



MEMORANDUM

Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

Shaun Shanahan
Building Commissioner

TO: Kevin Murphy, City Manager
Diane Tradd, DPD Director

FROM: R. Eric Slagle, Director of Development Services

RE: **MOTION BY COUNCILOR ROURKE - REQ. CITY MGR. HAVE BUILDING DEPT. ENFORCE AN ORDINANCE MANDATING THAT ALL NON-OWNER OCCUPIED BUILDINGS AND CONSTRUCTION SITES IN THE CITY DISPLAY A SIGN INDICATING A 24 HOUR WORKING PHONE NUMBER, EMAIL ADDRESS AS WELL AS A CURRENT STREET ADDRESS FOR INQUIRIES; SIGN TO BE AT LEAST 18 INCHES BY 12 INCHES WITH 1 INCH FONT AND DISPLAYED AT ALL ENTRANCES AND EXITS; ANY NON-COMPLIANCE AFTER OCTOBER 1, 2017 WILL BE SUBJECT TO FINE OF \$100 PER DAY.**

This memorandum addresses the request from Councilor Rourke to explore a possible ordinance regarding construction notice signage. Development Services has drafted an amendment to both the Lowell Zoning Ordinance and the Lowell General Ordinances, attached to this response, which will mandate construction signage for non-owner occupied properties.

ES

07/28/2017

Amend Lowell Zoning Ordinance Section 6.3.2 (20) as follows:

A. The sign shall read as follows:

NOTICE: REQUEST FOR PERMIT

Address of Property:

Type of Permit: (building permit, special permit, site plan review, subdivision or variance)

Specific information about the project: (type of use, number of units, size of commercial space, etc.)

Proposed Use of Property:

Date, Time and Place of a Public Hearing or Date in which Building Permit may be issued.

Applicant: Name; Address; 24-Hour Phone Number; E-mail Address

Add new Lowell General Ordinance Chapter 115-1a as follows:

115-1a. Construction Notice

All non-owner occupied buildings and construction sites in the City shall display a sign indicating a 24 hour working phone number, email address as well as a current street address for inquiries;

1. Sign to be at least 18 inches by 12 inches with 1 inch font;
2. Sign shall be displayed at all entrances and exits;
3. Exemptions: Any project which requires a Notice of Permit Sign subject to Section 11.3.9 or Section 11.1.7 of the Lowell Zoning Ordinance shall not require this Construction Notice for so long as the Notice of Permit sign is in place;
4. Non-compliance shall be subject to fine of \$100 per day.