plan shall establish standards and criteria for all signs in the complex that require permits, and shall address, at a minimum, the following:
  - a. Proposed sign locations.
  - b. Materials.
  - c. Type of illumination.
  - d. Design of free-standing sign structures.
  - e. Size.
  - f. Quantity.
  - g. Uniform standards for non business signage, including directional and informational signs.
8. Illumination.
  - a. No internally illuminated sign shall be used within 100 feet of any residential zone.
  - b. On externally illuminated signs, the light source shall be steady, stationary, shielded, downcast, and directed solely at the sign. The sign surface shall be non reflective.

- c. Illuminated signs shall send no glare onto the road or onto any neighboring residential properties.

**9. Removal of Portable and Other Movable and Temporary Signs.**

- a. The Zoning Administrator, or other city personnel designated by the City Manager, shall cause to be removed any sign placed on or over any public right-of-way or public property that is without a valid permit or is not in compliance with the terms of a valid permit, or where such a sign is exempt from permit requirements, the sign is not in compliance with the standards and provisions of this ordinance.
- b. Signs Related to An Adjacent Principal Use. Where a sign that is placed on or over any public right-of-way or public property in violation of this ordinance is related to a principal use of adjacent private property, the Zoning Administrator, or other city personnel designated by the City Manager, shall notify the owner of the principal use or the property that a violation exists and shall specify a time limit for removal of the sign. If the owner fails to comply with the order for removal, the Zoning Administrator, or other city personnel designated by the City Manager, shall remove the sign and the owner shall be liable for the cost of said removal and subsequent storage. If the owner does not redeem the sign within thirty (30) calendar days from the date that the sign is removed, the sign shall be deemed to be abandoned and may be disposed of by the City as abandoned property; and
- c. Other Signs. Where a sign that is placed on or over any public right-of-way or public property in violation of this ordinance is not erected in connection with elections or political campaigns, and is unrelated to a principal use of adjacent private property, the Zoning Administrator, or other city personnel designated by the City Manager, shall remove the sign and it shall be deemed to be abandoned and may be disposed of by the City as abandoned property."

**m. Specific Sign Requirements.**

1. Animated Sign. Animated signs, except as prohibited in [Section 13](#), are permitted in Granite Ridge Development, commercial and *industrial* zones only. Changeable signs, manually activated, are permitted for nonresidential uses in all zones. Changeable signs, electrically activated, are permitted in all nonresidential zones.

2. Awning Sign.

- a. The copy area of awning signs shall not exceed an area equal to 25 percent of the background area of the awning or awning surface to which such a sign is affixed or applied, or the permitted area for wall or fascia signs, whichever is less.
- b. Neither the background color of an awning, nor any graphic treatment or embellishment thereto such as striping, patterns or valances, shall be included in the computation of sign copy area.

3. Canopy Signs.

- a. The permanently-affixed copy area of *canopy* or marquee signs shall not exceed an area equal to 25 percent of the face area of the *canopy*, marquee or architectural projection upon which such sign is affixed or applied.
- b. Graphic striping, patterns or color bands on the face of a building, *canopy*, marquee or architectural projection shall not be included in the computation of sign copy area.

4. Directory Signs. For businesses located on Secondary Streets within the Downtown Commercial District.

- a. Not to exceed four (4) square feet in area.
- b. Permission must be obtained in writing from the property owner on whose premise the sign is to be placed.
- c. These signs shall not obscure any portion of road, intersection, or sidewalk.
- d. Not more than 25 percent of the area of any directional sign shall be permitted to be devoted to business identification or logo, which area shall not be assessed as identification sign area.

**5. Directional Signs.**

No more than two directional signs shall be permitted per street entrance to any lot. There shall be none in residential zones. For all other zones, the maximum area for any directional sign visible from adjacent property or rights-of-way shall be 10 square feet. Not more than 25 percent of the area of any directional sign shall be permitted to be devoted to business identification or logo, which area shall not be assessed as identification sign area.

**6. Development and Construction Signs.** Signs temporarily erected during construction to inform the public of the developer, contractors, architects, engineers, the nature of the project or anticipated completion dates, shall be permitted in all zoning districts, subject to the following limitations:

- a. Such signs on a single residential lot, residential subdivision or multiple residential lots, and nonresidential uses shall be limited to one sign, not greater than 10 feet in height and 32 square feet in area.
- b. Such signs for commercial or *industrial* projects shall be limited to one sign per street front.
- c. Development and construction signs may not be displayed until after the issuance of construction permits by the building official, and must be removed not later than 24 hours following issuance of an occupancy permit for any or all portions of the project.

**7. Electronic Message Sign.** All permitted EMCs shall be equipped with a sensor or other device that automatically determines the ambient illumination and be programmed to automatically dim according to ambient light conditions at all times of the day or night. Electronic changing signs may be freestanding or building mounted, one or two-sided, may be a component of a larger sign or billboard, and shall conform to the following minimum requirements along with all other requirements for signage within this ordinance:

- a. Electronic Message Center portion of the sign shall not make up more than 75% of the actual sign surface. In no case shall an electronic message center exceed 32 square feet.
- b. Animation on Static EMCs shall be limited to the actual changing of the message. No flashing, blinking, or pulsating of lights shall be allowed. Electronic Message Centers must be equipped to freeze in one position or discontinue the display in the event that a malfunction occurs.
- c. Minimum Display Time: All illumination elements on the face of Static electronic changing signs shall remain at a fixed level of illumination for a period of not less than 8 seconds.
- d. Software for operating the EMC must be able to show current and factory brightness levels upon request. The owner/installer of Electronic Message Displays shall certify as part of the application that signs will not exceed the brightness levels specified in this section.
- e. The brightness shall not exceed 0.3 footcandles at night.
- f. Flashing or animated signs (including temporary interior window displays or banners) of red, amber, or green colored lights shall not be permitted.

**8. Flag.** Each store front may be allowed one (1) Open or welcome flag that is position at a height so as not to impede the flow of pedestrians.

9. Home Occupation-1 Sign. No signs are permitted.
10. Home Occupation-2 Sign. There may be only one sign for the business visible from the street. The sign shall be non-illuminated and shall not exceed three (3) square feet.
11. Home Occupation-3 Sign. There may be only one sign for the business visible from the street. The sign shall be non-illuminated and shall not exceed four (4) square feet.
12. Marquee Sign. No marquee shall be erected unless designed by a registered structural engineer and approved by Director Building Zoning Licensing Services. It may extend over the sidewalk across the ROW to the curb line provided it has a minimum height above the sidewalk of ten feet above the curb level and does not exceed five feet in height.
13. Off-Premise Sign. Off premises signs are prohibited except for the following signs if permission is granted from the owner of the off premises location. A setback of at least 5 feet is required for these signs and they shall not be placed in the road right-of-way (i.e. they must be placed on private property) unless approved by the appropriate government body.
- a. One freestanding sign per establishment directing people to the site. The sign may not exceed 2 square feet per side or 4 feet in height. No illumination is allowed. It may include only the name and/or logo, with simple directions. The sign must be durable and constructed of solid, finished materials.
  - b. A real estate sign one per premise shall not exceed 6 square feet per side.
  - c. Yard sale signs (See section M 2524)
  - d. A sign for an office park or industrial park may be erected at the entrance to the park on an out parcel or, with the approval of the City Council, within the road right-of-way.
  - e. A promotional banner for special public or nonprofit institutional events may be placed anywhere in the City, including across a public road, if approved by the City Manager.
  - f. Two seasonal agricultural directional signs not to exceed 4 square feet each are permitted when intended to direct patrons to a farm for the purpose of purchasing or picking seasonal agricultural produce or products during the season within which the produce is available for sale or harvest.
  - g. One portable sign on the sidewalk in front of businesses in the Downtown Commercial, Special Downtown, and Neighborhood Mixed Use lying in density rings.
  - h. Road Signs.
14. Political Sign. Political Advertising. The following provisions are in addition to the political advertising controls established under RSA 664:14, 664:17, and 664:2, as amended:
- a. Political advertising shall be defined in RSA 664:2, as amended.
  - b. Political signs may not exceed 32 Square feet per side in area nor 8 feet in height.
  - c. Placement of advertising – No political advertising shall be placed on or affixed to any public property including City rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within City-owned rights-of-way

as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of land over which the right-of-way passes.

