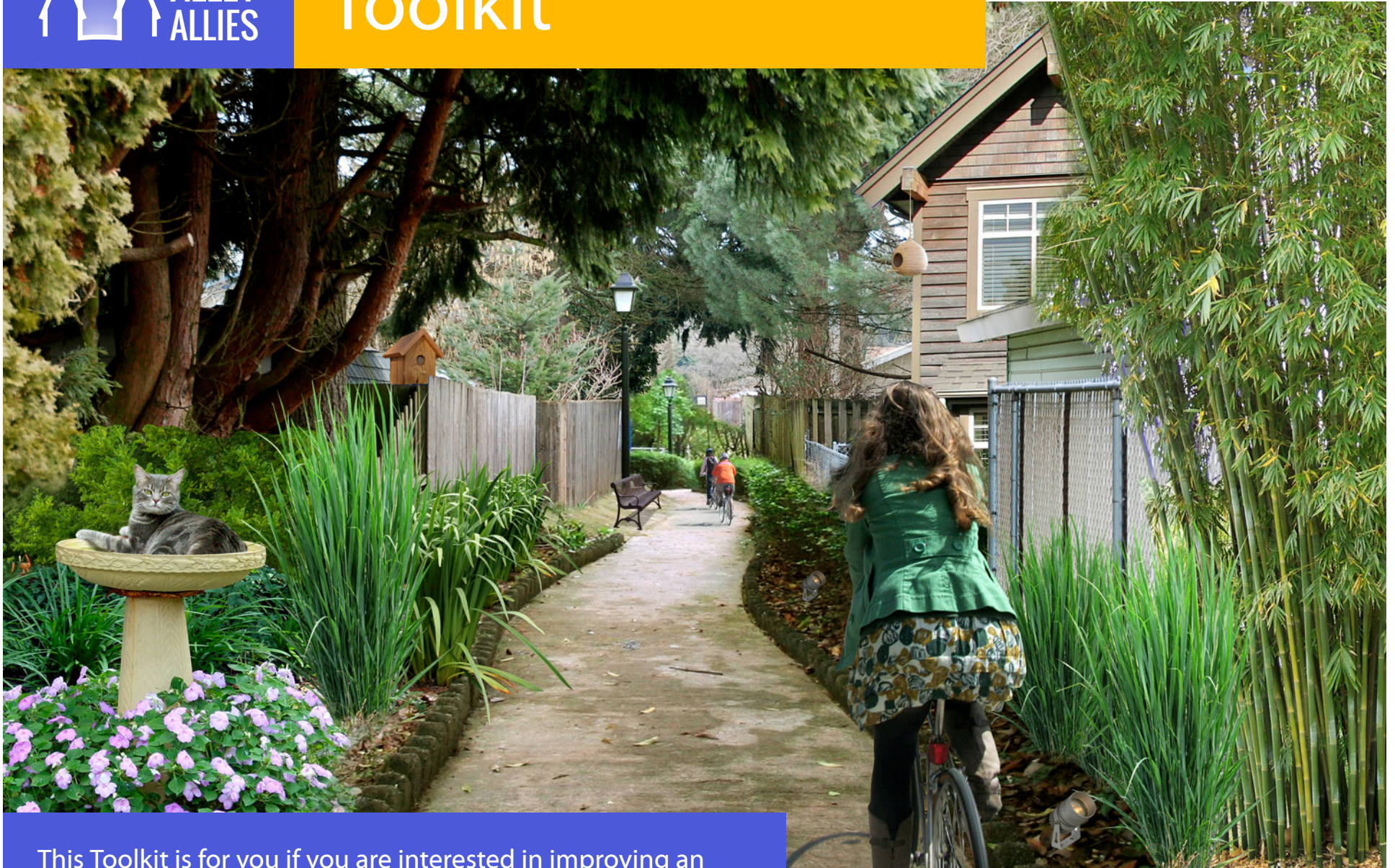




Toolkit



This Toolkit is for you if you are interested in improving an alley or creating a similar public space and want to know how.

June 2013

This Toolkit is part of a set of three documents produced by Mill Street Community Planning to provide the foundation for the Alley Allies project.



Plan

Plan

The Plan is the guiding document for the project and sets the stage for the potential of alley re-use in the Foster Corridor. It includes: A 2020 vision statement; a project overview; context regarding the importance of alley revitalization; and our recommendations. The intended audience for this document is the leadership of the project, the non-profits and other organizations who will be involved in the project's implementation, and the City agencies who will play a critical role in facilitating the successful repurposing of the alleys.



Background Report

Background Report

The Background Report describes the development of the project during the planning phase, including the public engagement process used to develop the plan and the toolkit, and can be used as a resource for residents seeking grants, by City agencies wanting to understand the public engagement behind the project, or by the organizations leading the project.




Toolkit

Toolkit

The Toolkit was designed from a six-month public engagement process with the goal of shaping the content around resident needs. The major goals of the Toolkit are to clarify what can be done with alleys, who owns them, who is responsible for their maintenance, and to help residents overcome barriers for making alley improvements by providing them with the resources and tools to move forward.

Table of Contents

This toolkit was designed to be viewed on a computer (you can still print it if you want though). When you see [blue text](#), these are links to websites. When you see [orange text](#), these are links to other parts of this document or other Alley Allies documents. You can click on these links or wherever you see the  “Click Me!” symbol to navigate the materials.

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Partners

Alley Allies began as a project of the Foster Green EcoDistrict and Mill Street Community Planning. As the project developed, it has grown to include a large network of supporting organizations and allies that will continue to be integral to the project during implementation.

