

# Portland City Auditor

Council Clerk



## Memorandum

**Date:** April 4, 2025

**To:** Council Clerk

**From:** City Auditor's Office

**CC:** Eric Shaffner, City Attorney's Office  
Keelan McClymont, City Auditor's Office  
Aria Ramus, City Auditor's Office

**Subject:** Correcting Scrivener's Errors in Code Titles 3, 6, 11, 17, 20, 24, and 25

Dear Council Clerk,

PCC 1.01.035 B. grants the City Auditor the authority to correct clerical errors in City Code with approval from the City Attorney's Office. This memorandum serves as written approval to correct the following scrivener's errors in City Code:

- Section 3.20.020, Exhibit B to Ordinance No. 191973. The section heading reads "3.20.025" (the City's website is correct).
- Chapter 3.54: Chapter title "Occupational Health" missing an "i."
- Subsection 6.10.100 C.: Phrase "pursuant section" missing "to this."
- Section 11.40.020, Table 40-1: "City Forester" was named under "Environmental conservation and protection overlay zones 'c' 'p'" row, while the rest of the table refers to City Administrator.
- Section 11.40.040: In the first sentence, "yrees" should be "trees."
- Subsection 17.108.020 T.: The subsection ends with "or" and lacks a period.
- Subsection 20.12.265 C.2.: The sentence ends with a colon instead of a period.
- Section 24.51.030, Table 2, row 4, column 2: The text reads "less that two feet in height" instead of "less than two feet in height."
- Section 24.51.030, Table 2: The final cell is missing the **(a)** and **(b)** formatting.
- Chapter 25.02, Definitions: The chapter heading was deleted from the exhibit (the City's website is correct).

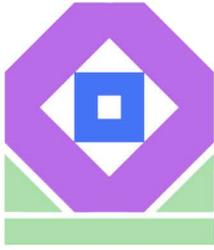
Approved as to form

by *Eric Shaffner*

for the City Attorney

\_\_\_\_\_  
City Attorney Approval Signature

1221 SW Fourth Ave, Room 130  
Portland, OR 97204  
councilclerk@portlandoregon.gov  
[portland.gov/council-clerk](http://portland.gov/council-clerk)  
503-823-4082



# Portland City Auditor

Council Clerk



## Memorandum

**Date:** June 10, 2025

**To:** Council Clerk

**From:** City Auditor's Office

**CC:** Eric Shaffner, City Attorney's Office  
Keelan McClymont, City Auditor's Office  
Aria Ramus, City Auditor's Office

**Subject:** Correcting Scrivener Errors in Portland City Code (PCC) Sections 7.02.100 BB., 17.14.070 E., 17.24.010 A., and 17.33.030.D

Dear Council Clerk,

PCC 1.01.035 B. grants the City Auditor the authority to correct clerical errors in City Code with approval from the City Attorney's Office. This memorandum serves as written approval to correct the following scrivener errors in City Code:

- PCC 7.02.100 BB. says, "Residential rental unit means a 'dwelling unit' a defined by ORS 90.100, and subject to Oregon's Residential Landlord and Tenant Act in ORS Chapter, that is rented or offered for rent for a period of more than 30 consecutive days."
  - "a defined by" should be "as defined by"
  - "ORS Chapter" should be "ORS Chapter 90"
  
- PCC 17.24.010 A. says, "Any person desiring to make a public improvement, do work in, or use the street area must first obtain a permit from the City Administrator as prescribed in this Chapter and pay the permit fees set forth in Section 17.24.020, except for maintenance activities allowed without a permit, as set forth in Sections 17.42.020 and 17.42.025."
  - "Chapter" should be "Title"

1221 SW Fourth Ave, Room 130  
Portland, OR 97204  
[councilclerk@portlandoregon.gov](mailto:councilclerk@portlandoregon.gov)  
[portland.gov/council-clerk](http://portland.gov/council-clerk)  
503-823-4082

- PCC 17.14.070 E. says, “Certain developments and uses are exempt from water service system development charges as provided by Section 21.16.170 of Portland City Code.”
  - “21.16.170” should be “21.40.140”
- PCC 17.33.030 D. says, “Source Control Manual. A property with structures or activities that are described in Administrative Rule ENB-4.26 (BES Source Control Manual) and that require drainage to the sanitary sewer must connect to the public sewer when required as a condition of a development permit or when the City notifies the property owner thereof.”
  - “ENB-4.26” should be “ENB-4.34”

Eric Shaffner for  Digitally signed by Eric Shaffner  
for the City Attorney  
Date: 2025.06.10 15:19:38 -07'00'

---

City Attorney Approval Signature