d. Signature, Identification, Lack of Authorization shall be in accordance with RSA 664:14, as amended.

e. Political signs shall not be erected in the City Adopt-A-Spots or the Rochester Common. There must be a 25 foot buffer from the garden bed edge.

f. Removal of signs shall be in accordance with RSA 664:17, as amended.

g. City of Rochester Adopt-A-Spots are situated in the following locations:

- Granite State Business Park
- Christmas Tree Island Granite State Business Park
- Strafford Square
- Corner of Portland Street/Olsen Way
- "The Commons"
- Duval Park
- Merrill Park at City Hall & Front of City Hall
- Tax Revenue Office
- Library (Front Entrance)
- Public Works Department
- Stairs and Front – RPD/Museum Way & City Hall Island
- Rochester Fire Department Flagpoles
- Rochester Community Center/Flagpole
- Columbus Avenue Right-of-Way between Hancock Street and South Main Street
- Gonic Center Square
- General Wolfe Tavern Barrels
- Welcome to Rochester/Route 125
- Union/Wakefield Street
- Ten Rod Road Industrial Park
- Airport Welcome Sign
- Route 125/Flagg Road
- East Rochester Square
- Elks Lodge
- Woodman Square Park/Charles Street
- Torr Park at Spaulding and Urn at Wading Pool

h. The area and location of signs used in conjunction with uses allowed by the Board of Adjustment as special exceptions shall also be approved by the Planning Board~~Board of Adjustment~~ and shall conform to the sign regulations for the district in which they are located. The area and location of such signs shall be in harmony with the character of the neighborhood in which they are located.

i. No sign, except for political signs, shall be erected until a permit for same has been obtained from the Director of Building, Zoning, & Licensing Services.

15. Portable Sign. Portable signs shall be permitted only in the Downtown Commercial, Special Downtown Overlay, Neighborhood Mixed Use lying in Density Rings, subject to the following limitations:

- a. No more than one such sign may be displayed on any property, and shall not exceed a height of 4 feet or an area of 8 square feet per side. Comment [m1]: Take out. One sign per business
- b. Any portable sign that is placed on sidewalk
- i. Shall be situated directly in front of the business(es) which is being advertised.
  - ii. Shall not block passage along sidewalk including passage for handicapped persons and shall not present a safety hazard.
- c. May be displayed during business hours only.
- d. Appropriately placed to minimize appearance of clutter
- e. Only one sign per individual business.
16. Projecting Sign. Signs are permitted in the following zones:
- a. Multiple projecting signs shall be permitted on buildings having multiple occupants providing only than one projecting sign per occupant will be permitted.
  - b. Projecting signs shall:
    1. Not overhang any public property or public right of way.
    2. Be attached to the side of a building with a decorative support bracket engineered to and designed to withstand wind loads.
    3. Extend from the side of the building no more than eleven feet.
    4. Be part of the wall sign calculations which cumulative total include both projecting s and wall signs shall not exceed twenty percent of the wall area to which the sign is attached.
    5. Such signs shall maintain a clear vertical distance above any public sidewalk a minimum of 10 feet.
17. Roadside Farm Stand Signs. No more than 2 signs with a maximum combined total of 20 square feet is permitted.
18. Real Estate Sign shall be permitted in all zoning districts, subject to the following limitations:
- a. Real estate signs located on a single residential lot shall be limited to one sign, not greater than 8 square feet in area and 6 feet in height.
  - b. Real estate signs may not be illuminated in residential districts.
  - c. There may be no more than one sign per street frontage except on lots with more than 500 feet of street frontage a second sign may be placed.
  - d. Real estate signs shall be removed not later than 10 days after execution of a lease agreement in the event of a lease, or the closing of the sale in the event of a purchase.
19. Sandwich Board Sign. See portable signs.
20. Street Banners. Temporary street banners used to inform the public about community events and activities may be placed within or above the road right of way or in other public locations if approved by the City Manager and signed off from all departments.
21. Special promotion, event and grand opening signs. Signs temporarily displayed to advertise special promotions, events and grand openings shall be permitted for nonresidential uses and for all commercial and *industrial* districts subject to the following limitations:
- a. Such signs shall be limited to one sign per street front.
  - b. Such signs may be displayed for not more than 30 consecutive days in any 12-month period, and not more than 30 days in any calendar year. The signs shall be erected no more than 5

days prior to the event or grand opening, and shall be removed not more than 1 day after the event or grand opening.

c. The total area of all such signs shall not exceed 32 square feet.

22. Special event signs in public ways.

Signs advertising a special community event shall be allowed in or over public rights-of-way, subject to approval by Building, Zoning, and Licensing, Services official as to the size, location and method of erection. The official may not approve any special event signage that would impair the safety and convenience of use of public rights-of-way, or obstruct traffic visibility.

23. Window Sign. Window signs shall be permitted for any nonresidential use in, all Downtown Commercial and *industrial* districts, subject to the following limitations:

a. The aggregate area of all such signs shall not exceed 25 % of the window area on which such signs are displayed within the Historic District.

24. Yard sale signs.

a. Yard sale signs may not be placed prior to 3 days before the sale and must be removed within 24 hours after the sale. The date and time of the yard sale must be on the sign.

b. They may not exceed 6 square feet and may not be illuminated.

c. The signs may be placed off premises for noncommercial sales related to a single residential dwelling unit (or informal joint sales among neighbors) provided they are not placed on utility poles, are not a distraction to traffic, and comply with Requirements by Zoning District.

i. Requirements by Zoning District. The following special requirements shall apply in each respective zoning district.

1. Residential Zoning Districts.

- a. For permitted nonresidential uses one freestanding sign with a maximum area of 6 square feet per side plus one attached sign not to exceed 12 square feet is permitted. Height: Signs shall have a maximum height of six (6) ft.
- b. Internally illuminated signs (including neon signs and signage placed in a window) are not permitted.
- c. No sign may be illuminated between the hours of 9:00 p.m. and 7:00 a.m. with the exception of signage: a) showing property addresses; b) for residential communities; and c) for businesses and organizations during any specific hours in that time period that the businesses are open.

2. Nonresidential Zoning Districts

- a. Baseline. The following advertising signage is permitted for one nonresidential use occupying a single building in commercial and industrial zoning districts (except as otherwise indicated in this article). Additional allowances beyond these limitations or other restrictions for various situations are shown in the subsequent subsections
- b. Freestanding signs. Only one free standing sign shall be permitted on a lot even if there is more than one building or use on that lot. No part of any free standing sign shall be located within 5 feet of any property line.

Dimensional standards are as follows:

Zoning District	Maximum Area (in square feet)	Maximum Height (in feet)
Highway Commercial General Industrial Hospital Granite Ridge Development	75'	30'
Airport Recycling Industrial	50'	20'
Downtown Commercial	25'	15'
Neighborhood Mixed Use Office Commercial	20'	8'

Note. All signs that are to be located in the historic district are also subject to the provisions of Article XIV – Historic Overlay District

- d. Wall Signs. No wall sign shall exceed ten percent (10 %) of the area of the building frontage as measure by the width of the wall containing the main public entrance by the height (measured from the floor level to the top of the first floor cornice area, or to one foot below secondary story window) to which it is attached. For buildings with multiple tenants having store fronts only, the façade rented by the tenant shall be considered as wall area for a sign.
  - i. A maximum of ten (4) signs.
- e. Temporary signs. One temporary sign is allowed at any one time, including portable and banner signs. For portable signs (where they are permitted; (see below) the maximum area is 8 square feet and the maximum height is 4 feet. Banner signs, not exceeding 60 square feet, are permitted for grand openings of new business only, and may be displayed for a maximum of 30 consecutive days. Permits are required for these signs with a fee of \$10.
- f. Directory signs. For each additional independent enterprise on a site beyond one, an additional 10 square feet may be added to one freestanding directory sign not to exceed 100 square feet. Property owners of separate adjoining lots may also elect to have one joint directory sign.
- g. Attached directory signs. One additional attached directory sign of the principal uses within a multi-tenant building is permitted on the exterior wall at each entrance to the building. It shall not exceed 3 square feet plus 1 square foot for each independent enterprise.
- h. Upper floor units. Each upper floor occupant may use one attached sign placed at no higher than the second floor level – not to exceed six square feet per side for each occupant plus window signs. Window signage shall not exceed 25% of the total window area.