Foster Green EcoDistrict is a long-term partnership among community organizations, local residents, and businesses based in an area around Foster Road in Portland, Oregon between SE 52nd Avenue and SE 122nd Avenue. The goal of the Foster Green EcoDistrict is to create triple bottom line solutions that promote economic resiliency, social equity, and environmental sustainability by building on existing community assets. Guided by a steering committee that includes a diverse set of local residents and organizations, Foster Green EcoDistrict is committed to supporting the local community in realizing their vision of the Foster corridor.

Mill Street Community Planning is a team of six Master of Urban and Regional Planning (MURP) students at Portland State University with expertise in public outreach, public health, site planning, urban design, data analysis, green infrastructure, economic development, environmental justice, and transportation. We have a passion for neighborhood empowerment through community ownership of urban space, capacity building, and the development of more sustainable urban forms.



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Alley Allies 2020 Vision

It's 8am on a Spring morning in Southeast Portland in the year 2020. Roberto is ten years old. His mom hands him his lunch as he scampers out the back door and down the alley towards Arleta School from his home on Boise and 66th. With the exception of crossing Foster, Roberto can make it from his door to the school grounds without ever hitting a busy street. Even on Foster, a raised and guarded crosswalk makes it safe to cross traffic. Two of his friends see him from the front window of their accessory dwelling units and scramble out to join him on his walk to school. Down Lupine Alley between 65th and 66th streets, Roberto watches the ambiance change as he makes his way through the alleys. Residents have given each alley a character and style that reflects their needs and interests. He likes the one between Boise and Holgate because it has a playset and apple trees. The cafés have expanded into the alley as he watches business people getting morning coffee, reading the paper, or meeting for an early chat in the sanctuary provided by the alley.

He hops along the cobbled surface, oblivious to the way the alleys used to be. Instead, he enjoys the art, flowers, green walls, benches, and natural environment. Crossing Foster, the

alleys change. Now there's artwork and murals covering the fences. Bigger kids are heading to school as well, skateboards slung as they walk along the stone path. He passes the garden plots and produce beds with signs saying to "take what you need and share the rest." Sometimes he grabs a carrot for a snack.

The alleys are another game for him and the children now, like a labyrinth that lets them explore the neighborhood. But they have other uses, too. Cars still amble through to get to garages, although many have been converted to attractive accessory dwelling units, providing a new source of housing for many and income for longer-term residents. Businesses along Foster were quick to see the potential of the alleys, and now there is a busy market of construction and landscaping companies competing for jobs redeveloping the alleys in Northeast Portland. Far from the underutilized spaces they once were, alleys have become a source of pride, cohesion and community that is unique to the neighborhoods along Foster Road. They have set an example for alley communities everywhere, with projects popping up in cities throughout the country.



A pilot alley in Mt. Scott-Arleta with potential improvements



An example alley in Lents with potential improvements



Many alleys are too overgrown to be driven and serve little purpose. This alley in the Foster-Powell neighborhood could provide green space if cleaned up and cared for.

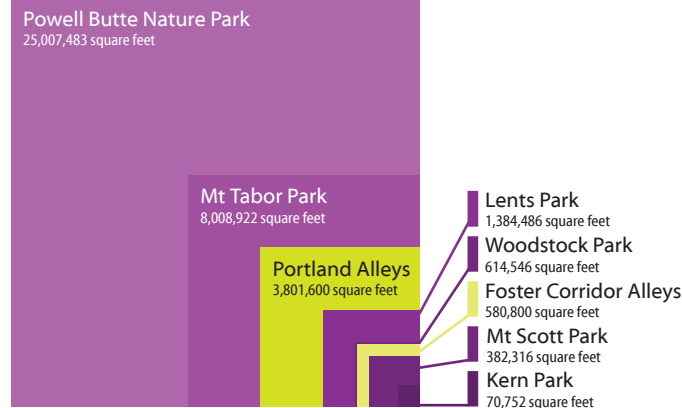
Right-Of-Way

2,600 miles
Of Streets In Portland

76 miles
Of Alleys In Portland

12 miles
Of Foster Corridor Alleys

Alleys As Green Space



Introduction

Alley: A narrow passageway between or behind buildings.

This project began with a simple realization: Alleys can be more than places to hide garbage cans and utilities. In fact, only in Ladd's Addition are alleys still used for this purpose. In most of Portland, where alleys are still drivable, they serve only as access for rear facing garages, and where alleys have become so overgrown and muddy that they are undrivable, they serve little purpose at all.

Alleys represent an insignificant portion of the City's public right-of-way. Most of the alleys in Southeast Portland provide poor driving conditions because they are unpaved, uneven, muddy, and contain overgrown vegetation. The City currently has insufficient funds to maintain alleys, let alone make the major investment required to bring the alleys into the street network. However, **alleys have the potential to significantly increase the amount of open space available to residents in the Foster corridor community.** The square footage of Portland alleys and alleys in the focus area are comparable to many popular local parks in the three neighborhoods.

Today, alleys in these neighborhoods are considered a liability rather than a potential resource. The Alley Allies project aimed to understand the potential of local alleys to become active, vibrant spaces, identify community needs and concerns regarding alley renovations, and determine how the effective transformation of these spaces can be achieved.

This Toolkit is designed to aid residents who live on or near alleys and want to improve them, but it can also be used by those interested in better using other underutilized public spaces. Even if you live in a neighborhood without alleys, you can get still involved in making your community a more livable place.

The diagram to the left highlights the small part alleys play currently as public right-of-way, but the large role they could play as public green space.



Understanding residents interests and concerns about the alleys at a coffee talk event held in early April 2013. Residents at all our public events asked about the City's interests in the alleys and what policies existed.

Alley Policies & Interests

This section distills down the answers to many of the questions we have been asked over the course of the project about the current legal status of the alleys, including **what City agencies and organizations care about in the alleys and how that affects your ability to make improvements**. We begin by answering your questions and end with short summaries of the interests of all the relevant organizations.

Frequently Asked Questions (FAQs)

Q: Who owns alleys?

