TRN-8.17– Sign Donation Program

I. Background

This rule establishes and standardizes program guidelines for sign donations within the public right-of-way. The City periodically receives requests to place signs in the right-of-way for the purpose of guiding traffic or identifying a neighborhood, public agencies, non-profits, or private companies, or occasional other signing needs. Guidance about what signs should be considered for sign donation is provided in Section 1.4 of the PBOT Traffic Design Manual. In order to allow these types of signs, the City has developed a donation program to govern and allow signs to be donated to the City under certain conditions.

II. Rule

The following conditions apply unless modified by the Portland Bureau of Transportation (PBOT) Director:

1. This rule is not deemed to conflict with TRN-10.26 (Sign Adjustments in Right-Of-Way.)
2. All organizations requesting to donate signage must fill out the application and pay the processing fee. Fee rates will be provided at the time of application and can be found in the Portland Bureau of Transportation's fee schedule (TRN-3.450).
3. For recognized neighborhood associations or district neighborhood coalitions, the processing fee will be waived.
4. The PBOT Director may accept or reject donations unilaterally. Upon acceptance, the sign becomes a PBOT asset.
5. The PBOT Director will determine and approve the specific siting location for the sign, taking into account traffic safety, utility locations, and Americans with Disability Act obligations.
6. The applicant must sign a maintenance agreement for the sign and is obliged, upon acceptance by PBOT, to provide for maintenance of the sign and keep it in good condition at the applicant's own cost.
7. Failure to satisfy obligations contained within the maintenance agreement are grounds for donated sign removal at the PBOT Director's discretion.
8. No advertising is allowed upon donated signs. For the purposes of this rule, logos or seals of the donating organization upon the sign, the name of the donating organization, and any motto for the organization are not considered advertising.

9. The applicant will be responsible for installation of the donated sign at their own cost.
10. The PBOT Director may make requirements as to the composition of the sign material, how it should be installed, what sign footing or sign securing is necessary, and the timing of the installation if the sign is accepted as a donation.

III. Discussion

Upon receipt of a completed application and processing fee, the PBOT Director will either accept or reject the application for sign donation. Upon execution of a maintenance agreement, the PBOT Director may accept the donated sign under the authority granted in City Code Title 17, Public Improvements. For rates currently in effect, consult the Fee Schedule for the Portland Bureau of Transportation.

IV. Reference

Portland City Code Section 3.12.010 establishes the authority of the City Administrator to adopt administrative rules.

V. Effective Date

This administrative rule is effective upon adoption.