- i. On multiple occupant sites up to 3 portable signs for independent enterprises may be placed at the same time.
- j. Secondary Entrance. By Conditional Use Permit issued by the Planning Board any site with at least 300 feet of linear lot frontage and with a second driveway entrance located at least 200 feet from the primary entrance may have a second freestanding sign at the second entrance not to exceed 16 square feet and 8 feet in height.
- k. Corner or multiple frontage lots. By Conditional Use Permit issued by the Planning Board any corner lot or a rear frontage lot (or double frontage) may have one additional freestanding sign with a maximum area of 24 square feet is allowed on the second frontage provided the property across the street on that second frontage is not zoned residential.
- l. Specific Zoning Districts  
Internally illuminated signs are permitted only in the Highway Commercial, Downtown Commercial, Granite Ridge Development, and Industrial Districts.

**Sign permitted in designated zoning districts**

<b>Sign</b>	<b>Residential Districts</b>				<b>Commercial Districts</b>				<b>Industrial District</b>		<b>Special</b>	
	<b>R1</b>	<b>R2</b>	<b>NMU</b>	<b>AG</b>	<b>DC</b>	<b>OC</b>	<b>HC</b>	<b>GRD</b>	<b>GI</b>	<b>RI</b>	<b>HS</b>	<b>AS</b>
Canopy	N	N	P	N	P	P	P	P	P	P	P	P
Changeable Copy	N	N	P	N	P	P	P	P	P	P	P	P
Electronic Message	N	N	N	N	N	N	P	P	P	N	N	N
Freestanding Pole	P	P	P	P	P	P	P	P	P	P	P	P
Interior Window	P	P	P	P	P	P	P	P	P	P	P	P
Marquee	N	N	P	P	P	P	P	P	P	P	P	P
Portable	N	N	P	N	P	N	N	N	N	N	N	N
Projecting	P	P	P	P	P	P	P	P	P	P	P	P
Wall	P	P	P	P	P	P	P	P	P	P	P	P
Window	P	P	P	P	P	P	P	P	P	P	P	P

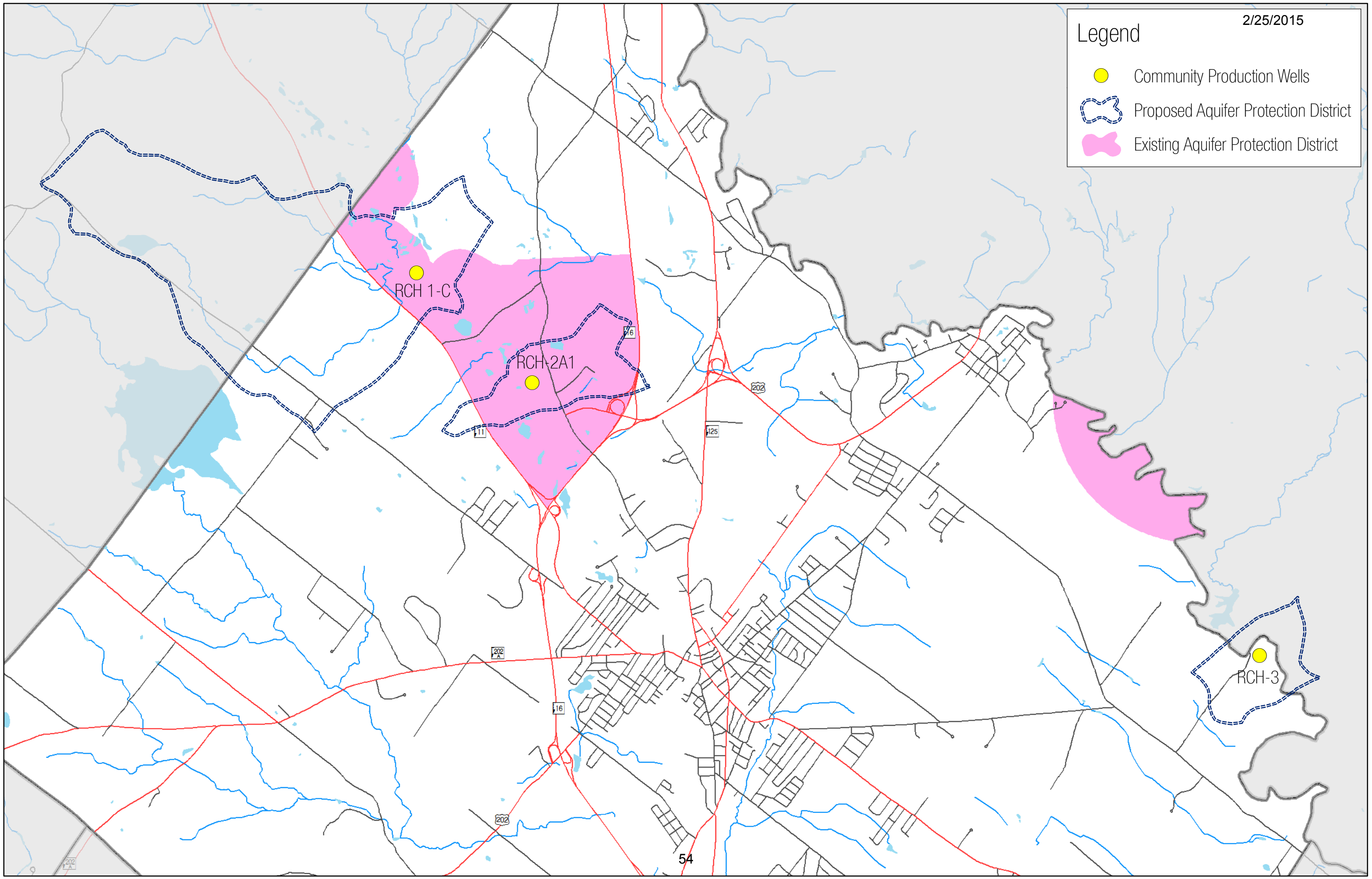
\*\*Signs which are permitted in the designated zone are indicated with a “P”, and signs which are not permitted are indicated with an “N”.

**42.10 Aquifer Protection Overlay District [APOD]**

- a. Purpose. The purpose of the Aquifer Protection Zone is to protect groundwater resources from adverse development or land use practices that might reduce the quality and quantity of water that may be available for use as a future source of supply for Rochester's municipal water system.
- b. Aquifer Protection District Boundaries. The boundaries of the Aquifer Protection District shall generally coincide with those areas identified in the 1982 engineering study of the City's water system conducted by Whitman & Howard, Inc. as having the highest potential to serve as future sources of groundwater supply. These areas are delineated on the Rochester Zoning Map.
- c. Restrictions - Aquifer District. The following uses are prohibited:
  - 1. Coverage of more than forty percent (40%) of any lot with impervious surfaces, except that the Planning Board may allow up to sixty percent (60%) coverage of any lot with impervious surfaces if engineering design provides adequate purification and recharge conditions. The Planning Board shall require the applicant to cover all costs associated with design and Planning Board review.
  - 2. On-site disposal of solid wastes, other than brush and stumps.
  - 3. On-site disposal of liquid or leachable wastes other than from a septic system serving only domestic wastes.
  - 4. On-site disposal of any materials or substances classified as hazardous by the rules and regulations of the New Hampshire Water & Supply Pollution Control Commission or the Environmental Protection Agency.
- d. Special Provisions - Aquifer District. On-site storage of petroleum, gasoline, or other materials may be permitted if such storage is in compliance with the rules and regulations of the New Hampshire Water Supply & Pollution Control Commission for Control of Nonresidential Underground Storage and Handling of Oil and Petroleum Liquids.

Legend

- Community Production Wells
- Proposed Aquifer Protection District
- Existing Aquifer Protection District



## 42.10 Aquifer Protection Ordinance

### I. AUTHORITY

The City of Rochester hereby adopts this ordinance pursuant to the authority granted under RSA 674:16, in particular RSA 674:16, II relative to innovative land use controls.

### II. PURPOSE

The purpose of this ordinance is to preserve, maintain, and protect from contamination existing and potential groundwater supply areas that may be available for use as a future source of supply for Rochester's growing municipal water system. The ordinance serves as a public education tool to provide residents and small businesses awareness on typically unrecognized hazards.

