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**Memorandum**

**May 19, 2010**

**To:** Mayor Adams  
Commissioner Fish  
Commissioner Fritz  
Commissioner Leonard  
Commissioner Saltzman

**From:** Paul L. Scarlett, Director *PLS*  
Bureau of Development Services

**Subject:** Proposed amendments to Title 3, Administration, Title 29, Property Maintenance Regulations, Title 32, Signs, to clarify language, provide additional compliance tools and allow alternative lien collection options

Attached is a proposed ordinance amending several sections of Titles 3, 29, and 32. The proposed amendments will accomplish the following:

- Allow monthly fees or penalties to be assessed on nuisance and sign code violation cases to standardize the penalty assessment process.
- Allow new administrative fees to cover the cost of providing services and increase cost recovery of those services.
- Allow additional lien collection measures, i.e. filing of lawsuits against the property owner, to collect the assessed fees or penalties.
- Clarify the charging of the 10% Auditor's Office Charge to cover the Auditor's Administrative costs of assessing a lien.

Due to recent budget reductions in BDS, the bureau only has funds to abate the most serious fire life safety or health/sanitation nuisance cases. The proposed changes to Title 29 will allow monthly enforcement penalties to be assessed against property owners who do not correct cited nuisances that currently would be closed as uncorrected.

As part of the restructuring of the Bureau, The Enforcement Section was reassigned the Sign Complaint and A-Board program. The Sign Code currently has its own fee schedule and doesn't allow us to utilize the standard Enforcement Fee and Penalty Schedule. The proposed changes to Title 32 will allow us to apply the schedule to Sign Code violations, further streamlining and standardizing our enforcement processes.

The proposed changes to Title 29 allowing BDS to utilize alternative lien collection measures will potentially increase lien collection rates and enforcement program revenue. Exploring alternative lien collection options was recommended by the Quality Rental Housing Workgroups recommendations to Council and by a majority of the Quality Rental Housing Work Group Lien Collections Task Force members, as outlined in the February 9, 2010 report to Commissioner's Leonard and Fish.