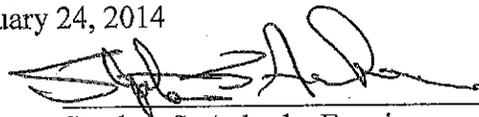


TOWN OF SPRINGFIELD  
ORDINANCE 2013-1

- SHORT TITLE: An ordinance to amend the Administrative Code;  
Chapter 6. Fire Prevention and Protection  
Article V. Rental Registry  
Section 6-70 to 6-75
- CATEGORY: New Legislation
- PROCEDURE: 1) Introduction-First Review: Read and amended at regular  
Select Board meeting on January 27, 2014 and entered in the  
minutes of that meeting which were approved on  
February 10, 2014.  
2) Second Review and Public Hearing: February 24, 2014.  
3) Additional Second Review and Public Hearing:  
N/A.  
4) Notice of Hearing posted in public places on February 12, 2014  
and published on February 12, 2014 in the Springfield Reporter.  
5) Date of adoption February 24, 2014.  
6) Other actions.
- AUTHORITY: This ordinance is adopted by the Select Board of the Town of Springfield  
under authority of Vt. Statutes, Title 24 Sec.1971, Springfield Charter Art.  
One, §V.
- PURPOSE: It is the purpose of this ordinance to add Chapter 6, Article V Rental  
Registry of the Springfield Code concerning fire prevention and protection  
and specifically as relates to establishing a Rental Registry containing up-  
to-date information concerning the configuration of rental properties to  
assist fire fighters in protecting themselves, the inhabitants and private  
property in the event of fire and further to provide information for fire  
prevention and control purposes.

Approved as to form: January 27, 2014  
And as revised on: January 27, 2014  
And as adopted on: February 24, 2014



Stephen S. Ankuda, Esquire  
Town Attorney

ARTICLE V  
RENTAL REGISTRY

**Section 6-70 Rental Registry Required**

All rental property owners shall file a yearly Landlord Registry Report with the Administrative Officer identifying their rental residential dwelling units for each building in the Town of Springfield.

Regulatory Authority: The State of Vermont defines buildings in which people rent accommodations, whether overnight or for a longer period of time, as a public building (Vt. Statutes, Title 20 Chapter 173, Sec. 2730(a). The Town of Springfield Board of Health, Health Officer, and the Planning and Zoning Administrator ("Administrative Officer") are responsible for ensuring that all public buildings in the Town of Springfield are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants. The Vermont Department of Public Safety, Division of Fire Safety maintains Building and Life Safety Code Enforcement to the State of Vermont, adopted codes & standards. The Town through statutory responsibility (Vt. Statute, Title 18 , Chapter 3) investigates and enforces the Vermont Department of Health "Environmental Health Handbook" as well as related ordinances adopted by the Town.

**Section 6-71 Administration**

Administration and enforcement is the responsibility of the Administrative Officer. All records filed with the Administrative Officer shall be available for public inspection.

**Section 6-72 Registry Information Required**

- (a) Rental Property owners must certify the following information to the Administrative Officer in the Planning and Zoning Department annually on or before October 1st beginning October 1, 2014:
- (1) The physical address of the property.
  - (2) The number of rental units at that address.
  - (3) The physical address (not post office box) of each dwelling unit and the number of bedrooms.
  - (4) The name, address and phone number of the property owner, corporation, or registered corporate agent, along with email addresses which notice of renewals are to be sent.
  - (5) The name, address and phone number of any managing agent.
  - (6) The name, address and phone number of a local emergency contact located in Windsor/Windham County or the adjacent New Hampshire counties and/or a designated person in the state responsible for services on the property.
  - (7) Date of last full building code fire and safety inspection.
  - (8) List of any structure or layout changes since last Landlord Registry Report.
- (b) Upon purchase or transfer of each property containing one or more rental units, the purchaser shall file a new Landlord Registry Report.

- (c) Prior to occupancy of any newly constructed rental unit or any conversion of the use to a rental unit, the owner shall file a Landlord Registry Report with the Administrative Officer.
- (d) It shall be a violation of the Town Code for an owner of any rental dwelling unit within the Town to fail to register as required by this section.
- (e) Property owners shall have a continuing obligation to notify the Administrative Officer of any changes in the information required above during the periods between filings of the Landlord Registry Report.

### **Sec. 6-73 Violation**

It shall be a violation of the Springfield Rental Registry Code for an owner of a rental dwelling unit within the town to rent or allow any person to occupy any dwelling or dwelling unit without such dwelling or dwelling unit to be registered with the Administrative Officer.

Note: A Certificate of Occupancy under Article 6, Sec. 6.0, Sub. Sec. (G) of the Springfield Zoning Regulations, will not be issued by the Administrative Officer for public buildings without a current Landlord Registry Report.

### **Sec. 6-74 Registry Fees**

Annual registration of rental properties holds no fee.

### **Section 6-75 Enforcement**

- (a) A civil penalty of not more than \$100.00 may be imposed for violation of this Article. Each day the violation continues shall constitute a separate violation.
- (b) Any fine or penalty may be appealed to the Springfield Town Manager. The appeal shall be in writing and shall be filed with the Town Manager within ten (10) days of the invoice date. The appeal shall be acted upon by the Town Manager within fifteen (15) days after the receipt of the appeal notice. Upon such appeal, the Town Manager shall act to reverse, affirm or modify in any regard the original invoicing determination of the Administrative Officer. The Town Manager shall issue a written decision to the aggrieved party.
- (c) All civil ordinance violations and all continuing civil ordinance violations, where the penalty is \$800.00 or less, shall be brought before the judicial bureau pursuant to Vt. Statutes, Title 4, and Title 24, Chapter 59. If the penalty for all continuing civil ordinance violations is greater than \$800.00, or injunctive relief, other than as provided in subsection (d) of this section, is sought, the action shall be brought in the criminal division of the superior court, unless the matter relates to enforcements under Vt. Statutes, Chapter 117, in which instance the action shall be brought in the Environmental Division of the Superior Court.
- (d) The judicial bureau, on application of the Town may order that a civil ordinance violation cease.

- (e) Civil enforcement of municipal zoning violations may be brought as a civil ordinance violation pursuant to this section or in an enforcement action pursuant to the requirements of Vt. Statutes, Chapter 117.

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EFFECTIVE DATE: This ordinance shall become effective 60 days after its adoption by the Springfield Select Board. If a petition is filed under Vt. Statutes, Title 24, Sec. 1973, that statute shall govern the taking effect of this ordinance.

Springfield Select Board

Dated: FEBRUARY 24, 2014

Kristin G. Harris  
Richard J. Jones  
Stephane Thompson  
Peter S. McMillen