### III. DEFINITIONS

- A. Aquifer: for the purposes of this ordinance, a geologic formation composed of rock, sand, or gravel that contains significant amounts of potentially recoverable water. [*NHDES Model Groundwater Protection Ordinance, Chapter 2.5 Protection of Groundwater and Surface Water Resources, Innovative Land Use Planning Techniques*]
- B. Fuel storage: see Chapter 42.2 of the Zoning Ordinance of the City of Rochester, New Hampshire.
- C. Gasoline station: see Chapter 42.2 of the Zoning Ordinance of the City of Rochester, New Hampshire.
- D. Groundwater: subsurface water that occurs beneath the water table in soils and geologic formations. [*RSA 485-C (VIII), the Groundwater Protection Act*]
- E. Household hazardous waste collection project: any location that accumulates, collects, transfers, or otherwise manages household hazardous waste [*Env-Hw 103.66, NH Code of Administrative Rules*]
- F. Impervious surface: a surface through which regulated substances cannot pass when spilled. The term includes concrete and asphalt unless unsealed cracks or holes are present, but does not include earthen, wooden, or gravel surfaces or other surfaces that could react with or dissolve when in contact with the substances stored on them. [*Env-Wq 401.03(c), NH Code of Administrative Rules*]
- G. Junkyard: see Chapter 42.2 of the Zoning Ordinance of the City of Rochester, New Hampshire.

- H. Regulated substance: any of the following, with the exclusion of all chemicals required for municipal water treatment:
1. Petroleum products and their by-products of any kind, and in any form including, but not limited to, petroleum, fuel, sludge, crude, oil refuse or oil mixed with wastes and all other liquid hydrocarbons regardless of specific gravity and which are used as motor fuel, lubricating oil, or any oil used for heating or processing. Shall not include natural gas, liquefied petroleum gas or synthetic natural gas regardless of derivation or source. [*RSA 146-A:2(III), Oil Discharge or Spillage in Surface Water or Groundwater*]
  2. Any substance that contains a regulated contaminant for which an ambient groundwater quality standard has been established pursuant to RSA 485-C:6.
  3. Any hazardous substance as listed in the [40 CFR Part 302, Table 302.4](#)<sup>1</sup>.
- I. Reportable quantity (RQ): the reportable quantities of hazardous substances as listed in [40 CFR Part 302, Table 302.4](#)<sup>2</sup> under column heading final RQ pounds (Kg).
- J. Rochester municipal water system: the public treatment and distribution system, which consists of water main pipes, storage tanks, booster stations, and service connections that convey potable water for domestic, fire protection, and other community uses.
- K. Sanitary protective radius: the area around a public water supply well which must be maintained in its natural state as required by Env-Dw 301 or 302 (for community water system); Env-Dw 373.12 and Env-Dw 372.14 (for other public water systems).
- L. Seasonal high water table: the depth from the mineral soil surface to the upper most soil horizon that contains 2% or more distinct or prominent redoximorphic features that increase in percentage with increasing depth as determined by a licensed Hydrogeologist, Soils Scientist, Wetlands Scientist, Engineer or other qualified professional approved by the Planning Board. [*Env-Wq 1502.49, NHDES Alteration of Terrain*]
- M. Snow dump: for the purposes of this ordinance, a location where snow is placed for disposal from any off-site location (i.e. cleared from roadways, and/or motor vehicle parking areas). [*NHDES Model Groundwater Protection Ordinance, Chapter 2.5 Protection of Groundwater and Surface Water Resources, Innovative Land Use Planning Techniques*]

<sup>1</sup> [http://www.ecfr.gov/cgi-bin/text-idx?SID=faf57ef83c3514de4442d1c07acf144f&node=se40.28.302\\_14&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=faf57ef83c3514de4442d1c07acf144f&node=se40.28.302_14&rgn=div8)

<sup>2</sup> Ibid

- N. Stratified-drift aquifer: a geologic formation of predominately well-sorted deposited by or in bodies of glacial meltwater, including gravel, silt, or clay, which contains sufficient saturated permeable material to yield significant quantities of water to wells. [*RSA 485-C (XIV), the Groundwater Protection Act*]
- O. Wellhead protection areas – the surface and subsurface area surrounding a water well or wellfield supplying a community public water system, through which contaminants are reasonably likely to move toward and reach such water well or wellfield. [*RSA 485-C (XVIII), the Groundwater Protection Act*]

#### IV. AQUIFER PROTECTION DISTRICT

The Aquifer Protection District is an overlay district that is superimposed over the existing underlying zoning. The Aquifer Protection District shall impose additional requirements and restrictions to those of the underlying, base strict zoning. Boundaries of the Aquifer Protection District shall be referenced by the latest edition of the map entitled “City of Rochester Aquifer Protection Overlay District.” The Aquifer Protection District shall include:

- 1) All of the delineated Wellhead Protection Areas around existing and potential community public water wells as defined under Article III (N).

#### V. APPLICABILITY

This Ordinance applies to all uses in the Aquifer Protection District, except for those uses exempt under Article XIII of this Ordinance.

#### VI. PERFORMANCE STANDARDS

The following Performance Standards apply to all uses in the Aquifer Protection District unless exempt under Article XIII of this Ordinance.

- A. For any use that will render impervious more than 20 percent<sup>3</sup> of any lot or 5,000 square feet of land disturbance of any lot, whichever is greater, a stormwater management and erosion control plan, approved by the Planning Board and prepared in accordance with [Chapter 50: Stormwater Management and Erosion Control](#) shall be provided.
- B. Animal manures, fertilizers, and compost must be stored in accordance with the [Manual of Best Management Practices \(BMPs\) for Agriculture in New Hampshire](#)<sup>4</sup> – “New Hampshire Department of Agriculture, Markets, and Food,” revised June 2011, and any subsequent revisions.
- C. All regulated substances must be stored in accordance with Env-Wq 401, [Best Management Practices for Groundwater Protections](#)<sup>5</sup>.

<sup>3</sup> Two times the percentage of impervious surface area at which stream quality decreases ([USGS, 2005](#)).

<sup>4</sup> <http://www.agriculture.nh.gov/publications-forms/documents/bmp-manual.pdf>

<sup>5</sup> <http://des.nh.gov/organization/commissioner/legal/rules/documents/env-wq401.pdf>

- D. Rock blasting activities that will excavate more than 5,000 cubic yards of bedrock must adhere to NHDES WD-10-12, [Best Management Practices for Blasting](#)<sup>6</sup> – “Rock Blasting and Water Quality Measures That Can be Taken to Protect Water Quality and Mitigate Impacts,” prepared 2010, and any subsequent revisions.

## VII. REGULATED MATERIALS RESPONSE PLAN

Conditional uses as described under Article XI, part (A), using regulated substances in quantities exceeding 55 gallons per container<sup>7</sup> shall submit a regulated materials response plan. The plan must address:

- A. Description of the physical layout and a facility diagram, including all surrounding surface waters and wellhead protection areas.
- B. Contact list and phone numbers for the facility response coordinator, cleanup contractors, and all appropriate federal, state, and local agencies who must be contacted in case of a release to the environment.
- C. List of all regulated substances in use and locations of use and storage.
- D. Description of containment and/or diversionary structures or equipment to prevent regulated substances from infiltrating into the ground.
- E. List of positions within the facility that require training to respond to spills of regulated substances.
- F. Prevention protocols that are to be followed after an event that causes large releases of any regulated substance.

## VIII. GROUNDWATER MONITORING PLAN

Conditional uses as described under Article XI, part (C), rock blasting activities that will excavate more than 5,000 cubic yards of bedrock or are within a radial distance of 1,000 feet from a production well, shall submit and implement a groundwater monitoring plan. The plan must address:

- A. Identification of potential sensitive receptors and evaluation hydrogeological background information.
- B. Identification of monitoring well locations and install monitoring wells, where appropriate.
- C. Collection of background water quality samples to identify, or rule out, pre-existing groundwater contamination issues and to establish background chemistry levels and performance criteria for groundwater quality.
- D. Collection of periodic groundwater samples from the groundwater monitoring points during blasting, as well as collect water level data, when pertinent.
- E. Collection of post-blast groundwater samples (conducting multiple rounds of sampling may be prudent, and/or sampling could be ongoing for extended periods if contamination is detected as a result of the blasting).