A: Alleys are intended to facilitate the movement of vehicles, pedestrians and goods. They belong to the City and are considered public right-of-way. This means the public legally has access to walk, bike, or drive along them. The Portland Bureau of Transportation is the agency responsible for regulating, overseeing and issuing permits having to do with alley right-of-way.

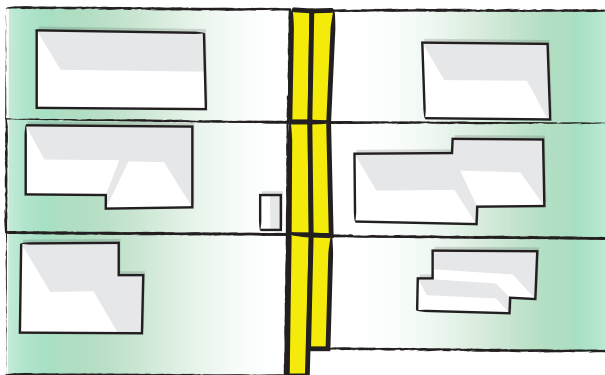
Q: Who is responsible for maintaining alleys and keeping them in good condition?

A: Property owners are responsible for maintaining the part of the alley adjacent to their property. This recommendation stems from the City Code, Title 29 Property Maintenance Regulations which states "It is the responsibility of the owner of any property, improved or unimproved, to maintain the outdoor areas of the property and adjacent rights-of-way in a manner that complies with the following requirements." The City does not offer maintenance services for unimproved alleys (ie. dirt, gravel, or partially paved). Referring to alleys specifically, it states, "All alleys, unimproved streets, and other public rights-of-way must be clear of obstructions that may hinder the normal flow of traffic or render the right-of-way (ROW) unsafe for its current and necessary use." Most alleys are 10 feet wide, so each adjacent property owner is responsible for their half (for a 10 foot alley, 5 feet into the alley) along the length of your property.



A narrow planterbed created by a resident along their portion of their alley.

Your Part Of The Alley



Every resident is responsible for the 5 feet of alley behind their property. Wider lots are responsible for larger portions of the alley, shown in yellow above.

Q: Why doesn't the City take better care of alleys?

A: The City is struggling to find the money to maintain roads and paths. Alleys are not currently a high priority because they aren't as crucial to the transportation network as other roads and pathways. The City does not offer maintenance services for unimproved alleys (ie. dirt, gravel, or partially paved).

Q: Is it legal to put something small in the alley, like a bench or planter?

A: Yes, it is legal to put something small such as a bench or a planter in your alley. Depending on the size and nature of the addition you may need to obtain an encroachment permit from the Portland Bureau of Transportation (PBOT). Be aware though, PBOT has the authority to request the removal of the addition if it becomes a safety hazard, impedes access or generally becomes a nuisance.

Q: Can I make improvements to my neighbor's portion of the alley? For example, can I install planters along the whole alley?

A: No, you cannot do this unless your neighbor(s) give you consent. If your improvement requires an encroachment permit, PBOT requires that all neighbors along an alley agree to requested improvements before they grant a permit.

Q: What if neighbors want to block auto traffic through an alley or limit access to an alley?

A: There are a few different options for restricting access to an alley. Review the diagram below to learn more about the different options.

PBOT offers residents interested in doing this a couple of different options. One of the ways to accomplish this would be to request that the alley be vacated which would return ownership of the alley to a private party. Another way would be to request that PBOT lease the alley to another agency or organization. However, residents should be aware that according to the Portland Transportation System Plan, alleys are classified as "local service traffic" streets meaning they are intended to provide local circulation for traffic, pedestrians and bicycles and that auto speeds and volumes should be low enough to accommodate all three uses in the same space. Finally, PBOT's connectivity policy requires for street connections every 530 feet and bike and pedestrian connections every 330 feet. What does all this mean? PBOT will carefully evaluate whether or not your request to block automobiles negatively affects transportation mobility and connectivity and will most likely deny your request if this is the case.

Q: How flexible is the City on what types of improvements I can make to my alley?

A: In one word, very! Portland Bureau of Transportation is thrilled that you want to make your alley a safer, cleaner, more accessible and overall more pleasant place to be. They understand that alleys present unique opportunities, as well as challenges, when it comes to design and are committed to coming up with equally unique and innovative solutions. However, they do require that requests meet some basic criteria. Requests should have agreement amongst neighbors and some type of plan for long term maintenance in place.

And while PBOT does not require applicants to define the transportation and access needs of their alley, applicants should be aware that this factor will heavily influence PBOT's approval or denial of applications. If your suggested improvements are larger or more formal in scale or could potentially block access in the alley, you should reach out to PBOT to discuss your project.

Q: What can we do to improve our alley? Overview Of Improvement Processes



General Maintenance And Minor Encroachments	Meet PBOT Encroachment Policy Standards/Guidelines
Encroachments Needing A Permit	Relatively Simple And Low Cost Permitting Process
Major And/Or Permanent Improvements	Public Works Permit Required
Lease Alley To Third Party	Unique Process Based On The Third Party Organization
Vacate Alley	Purchase The Alley; Most Difficult And Costly Option

Click Me!

A: We are so glad you asked! In the chapters that follow you will find step by step guidance on how to develop your alley project including details for a wide range of alley improvement strategies.

City Agencies' and Organizations' Interests in the Alleys

Portland Bureau of Transportation (PBOT)

PBOT provides stewardship of the public right-of-way, including alleys. The Portland Bureau of Transportation is responsible for regulating and overseeing all activity that happens in City right-

of-way. They issue all permits having to do with the right-of-way, oversee the street vacation process and react to complaints of obstructions in the right-of-way. Regarding alleys, PBOT is primarily interested in ensuring that they serve as an effective and safe part of the transportation system that provides access and mobility. Public rights-of-way provide access to driveways and garages, garbage and recycling, and allow for a connected transportation system. Although PBOT's current Transportation System Plan is supportive of making improvements to bring all parts of the network up to City of Portland standards, alleys are a low priority for PBOT. According to the City charter the maintenance of paved alleys done by the City is limited to patching and addressing hazards and unpaved alleys are not maintained by the City at all. The policy explicitly outlines that alleys are considered to provide the least transportation value and capacity and therefore will receive the lowest pavement priority. Land within the private rights-of-way, including rail and utility rights-of-way, are regulated by Title 33, public rights-of-way are regulated by Title 17 in the Portland Zoning Code.

Portland Bureau of Development Services (BDS)

BDS implements the zoning code in Portland. In most cases, the zoning code does not apply to alleys because as public ROW, they are under the authority of PBOT. However, the buildings and yards along alleys are regulated by BDS. The zoning code states how close structures can be to alleys, and what types of buildings can be built on each lot. Adding small residential units in back yards (called accessory

dwelling units or ADUs) can be one way to enliven an alley, and would require a permit through BDS. See the Accessory Dwelling Units section of the Toolkit for more information.

Portland Parks & Recreation (PPR)

PPR manages Portland's parks system. If neighbors wanted to covert an alley into a community garden, they could do so officially through PPR (but it would have to be reviewed and approved by PBOT). PPR may establish a lease with the land owning agency (ie. PBOT). PPR also accepts proposals for new parks and would be a helpful resource if you and your neighbors wanted to create a linear park recognized by the City. (please note that the proposal program is on hold until Fall 2013 due to limited funding and staff).

Portland Bureau of Planning & Sustainability (BPS)

BPS develops the City's Comprehensive Plan as well as neighborhood and district plans. BPS creates policies that advance green building, local sustainable food production, energy efficiency, and climate change mitigation. BPS is ideally positioned to create and integrate policies that address alley improvements into city, district, and neighborhood plans. BPS also provides information on policies relating to food vending and community gardens, and can also be a helpful resource if you and your neighbors are interested in community gardens or food vending.



Elements of BES's green streets program that can be added to alleys. Source: EPA.gov



The Phoenix Building is part of PDC's plans for rehabilitating the community from Foster outward along alleys.

Portland Bureau of Environmental Services (BES)

The main mission of BES is to protect watershed health for Portland residents. BES has completed green street projects throughout the City, including rain gardens, swales (planted drainage areas), tree planting, and ecoroof projects. BES has completed projects in the Alley Allies focus area, and may be interested in doing more, potentially in an alley. Learn more about the 1% for Green grant program, funded through BES, in the Funding section of the Toolkit.

Portland Development Commission (PDC)

The Portland Development Commission is the lead agency in the Foster-Lents Integration Partnership (FLIP), centered around the Foster Corridor. The goal of the partnership is to create an investment strategy that will focus neighborhood revitalization efforts around sustainable infrastructure and neighborhood-based job creation. Key elements of the partnership include a commercial property energy retrofit program and traffic safety and streetscape improvements along Foster Road between 52nd and 82nd Avenues. Alley revitalization is included as a priority project for the corridor and PDC has the potential to be a key partner in implementation.

Portland General Electric (PGE)

PGE has easements in some alleys and leases in other alleys which allow them access or space for equipment. PGE's need for access depends on the specific alley. If PGE has utilities placed in the right-of-way, the City could tell them to move

them (although this is not typically practical). The two most important considerations from PGE's perspective are (1) keeping power lines clear of vegetation and (2) keeping poles free of signs or additions that would present a danger to field technicians that need to climb the poles. In general, most regulations relating to alleys are City regulations, not PGE policy.

Portland Water Bureau

The Water Bureau utilizes alleys to read water meters, typically just by walking through them. Alley improvements should not interfere with reading water meters or destroy meter infrastructure. The Water Bureau has an interest in safe, clean alley spaces in order to do meter readings.

Fire & Safety

The Police Bureau and Fire & Rescue use of the alleys is infrequent. However, they do use the alleys every now and then, and it is important that alleys are accessible to them. For the fire department, it is particularly important to have access to alleys abutting large commercial structures. For the Police Bureau, it is important to have well-maintained alleys that have clear sight lines along the length.



Neighbors discuss their ideas about what to do with a mock alley at the May 2013 Community Workshop event. Feedback from this process was used to create this guide.

A Step-By-Step Guide To Alley Improvement

Your alley improvement project starts here!

This chapter walks you through the six basic steps of an alley project and the chapters that follow provide the detailed information needed to design your alley around the goals of you and your neighbors. Sound confusing? Don't worry! We'll point out the links along the way to help you get from big ideas to finished projects. While some alley projects may be more complex than others, projects typically follow the 6 Ds: **Discussion, Decision, Details, Dollars, Do!, and Delight.**

Discussion

Bring your neighbors together and talk about what you would like to do with your alley. Invite everyone over for a potluck IN the alley! This is a good time to talk about what you and your neighbors are concerned about and what you value. Do you have a similar concern over safety? Are you all interested in gardening? Everyone may not have the same vision, but see if there are overlaps in your interests and passions. This is also a good time to talk about scale. Do your neighbors want to make smaller scale alley improvements? Do your neighbors want to try to partner with a community organization or business to make larger scale improvements?

The goal for these initial talks is to narrow down your goals and define your capabilities. You can begin talking with the neighbors you already know, but it's also important to bring in everyone who might want to have a say. Giving neighbors an opportunity to weigh in early avoids a situation where a neighbor feels left out of the process. Your neighborhood association or Resolutions Northwest (www.resolutionsnorthwest.org, (503) 595-4890) may be able to provide assistance convening or facilitating a discussion. The Foster Green EcoDistrict (www.fostergreeneкодistrict.org) can also provide advice about how to get started or help you find a translator if one of your neighbors doesn't speak your language.

Check out the [What Are Your Goals?](#) Chapter of this Toolkit to learn more about the issues alleys can address including more about small and large scale improvements and what they entail.

Decision

Once you have talked with your neighbors, it is time to come to a decision about what you would like to do with your alley. Perhaps you all want to agree to plant flowers along your fence, hang lights from your garages, and have a regular cleanup session with your neighbors a few times a year. Perhaps you want to install rain gardens in your alley or explore putting in a bike path. Maybe you even want to close off your alley to vehicular traffic and create a linear park. This is the time to be creative and imagine how you want your alley to be. You may find out that many or all of your neighbors are not interested in making alley improvements. Don't be discouraged! There are plenty of things you can do on your own to make your alley a better place.

Not Sure Where To Start?

Think about the three faces of your alley: The two **fence lines or walls** and the **surface**. Do you want living fences such as walls of plants or vertical planters, or do you want murals or community bulletin boards? Do you want the surface to be grass, or brick, or a combination of the two? Then think about **light**. Is the alley safe at night or is it dark? Do you want it to be the kind of place where

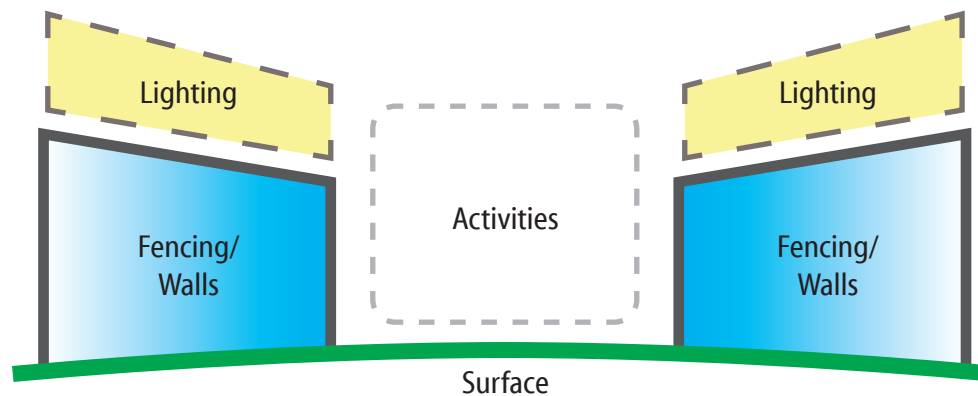
people can sit out and enjoy each other's company (think garden lighting or strings of lights) or just better lit to scare off crime (think motion-activated flood lights or street lights)? Different options have different costs, today and in the future when they need to be maintained. Finally, think about **activities**. We've already discussed sitting out in the alley, but what about spaces for children to play? What about a barbecue area? Or a community garden? The examples below show three different types of alleys and what improvements have been included. Think of them as a meal on a menu, with the elements as the ingredients. You can mix and match the ingredients based on the tastes of you and your neighbors! Remember, these are just examples. There are many more options and ideas in the rest of the Toolkit.

Pedestrian/Bicycle Alley



Ingredients: Fences: Bamboo on one side and tall vegetation cover it on the other. Surface: Permeable pavement winding path for pedestrians and cyclists with rain gardens (grasses) along the edges of the alley for stormwater management. Lighting: Street lights are dotted along the alley. Activities: Bird baths and birdhouses attract wildlife with park benches to sit, watch the wildlife, and relax. On the right, an accessory dwelling unit has its front door onto the quiet alley.

Basic Alley Elements: The Ingredients That Make Up Your Alley



Every alley no matter how complex, comes down to the Fencing or Walls that enclose it (or the lack thereof), the Surface materials, possible Lighting options, and the positive Activities that take place in the alley.

Destination Alley



Ingredients: Fences: A vertical planter (green wall) has been built along the fence on the left, a chalkboard for children to draw on is posted on the fence on the right, and tall food plants and trees obscure the fence in the background. **Surface:** A community garden with rows of produce covers the surface in the background with a gravel trail connecting it to the play area covered with bark and grass in the foreground. **Lighting:** Path lights line the path through the community garden and uplights will bounce off the vertical planter on the left fence. **Activities:** Children can play on the play set while parents watch from the benches and neighbors grow plants in the background. A game of horseshoes is shown, but a bocce court could be installed instead to provide games for adults.

Check out the [Alley Goals and Strategies](#) portion of the toolkit to learn about all of the options for improving your alley. Based on the goals you and your neighbors agreed on during the Discussion, you can sit down with the worksheets provided in this toolkit for each set of interests and determine the strategies you want to include in your project. The strategies are organized by their amount of difficulty in terms of time, money, and effort so you can choose elements or strategies that fit within you and your neighbors' ability.

Auto-Oriented Alley



Ingredients: Fences: Attractive wood fences already exist and are left exposed, trees act as the fence on the right, and trellis structures enclose the space above making it more comfortable for pedestrians and slowing traffic. **Surface:** Brick tire paths have been added to the existing grass to maintain the natural feel and cut down on mud caused by cars driving through grass. Planters with flowers have been added to the edge of the alley. **Lighting:** Lights are hung under the trellis to provide soft lighting at night. **Activities:** A community bulletin board is shown on the right to advertise local events and a traffic slowing sign has been added as children now play in the alley space.

Details

Once you make a decision, it is time to come up with a plan. Create a skills list that includes you and your neighbors. Do you have a passion for drawing or experience with design or site planning? Maybe one of you works in construction or has worked with the City on previous projects and is familiar with City policy? Perhaps one of you has a knack for organization and motivating people. Utilize your strengths; it's likely you have a strong team to make the improvements you desire. Assign an Alley Captain

and create an Alley Committee to facilitate assigning roles and responsibilities to distribute the work.

There are also plenty of organizations willing to help support you. Check out the [Resources Chapter](#) of the Toolkit. You can find contacts within each of the City Bureaus that know about the Alley Allies project. You can also find contact information for neighborhood groups that are interested and willing to support you.

Sometimes **basic alley maintenance** is the main issue that neighbors want to tackle. Check out the [Resources Chapter](#) for more information about creating an agreement and for meeting guidance.

Dollars

If the alley improvements you would like to pursue are extensive, you may want to consider finding sponsorships, partnering with local businesses, or applying for a grant.

If the alley improvements you would like to make are smaller in scale, it may not be necessary to pursue outside funding options. Perhaps each neighbor is willing to contribute a certain dollar amount annually for flowers or gravel or lighting. Over the course of the project we've heard from many neighbors not living on alleys that they want to be involved. Try knocking on the doors of your neighbors across the street and ask if they would like to be a part of the alley improvement project and provide support. Remind them that they

can enjoy your alley as easily as you can. Create an Alley Maintenance Agreement between your neighbors that outlines what you are all able to commit and your plan for keeping your alley in good shape.

Check out the [Resources Chapter](#) for a list of possible [Grant Opportunities](#) and a [Neighbor Agreement Template](#).

Do!

Now is the time to implement your project!

Depending on the scale of your project, this may involve finalizing your design and working with contractors or perhaps a work day with your neighbors to clean up, paint, and plant flowers. This phase may take one afternoon or several months depending on the scale of your project. Depending on the scale of your project, you should also consider reaching out to the City pre- and post-design to ensure what you would like to implement is in line with City policies. A permit may be required depending on your plan.

When thinking about contractors, we encourage you to think about all your options—including your local and minority contractors. Alley improvement projects may be a great place for particular groups looking for experience to start.

Learn more about phasing in the [Alley Implementation Strategies](#) section.

Delight

Your alley project is complete and now is the time to enjoy it! Take your newspaper and a coffee into the alley or bring your kids out to play soccer. Throw an alley party to show off and celebrate your hard work. Think about organizing a regular cleanup to ensure the alley remains well-maintained. Share your story with other neighbors to encourage them to follow suit. Publish a blog that documents your project to inspire others and share insights.

Read on to learn more about Alley Implementation Strategies and Resources.



Belmont Dairy's pedestrian alley provides enjoyable patio space for residents and through access for neighbors.



With a few strings of Christmas lights, potted plants, and patio tables and chairs, we were able to turn this alley near Neighbors Bar into a place people stopped to spend time in during Foster Art Night in March 2013.



What Are Your Goals?

Use these goals during the Discussion and Decision steps.

How To Use This Section

Now that you have met with your neighbors and established your shared goals for your alley improvement project, this section provides detailed information to help you translate those goals into a reality. These seven goals were established following a six-month public outreach process with the Foster corridor community.

1	Safe Pedestrian and Bike Corridors	5	Economic Prosperity
2	Stormwater Management	6	Build Relationships
3	Public Space	7	Cleanup and Maintenance
4	Food, Health, and Gardening		



Goals for Alley Improvement Projects

Each goal is accompanied by two lists of specific strategies which could help you achieve that goal. The first list ("What can **I** do?") is comprised of strategies that are simple and manageable for one or two people. The second list ("What can **we** do?") contains strategies that involve more work and more collaboration between neighbors. Each strategy, whether simple or complex, has a detailed description in the section following this one.

Interested in a specific improvement and not sure what goal it falls into? Don't worry! There is an [Index](#) at the end of this Toolkit that lists all the elements.



Little Free Library boxes like this one are a community-based project created by Portland Enrichment.



Stone surfaces are popular but expensive. Consider starting with gravel or mowed grass that can be replaced when funds and momentum allow for external funding.

Phasing Your Project

Phasing, or beginning with small improvements and pursuing larger improvements over time, may be an important part of your project. Even the greatest places have to start somewhere, and if funds or commitments among your neighbors are limited right now, there is still plenty you can do. Smart phasing can be key to success in the short- and long-term, so that what you do today increases your ability to make further improvements in the future instead of hampering them.

What does this mean? Here are two examples.

If you and most of your neighbors want to improve the surface of your alley now, but need more time to get all your neighbors on board with your big plans for a brick path lined with plants, consider laying down gravel. The initial cost is relatively low and when it needs to be replaced in a year, you may have organized around getting funding to go for brick. Gravel still allows stormwater to drain, and compared to concrete, is relatively easy to convert to community gardens, grass, or bioswales (planted drainage basins) later.

If you want to add lighting but can't agree on permanent installations and who pays for what, have each neighbor put up their own strings of Asian lantern lights or Christmas lights along their fence line. This will light up the alley and neighbors pay for only their portion. LED-based string lights use very small amounts of electricity and provide large

amounts of soft lighting. Meanwhile, you and your neighbors can continue working on getting funding and permissions for more permanent alley lighting.

The beauty of phasing is that there are things you can do to improve your alley today without grants or the full consensus of all neighbors to improve your alley. Seeing what can be done may inspire more hesitant neighbors to invest their time and resources in the alley. The guidance that follows provides these kinds of ideas in the "What can I do?" section under each theme. When you have big plans and want to organize your neighbors to get a grant, the "What can WE do?" section will help you do just that!

Safe Pedestrian And Bike Corridors

Access

This section is for you if you...

- Want safer routes for your kids to get to and from school.
- Want a pleasant way to get from here to there on foot or bike.

Introduction

Even unpaved alleys can serve as excellent and safe pedestrian or bicycle corridors for people of all ages including children walking to school. In many of these neighborhoods, there are areas where sidewalks and bicycle lanes were never built, forcing pedestrians and cyclists onto the streets with cars or into residents' yards. The elements below involve actions residents can take to make alleys safe places to walk and cycle. They are broken into the two sections that follow.

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Click Me!

What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to improve the alley for pedestrians and cyclists.

- ✓ Improve visibility along the length of the alley
- ✓ Mow the grass or weeds in your alley
- ✓ Fill in potholes
- ✓ Remove trash
- ✓ Spend time in your backyard or near your alley
- ✓ Leave a light on

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.

- ✓ Permanently improve the alley surface
- ✓ Install wayfinding signs
- ✓ Install dedicated alley lighting
- ✓ Plan neighborhood events in your alley
- ✓ Establish pedestrian and bicycle networks using alleys
- ✓ Apply for a grant to have a larger impact

Click Me!

Stormwater Management

Environment

This section is for you if you are...

- Worried about flooding.
- Concerned about water pooling in your alley.
- Wanting to improve the surface of your alley while protecting the environment.

Introduction

In Portland, how rainwater collects and soaks into the soil is important. Stormwater runoff can collect in pools and deep mud, making alleys impassable for cars, pedestrians and cyclists. Trees and rain-hardy landscapes can improve conditions by managing stormwater in ways that make alleys more attractive. They are broken into the two sections that follow.

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to improve stormwater management.



Plant a tree



Build a rain garden



Naturescape

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.



Apply for grant to have a larger impact



Permanently improve the alley surface

Click Me!

Creating A Public Space

Connect

This section is for you if you...

- Want more parks near your home.
- Want somewhere to walk your dog.
- Want more space for playing with your kids or other leisure activities.
- Wish you had a sidewalk café or courtyard to sit in and enjoy.

Introduction

Different neighborhoods have different amounts of public space such as parks and playgrounds. While not everyone can live near a park, many Portland residents live near or on an alley. This section focuses on converting these largely underutilized areas into amenities. The strategies below outline physical alley improvements and actions you can take to create the amenities you and your neighbors want. They are broken into the two sections that follow.

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to add or enhance non-transportation-related uses of the alley.

- ✓ Improve the edge of your yard abutting the alley
- ✓ Put in a planter box or vertical planted wall along your portion of the alley
- ✓ Install seating along your portion of the alley
- ✓ Paint a mural on the side of your fence or building facing the alley
- ✓ Leave a light on

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.

- ✓ Permanently improve the alley surface
- ✓ Install dedicated alley lighting
- ✓ Create a flower or food garden
- ✓ Install a children's play area
- ✓ Install café seating
- ✓ Install locally created sculptures
- ✓ Install rain gardens

Click Me!

Food, Health, And Gardening

Nature

This section is for you if you...

- Want somewhere to grow flowers or non-food plants.
- Want somewhere to grow or pick food locally.
- Want to forage food growing naturally or planted along the alley.

Introduction

Community gardens, planting beds, food carts or stands are a few ways residents can grow food in their alleys and increase overall food access and security. Alleys are ideal spaces for vertical gardens, planting beds, or communal garden spaces. Alleys near commercial areas could be unique spaces for small vending carts or café seating areas.

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to grow food or non-edible plants and improve community health.



Improve the edge of your yard abutting the alley



Put in a planter box or vertical planted wall along your portion of the alley

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.



Create a flower or food garden



Work with community groups to create a food foraging map



Establish a yardshare



Start or recruit a small food cart or stand



Create a community garden

Click Me!

Economic Prosperity

Prosperity

This section is for you if you...

- Own a house and want to improve your property value.
- Own a business and want to expand into alley space.
- Want to start a business that utilizes alley space.

Introduction

Alley improvement projects can promote economic prosperity by increasing property values, improving access to local businesses and supporting local landscaping contractors. Beautifying your alley can increase property values and increasing accessibility in your alley can provide additional access to local businesses. Many Portlanders are interested in constructing ADUs or "Mother-In-Law" suites on their property to bring in rental income or create an additional space for family. Improved alleys could provide private entry points for ADUs.

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to improve economic prosperity in the community.

- ✓ Build relationships
- ✓ Build an ADU
- ✓ Put in a planter box or vertical planted wall along your portion of the alley
- ✓ Install seating along your portion of the alley
- ✓ Paint a mural on the side of your fence facing the alley

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.

- ✓ Permanently improve the alley surface
- ✓ Install café seating
- ✓ Bring in food carts
- ✓ Install wayfinding signs
- ✓ Apply for a grant to have a larger impact

Click Me!

Build Relationships

Community

This section is for you if you...

- Want to meet more of your neighbors.
- Want to plan events that take place in the alleys.

Introduction

Alleys could be a place for neighbors to come together. Alleys could become a place to host a neighborhood “alley party” or a movie night. Encouraging people to use their alleys would result in more “eyes on the alley”. These places could become a safe place for neighborhood children to play or a place to meet a friend for a stroll.

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to improve community connectivity.

- ✓ Install seating along your portion of the alley
- ✓ Paint a mural on the side of your fence facing the alley
- ✓ Build relationships
- ✓ Spend time in your backyard or near your alley

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.

- ✓ Plan neighborhood events like block parties that take place in your alley
- ✓ Create a flower or food garden
- ✓ Install a children’s play area
- ✓ Install café seating
- ✓ Install locally created sculptures
- ✓ Create a community board
- ✓ Create a community garden

Click Me!

Cleanup And Maintenance

Clean & Safe

This section is for you if you...

- Want to remove trash from your alley.
- Want to maintain the existing functions and aesthetics of your alley.
- Want to prevent crime and vandalism in your alley.

Introduction

Unused and unmaintained spaces can become spaces that attract crime, vandalism, and dumping. In addition, overgrown vegetation can limit visibility and restrict access. A clean and well-maintained alley encourages neighbors to come outside into public spaces and interact with each other. These resulting active, clean and maintained spaces will convey a coherent community identity and let potential abusers know the space is watched and cared for.

Using This Page

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What Can I Do?

These are free or inexpensive efforts an individual resident can undertake to improve cleanliness in the alley.

- ✓ Improve visibility along the length of the alley
- ✓ Mow the grass or weeds in your alley
- ✓ Fill in potholes
- ✓ Remove trash
- ✓ Graffiti abatement (removal)
- ✓ Leave a light on
- ✓ Spend time in your backyard or near your alley

Click Me!

What Can We Do?

These are efforts that require organization with neighbors and often some sort of financial investment. Where there are large costs, possible funding sources are noted. If the City requires permits or has other regulations that impact these elements, these, along with additional contacts and resources are outlined.

- ✓ Assign an "Alley Captain" for your alley
- ✓ Create a neighborhood agreement
- ✓ Partner with local organizations
- ✓ Install dedicated alley lighting

Click Me!

IMPROVE VISIBILITY ALONG THE ALLEY



Access

Environment

Connect

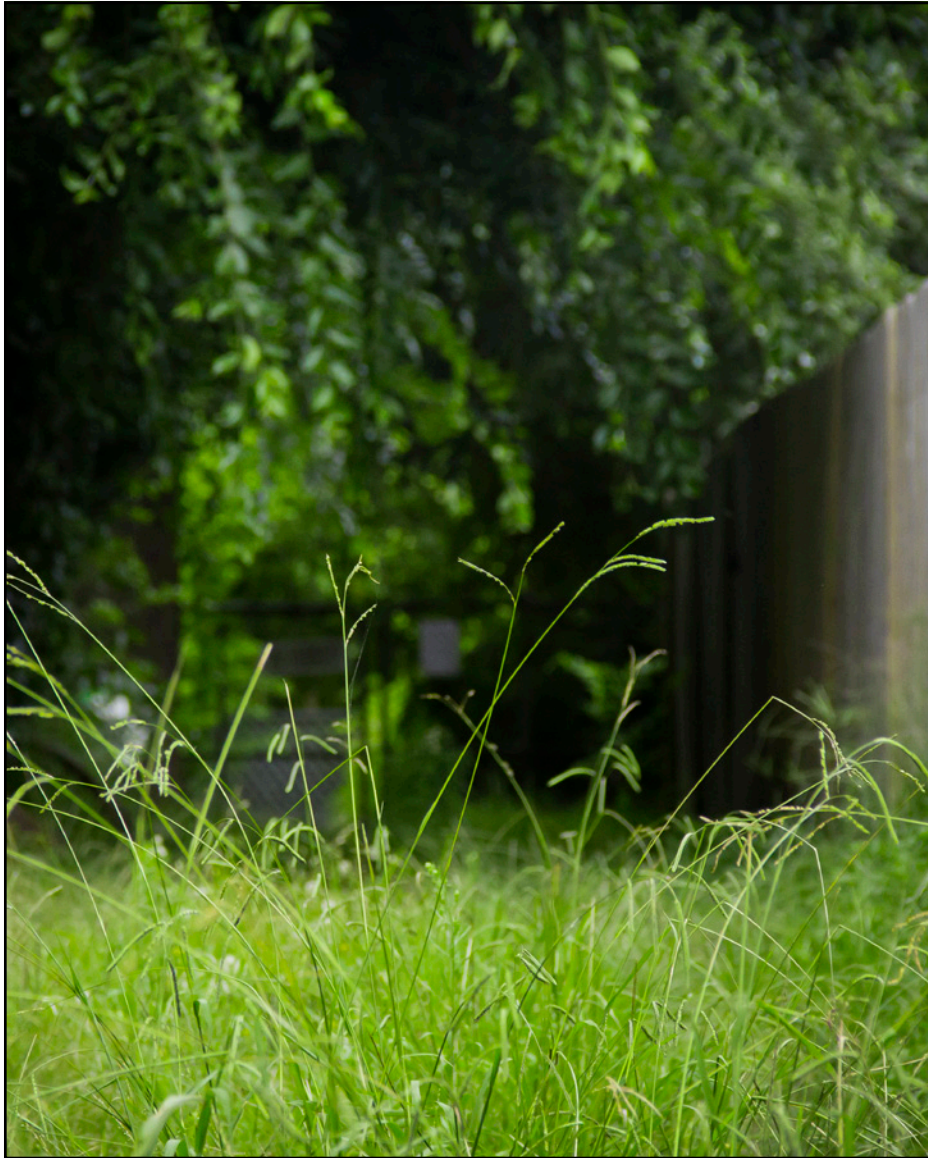
Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

Cut back overgrown trees, bushes, and plants along your portion of the alley and ask your neighbors to do the same. If they are hesitant to do this themselves, offer to help.

Reasoning

Overgrowth can impede walkers and cyclists from traveling through your alley, but it can also impact peoples' perceptions of safety. People feel safer when they can see where they are going and where they have been. Some people may worry about animals or people in the hidden areas created by trees and hedges that grow out into an alley without trimming. And finally, trimming these plants creates more space for more people to enjoy the alley.

MOW THE GRASS AND WEEDS IN YOUR ALLEY



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

Take the time every few weeks to mow or pull weeds. You might consider trading off with other neighbors who have a similar interest.

Reasoning

Long grass can hide holes, rocks, and otherwise uneven surfaces that can trip pedestrians and cyclists. Cutting the grass down even a small amount can make these tripping hazards visible and allow people to avoid them. Mowed grass also gives the appearance of care, which is a deterrent to crime and dumping.

FILL IN POTHOLES

[Access](#)[Environment](#)[Connect](#)[Nature](#)[Prosperity](#)[Community](#)[Clean & Safe](#)

MEETS THESE GOALS (CLICK TO VIEW)



Action

Using dirt, gravel, or bricks to fill in potholes. This can serve as a temporary fix that will make it easier to walk and cycle through alleys. