



Diane Nichols Tradd  
*Assistant City Manager/DPD Director*

Craig Thomas  
*Deputy Director*

MEMORANDUM

TO: Eileen M. Donoghue, City Manager *EMD*

FROM: Diane N. Tradd, Assistant City Manager/DPD Director

DATE: May 26, 2020

SUBJECT: MOTION OF 12/10/19 BY COUNCILOR LEAHY  
REQUEST CITY MANAGER HAVE PROPER DEPARTMENT INSTALL A  
“LOADING/UNLOADING” SIGN AT IMMACULATE CONCEPTION RECTORY  
ON FAYETTE SREET

The Transportation Team conducted a site visit to the above location, as well as discussed the need for the loading/unloading zone with a representative of the Church and checked for any relevant ordinances.

The representative from the Immaculate Conception Church expressed the need to unload food at the side door located on Stackpole Street, which is closest to the storage room. Parking on Stackpole Street, on the side where the church door is located, is currently prohibited at all times per a City of Lowell ordinance.

During the site visit, the transportation staff noted that a loading zone would be appropriate on Stackpole Street. The street has a low traffic volume and vehicles should be able to travel safely while the Church is unloading. The loading zone will be added to the 60-day trial memo.

AH/ns

cc: Natasha Vance, Transportation Engineer  
Alan Heredia, Assistant Transportation Planner