



Diane N. Tradd  
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*Director of Development Services*

David Fuller  
*Building Commissioner*

TO: Eileen Donoghue, City Manager *ED*  
FROM: R. Eric Slagle, Director of Development Services  
DATE: October 7, 2020  
RE: Motion by C. Rourke - Req. City Mgr. Have Proper Department Implement That All Rental Properties In The City Have Publicly Posted Information Consisting Of Who The Property Owner Is, Along With Phone And Email Contacts; Information To Be Posted On The Property In A Manner Which Follow Proper Guidelines

This memorandum addresses the request from Councilor Rourke for a requirement that rental properties have a posting of the property owner and contact information on site. Please accept this narrative and recommendations from Development Services in response to this request.

Please note that this request will involve an ordinance change to Chapter 176 of the General Ordinances: Housing Standards. The ordinance currently requires that all applicants for rental permits provide a name and contact information for a designated person-in-charge of each property on each application. This change will add an additional requirement that this information be posted at the property as well.

Below please find a redlined version of Chapter 176-2.F. Housing Standards – Rental Property.

Chpt. 176-2. F. Anyone seeking a rental permit must provide a designated person-in-charge for each property containing a rental unit. The name and contact information, including a phone number and email address, must be provided with the rental permit application. In addition, the name and contact information of the person-in-charge shall be posted at the property on a printed placard adjacent to the main entrance to the building. In the event that a property has multiple buildings, the information above shall be posted at the main entrance to each building. The printed placard shall be entitled “Property Manager” and shall be printed in a minimum 48 pt. font. The placard shall be easily visible from the main entrance. Any changes to the person-in-charge or his/her contact information shall be submitted to the City within seven days of the change.

ES

10/07/2020