**321 Commercial- Marriott Courtyard Hotel Signage and Wayfinding**

*Summary guidance re permitting process (related to proposals on attached plan and as discussed and revised at site meeting Aug 5, 2014);*

*all subject to the Zoning Administrator’s final review and interpretation.*

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| **Proposed sign/item** | **What City**  **interprets this as** | **Permit required?** | **Review process** | **Comments** |
| **Large banner mounted on Commercial St. light column (ROW) saying “Foundry Lane”; (same would apply if the one at the York St. end is in ROW)** | Directory sign being erected on behalf of the City to identify Foundry Lane. | Probably not; may need license (research needed)  [See 14.368 and 14-369.5 Table] |  | Supported by Tom Errico and Deb Andrews and Jean Fraser at meeting 8.5.14. |
| **Two-three banners on light poles along Foundry Lane (private) that say “Foundry Lane”(mixed in with those below)** | Directional sign on private property (no commercial content) | Understand these do not need permits |  |  |
| **Six banners on light poles along Foundry Lane (private), 3 say “Marriott”; 2 say “Baxter Place”; 1 Cannery; and other one has a business name on it...** | Banners; are permitted without prior approval if do not exceed the sum of all building and freestanding signs for that use on that lot | Needs permit as may exceed overall sign allowances  [See 14-368 (a) 1.] | Sign permit reviewed by Zoning Administrator; likely this will be denied under zoning at least re Marriott as Marriott already have max. allowable signage; can request variance and then it would be reviewed under site plan standards. | OK with Deb Andrews as long as dates are accurate and design is as was shown in plans at meeting.  No objections from Tom Errico or Jean Fraser |
| **Metal portable sign located in ROW in bump-out nearest Foundry lane (referring to Valet Parking)** | Portable sign in City right of way (A-frame) that is directory in purpose  ***Portable sign defined as :*** *Any sign not permanently attached to the ground or some type of permanent structure, or a sign designed to be transported including, but not limited to, signs designed to be transported by means of wheels; signs converted to or located on A‑ or T‑frames; menu and sandwich board signs; inflatable signs or large‑scale tethered balloons;...* | Appears to be allowed subject to permit if meets 14-370; also needs license  [See 14-368.5 Table, bottom line under B5b, and 14-370] | Sign permit reviewed by Zoning Administrator.  License (not sure re this; Legal & Legal would review at some point) | Supported by Tom Errico  Deb Andrews would prefer a more attractive sign design |
| **Metal portable sign located in ROW in bum-pout nearest Maple Street (referring to Valet Parking)** | (anticipated that this one will be removed) |  |  | At meeting it was understood that Tom Errico and Vin Veroneau agreed that this one should not be there as it directs vehicles incorrectly. |

**JF/8/25/2014**