<sup>6</sup> <http://des.nh.gov/organization/commissioner/pip/publications/wd/documents/wd-10-12.pdf>

<sup>7</sup> According to the Pipeline and Hazardous Materials Safety Administration’s [Emergency Response Guidebook](#), large spills are defined as containers of 55 gallons or more with regard to initial isolation and protection action distances. This is a standard that is used by the bulk of the voluntary first responder organizations.

## IX. PERMITTED USES

All uses permitted by right or allowed by special exception in the underlying district are permitted unless they are Prohibited Uses or Conditional Uses in the Aquifer Protection District. All uses must comply with the Performance Standards unless specifically exempt under Article XIII.

## X. PROHIBITED USES

The following uses are prohibited in the Aquifer Protection District:

- A. Development or operation of a hazardous waste disposal facility as defined by RSA 147-A.
- B. Development or operation of a solid waste facility.
- C. Outdoor storage of road salt or other deicing chemicals in bulk.
- D. Development or operation of a junkyard.
- E. Development or operation of a snow dump.
- F. Development or operation of a wastewater or septage lagoon.
- G. Development or operation of a petroleum bulk plant or terminal.
- H. Development or operation of gasoline stations.
- I. Use of powdered ammonium nitrate fuel oil and explosives that contain perchlorate during blasting activities

## XI. CONDITIONAL USES

The Planning Board may vary the provisions herein by granting a conditional use permit in accordance with RSA 674:21 (II) to allow for a use which is otherwise permitted in the underlying district. The following conditions shall apply to all uses in the Aquifer Protection District:

- A. Storage, handling, and use of regulated substances in quantities exceeding 55 gallons per container or 440 pounds dry weight per container at any one time provided that an adequate regulated materials response plan, in accordance with Article VII, has been submitted.
- B. For any use that will render impervious more than 20 percent<sup>8</sup> of any lot or 5,000 square feet of land disturbance, whichever is greater.
- C. Rock blasting activities that will excavate more than 5,000 cubic yards of bedrock or are within a radial distance of 1,000 feet from a production well provided that an adequate groundwater monitoring plan, in accordance with Article VIII, has been submitted.

The Planning Board may, at its discretion, require a performance guarantee or bond in an amount conditions satisfactory to the Board, to be posted to ensure completion of construction of any facilities required for compliance with the Performance Standards.

<sup>8</sup> Two times the percentage of impervious surface area at which stream quality decreases ([USGS, 2005](#)).

## XII. EXISTING NONCONFORMING USES

Existing nonconforming structures and uses are exempt from this zoning ordinance under RSA 674:19. Any existing and new uses must be in compliance with all applicable state and federal requirements, including Env-Wq 401, Best Management Practice Rules.

## XIII. EXEMPTIONS

The following uses are exempt from the specified provisions of this ordinance as long as they are in compliance with all applicable local, state, and federal requirements:

- A. Any private residence is exempt from all Performance Measures.
- B. Any business or facility where regulated substances are stored in containers with a capacity of less than the reportable quantity (RQ) is exempt from Article VI, Performance Standards C.
- C. Storage of heating fuels for on-site use or fuels for emergency electric generation, provided that storage tanks are indoors on a concrete floor or have corrosion control, leak detection, and secondary containment in place, is exempt from Performance Standard C.
- D. Storage of motor fuel in tanks attached to vehicles and fitted with permanent fuel lines to enable the fuel to be used by that vehicle is exempt from Performance Standard C.
- E. Storage and use of office supplies is exempt from Performance Standard C.
- F. Temporary storage of construction materials on a site where they are to be used is exempt from Performance Standard C if incorporated within the site development project within six months of their deposit on the site.
- G. The sale, transportation, and use of pesticides as defined in RSA 430:29 XXVI are exempt from all provisions of this ordinance.
- H. Any non-reoccurring household hazardous waste collection projects regulated under NH Code of Administrative Rules Env-Wm 401.03(b)(1) and 501.01(b) are exempt from Performance Standard C.
- I. Underground storage tank systems and aboveground storage tank systems that are in compliance with applicable state rules are exempt from inspections under Article XV of this ordinance.

## XIV. RELATIONSHIPS BETWEEN STATE AND LOCAL REQUIREMENTS

Where both the State and the municipality have existing requirements, the more stringent shall govern.

## XV. MAINTENANCE AND INSPECTION

- A. For uses requiring planning board approval for any reason, a narrative description of maintenance requirements for structures required to comply with Performance Standards shall be recorded so as to run with the land on which such structures are located, at the Registry of Deeds for Strafford County. The description so prepared shall comply with the requirements of RSA 478:4-a.

- B. Inspections may be required to verify compliance with Performance Standards. Such inspections shall be performed by City staff at reasonable times with prior notice to the landowner.
- C. All properties in the Aquifer Protection District known to City staff as using or storing regulated substances in containers with a capacity greater than the reportable quantity, except for facilities where all regulated substances storage is exempt from this Ordinance under Article XII, shall be subject to inspections under this Article.
- D. The Rochester City Council may require a fee for compliance inspections. The fee shall be paid by the property owner. A fee schedule shall be established by the City Council as provided for in RSA 41-9:A.

#### XVI. ENFORCEMENT PROCEDURES AND PENALTIES

Any violation of the requirements of this ordinance shall be subject to the enforcement procedures and penalties detailed in RSA 676 or RSA 485-C.

#### XVII. SAVING CLAUSE

If any provision of this ordinance is found to be unenforceable, such provision shall be considered separable and shall not be construed to invalidate the remainder of the ordinance.

#### XVIII. EFFECTIVE DATE

This ordinance shall be effective upon adoption by the Rochester City Council.

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intentionally left  
blank.



**From:** [Kelly Walters](#)  
**To:** [Nancy Carignan](#)  
**Subject:** FW: memorandum  
**Date:** Monday, February 23, 2015 12:56:34 PM

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**From:** Mike Hopkins [mailto:hopkins.m@rochesterschools.com]  
**Sent:** Monday, February 23, 2015 11:46 AM  
**To:** Samantha Rodgers; Kelly Walters; Marilyn Martell  
**Subject:** Re: memorandum

I am out of town this week but I can explain any concerns I have in this email.

The biggest concerns with elections and school at the same time at the elementary level are parking and traffic.

Gonic school is an example of a crowded area when parents are picking up or dropping off students. Busses pickup and drop off in the back of the school, staff come in and park, and parents pick up and drop off.

Add the voters coming into a new situation trying to park and get into school.

I am less worried about security within the school because we can control that issue. Many parents are worried about unapproved visitors in the school. I believe for one day we can keep students out of the cafeteria. In some years, it would be three days.

If we cancel school or have a teacher's workshop we would need to move Rochester Childcare out of that school for the day.

I would be very reluctant to have elections in elementary schools and try to have a normal school day. A teachers workshop is possible but to have two or three workshops days to match the election days can be difficult. We have already adopted a calendar for next year matching Dover and Somersworth when possible. Each day those calendars are different creates a problem for students going between the Tech Centers.

Thanks,  
Mike

Sent from my iPad

On Feb 23, 2015, at 9:55 AM, Samantha Rodgers <[samantha.rodgers@rochesternh.net](mailto:samantha.rodgers@rochesternh.net)>

wrote:

<image001.gif>

Would it be possible to submit a memorandum outlining why we should not hold elections in the school buildings. We need to have this by Wednesday morning for the packet if possible. Thank you - Kelly

Kelly Walters

City Clerk

31 Wakefield Street

Rochester, NH 03867

w)603-335-7509 Fax)603-509-1915

[kelly.walters@rochesternh.net](mailto:kelly.walters@rochesternh.net)

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees regarding the business of the City of Rochester, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

<image004.jpg>

**IMPORTANT PRIVACY NOTICE**

**This email contains information that may be confidential and privileged. If you are not the intended recipient, please refrain from disclosing, copying, distributing, or using any information contained herein. Please note such actions are prohibited. If you have received this email in error, please notify the sender immediately.**

<December 4th.pdf gates request.pdf>



# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
 info@municode.com • 800.262.2633  
 fax 850.575.8852 • www.municode.com

February 25, 2015

Ms. Kelly Walters  
 City Clerk  
 City of Rochester  
 31 Wakefield Street  
 Rochester, NH 03867

Sent Via Email: [kelly.walters@rochesternh.net](mailto:kelly.walters@rochesternh.net)

Dear Ms. Walters:

We appreciate your interest in Municode and the services we provide local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

**ABOUT THE MUNICODE CODIFICATION PROCESS.** Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the City's ordinances, the Charter (if applicable) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal memorandum and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

**WHY USE MUNICODE?** Municode is the most trusted and experienced codifier of local government Codes. In addition, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

- ❶ **STAFF ATTORNEY AND CONFERENCE** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue ensures that the Code accurately reflects the intent of the ordinances enacted by the elected officials.
- ❷ **LEGAL MEMORANDUM** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the memorandum. This approach facilitates collaboration and dissemination among Departments.
- ❸ **SAMPLE LEGISLATION WEBSITE** – During the project, and afterwards, you can search our website of more than 3,000 Codes for almost any legal topic.
- ❹ **TECHNOLOGY** – Municode continually invests in technology to benefit our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

If you have any questions or desire additional information, please call and speak with our Assistant Vice President of Sales, Steffanie Rasmussen, or me. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

Eric Grant  
 President

WEG/amb  
 Enc.

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Municipal Code Corporation (Municode) was founded in 1951 and offers services to local governments nationwide. We have published more than 4,000 Codes; throughout our history. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to posting the content on-line to shipping a Supplement, Municode ensures the fastest, most accurate delivery of codification services. We work hard to maintain the highest level of service possible for you and your citizens.

### Understanding Your Needs

Our service depends upon fully understanding your unique needs. While the Sales staff works with more than 3,600 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation. Municode currently provides codification services to 5 clients in the State of New Hampshire.

### Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month. This scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide free State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments.

### Using Technology for Your Benefit

Municode develops technology that benefits our clients. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer the following format/database options posting the Code Online, FOLIO, HTML, WORD-DOCX and PDF. We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

### Internet Stability

Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

### Association Support

Municode supports many Clerk, Attorney, Municipal and Town Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

**MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform codification services for the **CITY OF ROCHESTER, NEW HAMPSHIRE**, hereinafter referred to as Client.

Municode will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

1. **Material.** The following sections describe the nature of material included or excluded in the project, returning an archival copy to the Client and adding material to the on-line collection.

- a. **Included Ordinances.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode attorney (usually following delivery of the Legal Memorandum) will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically. However, materials are not required to be furnished in electronic form and can be provided as a printed copy. All material received by Municode will be acknowledged via e-mail to establish a record of included ordinances. Research of minutes can be provided as agreed upon by the Client and Municode.
- b. **Omitted Ordinances.** Legislation not of a general and permanent nature will be omitted from the Code unless otherwise instructed by Municode or the Client. Examples of such legislation include: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).
- c. **Additional Content.** Additional material can be posted on-line along with the new Code. Such material will be excluded from the research, editing and print publication process, but fully searchable on-line. Examples of additional content include: Administrative Rules & Regulations; Policy and Procedure Manuals; and Forms required for applications or to apply for permits or licenses.

2. **Legal and Editorial Work.** Municode will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

- a. **Research and Review.** Municode will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one); additionally, the ordinances are compared to other ordinances to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- b. **Structure.** Municode will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. Municode will assume the existing Code organization is to remain intact unless discussed with our attorney and approved by the Client.
- c. **Legal Memorandum.** Municode will submit a legal memorandum for the Client's review. This memorandum will reflect the Municode attorney's legal review and will embed the attorney's comments and questions within text of the Code as "Comments" or "Footnotes." The legal memorandum will be provided in electronic form, though a printed copy will be provided upon request.
- d. **Conference.** Municode will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum. The conference will be held as soon as possible upon completion of the legal review. All interested personnel may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal memorandum. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Memorandum.

- e. **References.** Municode will provide State Law references within the Code. Editor's notes will be provided as appropriate. Internal references within the Code will be hyperlinked in the on-line version.
- f. **Editing.** Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.
- g. **Proofreading.** Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.
- h. **Page Format Options.** Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single column), graphics appearance and placement, with the Client. We will help you choose a format that results in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- i. **Index and Tables.** Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, and Ordinance Disposition) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.
- j. **Graphics.** Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.
- k. **Adopting Ordinance.** Municode will provide an Adopting Ordinance upon completion of the project.

3. **Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal memorandum will be delivered to the Client. The proofs are an updated legal memorandum indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

4. **Delivery of Code.** A summary of features available on municode.com follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

- a. **Electronic Format and Delivery Options.** The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include FOLIO, PDF, WORD-DOCX and posted online and integrated with the dtSearch Engine.
- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on municode.com or as Folio) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to "mobile-friendly mode" when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client's website design.
- c. **Printing and Binding.** The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: dark blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

Our paper vendor is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

5. **Client Responsibility.** The Client agrees to:

- a. **Amendatory Legislation.** The Client shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form, with electronic submission preferred.
- b. **Review Legal Memorandum.** The Client shall review the Legal Memorandum for content and modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.
- c. **Participation of Attorney.** Ensure the Client's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- d. **Submission of data.** The Client shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art for the seal or logo for the binders, if desired.
- e. **Proofs.** The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. This is very important because delay in the return of proofs can result in protracting the time required for completion of the project and diminishing the effectiveness of the legal review. Changes not discussed at conference, and deletions / additions constituting more than 5% of the total to the proofs may result in a proof update fee. Should the Client fail to return proofs within three (3) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

# RECODIFICATION QUOTATION SHEET FOR CITY OF ROCHESTER, NEW HAMPSHIRE

2/25/2015

**Recodification Base Cost**, includes  
(Includes Charter, Code and Zoning)

\$12,460<sup>1</sup>

- Receipt, review and organization of materials
- Legal Work
- Preparation of Legal Memorandum
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Graphics<sup>2</sup> & Tabular<sup>3</sup> matter
- Page formatting (make selections below)
- Proofreading
- Indexing
- Creation of Tables<sup>4</sup>
- 1 Copy<sup>5</sup>, to include a binder and set of tabs (select binder color below)
  - **Binder Color:**      ☐ Semi-Bright Black      ☐ Dark Blue      ☐ Hunter Green      ☐ Burgundy
  - **Binder Stamping Color:**      ☐ Gold      ☐ Silver      ☐ White
- Adopting Ordinance
- Code on Internet or MyMunicode (per selections on page 11)
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10 point	11 point	12 point
Single Column	600	678	750

**Elections** to be made applying to the above project:

- **Font** - New Century Schoolbook will be used as the font unless otherwise indicated. Other choices include Helvetica, Times New Roman, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT
- **Font Size:** 11 point is recommended; 10 and 12 point are available.
- Please check conference choice with Municode Attorney
  - ☐ On-site Conference, each      Attorney time, travel, lodging and per diem
  - ☐ Teleconference or Web based conference, 3 hour session      No Charge<sup>6</sup>

**Items not included in Base cost:**

- Additional pages over the base or material amended or added after conference
  - 8 ½ x 11 inches, single column, per page (not to exceed 60 pages or \$1,080)      \$18
- Rebate per page if number of pages allowed are not generated
  - 8 ½ x 11 inches, single column, per page (not to exceed 100 pages or \$1,200)      \$12
- Additional Copies/Binders/Tabs      Quotation upon request
- Freight      Actual freight
- State Sales Tax      If applicable

<sup>1</sup> The recodification project will not exceed \$13,540.

<sup>2</sup> Includes printing all copies. Additional fee will apply if graphics are printed in color.

<sup>3</sup> Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>4</sup> The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

<sup>5</sup> Municode uses only acid-free paper.

<sup>6</sup> For the initial 3-hour session. \$150 per hour thereafter.

2/25/2015

**RECODIFICATION QUOTATION SHEET CONTINUED FOR  
CITY OF ROCHESTER, NEW HAMPSHIRE**

**Payments – base cost split into four payments – can be budgeted over two fiscal years**

• Execution of Agreement	\$3,740
• Submission of the Legal Memorandum	\$3,115
• Submission of Proofs	\$3,115
• Delivery	Balance

After publication of the new Code, Municode will update the Code as legislation is enacted.

1. **Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to [ords@municode.com](mailto:ords@municode.com). Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.
2. **Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.
3. **Editorial Work.** The Supplement editorial team, who is advised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
4. **Deliverables.** Updates can be delivered electronically or as printed copies and on a schedule designed to meet the Client's needs.
  - a. **Electronic Updates.** Amendments to the electronic version of the Code are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplement pages at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
  - b. **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless the Client chooses to utilize Municode's Distribution Services
  - c. **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

# SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY OF ROCHESTER, NEW HAMPSHIRE

2/25/2015

## Supplement Service Base Page Rate<sup>7</sup>

Page Format	Base Page Rate
Single Column	\$18 per page

## Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client<sup>8</sup>
- Updating Electronic versions<sup>9</sup> and Internet
- Printing<sup>10</sup> 1 copy

## Base page rate excludes

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Freight, prebilled</li> <li>• State Sales Tax</li> <li>• Graphics<sup>11</sup> &amp; Tabular<sup>12</sup> matter, per graphic or table</li> <li>• Code on the Internet</li> </ul> | Actual freight<br>If applicable<br>\$10<br>Per Selections on Page 11 |
|--|--|

## Optional Services to Supplement Service (please check)

- |   |       |
|---|-------|
| <input type="checkbox"/> Folio Bound Views, per delivery <sup>13</sup> (\$295 initial set up) | \$100 |
| <input type="checkbox"/> PDF of the Code, each time delivered                                 | \$75  |

## Payment for Supplement and Additional Services

- Invoices will be submitted upon shipment of project(s).

<sup>7</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

<sup>8</sup> Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

<sup>9</sup> We do not charge a per page rate for updating the Internet, however a handling fee is charged for Folio, Word, PDF or other electronic products.

<sup>10</sup> Municode uses only acid-free paper.

<sup>11</sup> Includes printing all copies. Additional fee will apply if graphics are printed in color.

<sup>12</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>13</sup> “delivery” is defined as delivering electronic data available to the Client via FTP or download. Fee applies whenever updated content is delivered via one of the above-defined products.

## WEB HOSTING QUOTATION SHEET FOR CITY OF ROCHESTER, NEW HAMPSHIRE

2/25/2015

If the City is interested in bundling the Code online features into one annual fee please review the options below.

☐ **MyMunicode**<sup>14</sup> includes the following:

\$1,195 annually<sup>15</sup>

- i. Code on the Internet
- ii. CodeBank
- iii. OrdBank
- iv. MuniPRO
- v. Custom Banner

In lieu of purchasing the above package, the City can purchase each item a la carte or additional services can be added to the bundled MyMunicode package listed above:

<input type="checkbox"/> <b>Code on Internet with CodeBank</b> (annually)	\$550
<input type="checkbox"/> <b>CodeBank</b> (annually & invoiced in conjunction with annual Code on Internet fee)	\$150
<input type="checkbox"/> <b>MuniPRO</b> (annually)	\$295
<input type="checkbox"/> <b>Custom Banner</b> (onetime fee)	\$250
<input type="checkbox"/> <b>CodeBank Compare</b> <sup>16</sup> (annually)	\$250
<input type="checkbox"/> <b>MuniDocs</b>	Quotation Upon Request

### ORDINANCES PENDING CODIFICATION (Only select one option if selecting services a la carte)

#### Option 1) OrdBank

- |  |       |
|--|-------|
| <input type="checkbox"/> Per ordinance fee   | \$35  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$400 |

#### Option 2) OrdBank + OrdLink

- |  |       |
|--|-------|
| <input type="checkbox"/> Per ordinance fee   | \$60  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$500 |

<sup>14</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>15</sup> Total Value if each item purchased a la carte would be \$1,630 to \$1,905 per year with an average of 11 ordinances adopted annually.

<sup>16</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare technology.

## Code on Internet.

- 🔗 Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows phone 7 or higher;
- 🔗 Save as Word;
- 🔗 Print, Save, Email one or more Sections, Chapters and whole Titles;
- 🔗 Internal Linking within the Code where cited;
- 🔗 Mouseover Preview (or Pop ups);
- 🔗 Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- 🔗 Pinpoint Searching; advance searching including: Boolean, Stemming; Fuzzy and Synonym searching;
- 🔗 Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- 🔗 GIS - Municode can provide a permalink to any code section and assist Town staff to create a link from their GIS system to relevant code sections.
- 🔗 In-line Images and PDFs;
- 🔗 Server Stability and Disaster Recovery Plan;
- 🔗 **Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;**
- 🔗 Phone, email and Web support for Citizens and Staff: 24 hour email response; Phone support from 8:00 a.m. to 8:00 p.m. Eastern Standard Time

**OrdBank.** Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporation into your Code via supplementation, all of your ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves your municipality valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note. The cost of this service is per ordinance.

**OrdLink + OrdBank.** Prior to incorporation into your Code via supplementation, OrdLink hyperlinks newly adopted ordinances to the section being amended. Linked sections are highlighted in the Table of Contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into the Code, they added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable. No setup fee is required and the cost for this service is per ordinance.

**CodeBank.** Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code. No set up fee is required. There is a per annum fee for this premium service.

**CodeBank Compare.** This service provides the users the ability to select a past version of the online Code and compare it to any other version of the Code each time the Code is updated. The differences will be shown via Highlights (added material) or Strikethrough (deleted material).

**MuniDocs.** Enables municipal users to send material of your choosing directly to Municode to upload documents to your online Code of Ordinances. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use. No set up fee is required.

**MuniPRO.** MuniPRO Searching allows you to search all of the Codes we host (the entire country, a single state, or individually selected Codes of your choosing). MuniPRO Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. There is a per annum fee for this premium service; User Name and Password required. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- 🔗 **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire U.S.! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- 🔗 **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from your Dashboard.

- **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.
- **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

**Custom Banner.** Municode will customize the look and feel of your Code on municode.com to more closely match your municipality's web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. Initial set up fee of \$250 with no annual charge, unless you would like for us to change your banner.

**Mobile Friendly Site.** The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

**Email (from the Web).** Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

**Print or Save.** Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

**Internal Cross Reference Linking.** Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

**Mouseover (cluetips).** Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Static Linking to your Code.** Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Pinpoint Searching.** Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

**Scrolling Tables and Charts.** The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

**GIS.** Municode can provide a permalink to any code section and assist staff to create links from their GIS system to relevant code sections.

**Collapsible TOC.** The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Internet fee.*

**In-line Images & PDFs.** Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

**Internet Stability.** Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

## ADDITIONAL SERVICES

As an additional service/product under this contract, the following optional services are available:

**Distribution.** Fulfillment services are available to distribute individual printed copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. Municode can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined price. Municode assumes all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

**Future Legal Review.** At any point during the term of this Agreement, or extensions thereof, Municode can provide additional legal review to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement.

**Utility Billing and Revenue Management Services.** MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, pro-active notifications and electronic payment options. Currently more than 50 municipal owned utilities trust MCCa to process approximately 6 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

**Enterprise Content Management Software (Laserfiche).** With a client base of over 500 government agencies, we are the largest provider of Laserfiche solutions in the country.

**Electronic Agenda and Legislative Management (Legistar).** MCCi offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and Municode are also available.

**Digital Imaging Services.** MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

**Open Records Request Solution (JustFOIA).** MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

**Contract Management Software (Contract Assistant).** MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.



# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
 info@municode.com • 800.262.2633  
 fax 850.575.8852 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by:

**CITY OF ROCHESTER, NEW HAMPSHIRE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# municode

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## QUALIFICATIONS

For more than 60 years, Municode has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. Municode has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCa (Municode Code Corporation Advantage).

<b>Business main location:</b>	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
<b>Incorporation Date:</b>	March 1951
<b>Current Code Accounts Serviced:</b>	over 3,000
<b>Divisions:</b>	MCCi - Document Management and Agenda Automation MCCa - Utility Billing and Statement Processing

## Personnel/Offices

The entire corporate staff consists of approximately 150 employees, including 7 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Blaine, Minnesota; Fort Worth and Edinburg, Texas; Charlottesville, Virginia; Seattle, Washington and our main office in Tallahassee, Florida.

## Project Coordinators

Dale Barstow, Vice President of Sales, Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. Dale has over 40 years' experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology & Certificate in Performance Management, Florida State University. Steffanie worked with Bagel Bagel Café and Bagel Bagel Franchise Systems, Inc., from restaurant Management to Developing and Implementing the Franchise Product. She joined the Municode team in 2010, gaining valuable experience working with municipal governments each year. She is communication, efficiency and customer service driven. Steffanie will be your main point of contact for customer service.

## Legal Personnel Assigned to Project

H. E. "Rick" Grant, Esq., Executive Vice President and C.O.O. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He started his position as C.O.O. of Municode in 1997 and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the client a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the client to set up a conference to discuss these issues.

Alyce A. Whitson, Esq., B.A., University of South Florida; J.D., University of Florida; more than 40 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, including Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Missouri, Montana, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin and Wyoming.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 39 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam, Esq., B.A., Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Main, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 13 years of experience in local government law; member of the Florida and South Carolina Bars. Also admitted to practice before the U.S. Supreme Court, U.S. Court of Appeals for the Armed Forces, and the U.S. Court of International Trade. He has completed codes in Georgia, Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia and West Virginia.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Sandra S. Fox, Esq., B.A., Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Missouri, Montana, Oklahoma, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Sally E. Raines, Esq., B.A. (cum laude), University of Florida; J.D., University of Florida - Levin College of Law. Sally started with Municode in 2013 and is gaining experience working in local government law in Florida, Georgia and Texas. Sally is a Member of the Florida Bar and the Texas Bar.

### Supplementation

Dennis J. Sinnett, Vice President of Supplements, B.S., United States Naval Academy, M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person who is familiar with the municipality's Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Portia R. Thomas, Training Coordinator, B.S., Speech, Language & Communication Pathology, M.S., Audiology, Towson State University. She is a long-time educator in the public school systems, with extensive experience in graphic arts and desktop publishing, she taught Typography classes and visual arts software classes in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat at the college level for 8 years before joining the Municode team. She has worked with the major desktop publishing software Aldus/Adobe PageMaker, QuarkXPress and Adobe InDesign, and graphics software Aldus/Macromedia Freehand, Adobe Illustrator and Adobe Photoshop for more than 20 years combined in her personal desktop publishing business. Her years of teaching experience and knowledge of graphics and knowledge of graphics and desktop publishing has allowed her to develop simple and efficient methods for our legal editors to be able to product the highest quality for the codes at Municode and to train both legal editor and proofreaders in new and available software usage and techniques.

Leslie Mayne, Production Support Account Representative, B.A., English and Anthropology, Florida State University. Ms. Mayne has over 15 years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company's customers receive a superior level of service and assistance with their questions and or concerns. Leslie's goal is simple: Provide timely, superior customer service each and every day.

Joy Luczynski, Indexing Supervisor. A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. Joy began her career with Municode in 2001 and is highly qualified in indexing Codes. Joy will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service and also oversees creation of new indices for codification and recodification projects produced by the Municode legal department.

### Information Technology

Phillip Claiborne, Chief Information Officer. B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 13 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator. AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. Matt joined Municode in 2006 and has extensive experience in systems/network management.

Elliot Haworth, Web Developer. B.A., Computer Science, Mercer University. Elliot has over 8 years of experience with desktop application programming and developing web based applications.

Philip Holly, Senior Web Application Developer. B.S., Computer Science, Georgia Tech. Philip has over 8 years of experience architecting and building enterprise web applications.

George Powell, IT Director. B.S., Management, Park University; Microsoft Certified Systems Engineer, VMWare VCP 4.0. George has 18 years of extensive experience supporting, designing and administering corporate computing environments.

### Sales Staff

Tom Cruz, Marketing Director. B.A. English; Editing, Writing & Media. Tom has 8 years of experience in professional media production and has used his abilities not-limited-to-but-including video production and animation to forward messaging efforts in politics, news media, education, and private enterprise marketing. He joined Municode in 2014 as our main marketing arm, where he develops long-term strategy in addition to producing mass messaging via email, video, social media, and more.

Alicia Bywaters, National Sales Support/Customer Service. Alicia has been with Municode since 2001. She has over 14 years of customer service and sales experience. She provides sales and customer service to all of our clients nationwide. Alicia also provides assistance to new customers and to existing customers with new projects.

Dana Martin, National Inside Sales Representative. B.S., Marketing Research, Florida State University School of Business. Dana has been with Municode since 2002 and provides sales and customer service assistance to all accounts.

Dennis Heller, National Inside Sales Representative. B.S., Management, New York University; 35 Years in the Telecommunications Industry in Network Management, Sales, and Sales Management; Dennis has worked with Municode since 2005. He is responsible for proposal presentation to prospective clients and offering code maintenance solutions to existing clients.

Patrick Holiday, National Inside Sales Representative. Patrick has over 20 years in customer service and sales before coming to Municode. Patrick has worked for Municode since 1999 and has worked in both Distribution and Sales Departments. Customer Solutions is Patrick's primary focus.

Regina McKnight, Distribution Coordinator. A.A., Paralegal, Keiser University. Regina had six years of clerical experience before joining the Municode team in 2008. She handles all aspects of distribution and pricing of Codes and Supplements to municipal departments and the public and provides assistance to all subscribers of Codes.

Jenny Haverland, National Conference Coordinator. Jenny has over 20 years' experience in Sales Administrative support prior to Municode. Jenny has worked with Municipal Code since 2002 and is responsible for all aspects of Conference Exhibit/Events/Sponsorships, Advertising & Memberships to Associations.

James Bonneville, Mid-West Regional Sales Representative. B.A., Political Science, University of Minnesota. James worked in State Government, Lobbying and Governmental Sales for over 13 years before joining Municode in 2009. He is our Sales Representative for the following states: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Tracy Stevanov, Mid-west Inside Sales Representative. B.S., Public Administration, Florida State University School of Social Science. Tracy has over 15 years of sales experience and has worked with Municode since 2008. She enjoys meeting with clients and assisting them in all facets of their account; from demonstrating new products and solutions to problem solving and preparing budgets. Tracy works hand in hand with James ensuring that clients are taken care of.

Gregory Dudiak, West Coast Regional Sales Representative. B.A., University of Washington. Gregory has worked with municipalities and counties in the Code industry for over 44 years. He is located in Seattle, Washington and is available to answer questions and meet with you, as needed. He is a regular exhibitor at State City Clerks Conferences and League of Municipalities Conferences in his region and the national IIMC Conference. He is also supported by our entire staff in Tallahassee.

Krystal Hays, Regional Sales Representative. B.S. Texas Woman's University, Denton, Texas. Krystal worked at the City of Carrollton, Texas for over 10 years and she has over 18 years of professional sales experience. She was born and raised in Texas and is our Regional Sales Representative for Arkansas, New Mexico, Oklahoma and Texas.

Scott Horton, Regional Sales Representative. B.A. Business Management / Human Resources North Carolina State University, Raleigh, North Carolina. Scott has worked with both state and local governments for over 10 years and he has over 8 years of professional municipal sales experience. He is a North Carolina native and is our Regional Sales Representative for North Carolina, South Carolina, Virginia, Tennessee, West Virginia, Maryland, Delaware, and Kentucky.

### **Municipal Code Corporation Executives**

A. Lawton Langford, Esq., Chairman and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years' experience with Municode. Mr. Langford is responsible for the strategic direction of the company. He has a wide set of experiences including: serving as Chairman of a local bank; a medical technology company; and a document management Value Added Reseller. In addition to strategic issues, Mr. Langford focuses on staying abreast of the latest technology that could benefit Municode's local government clients, and assembling the best leaders available so that the Municode organization functions as a high-performing company.

Eric Grant, President. Esq. Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit. Eric is also actively involved in the Community Foundation of North Florida, Trinity Catholic Elementary School and numerous United Way Charities.

H. E. "Rick" Grant, Esq., Executive Vice President and C.O.O. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He started his position as C.O.O. of Municode in 1997 and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the client a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the client to set up a conference to discuss these issues.

Michelle S. Eagen, Chief Financial Officer and Vice President of Finance. Michelle has received her Bachelor of Science in Accounting from the University of Florida and her Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA. Michelle has been with Municode since 2003 and has worked as an accounting professional in the publishing industry since 1993. She and her accounting staff at Municode are committed to providing each customer with accurate, timely invoices and assisting with all client billing inquiries.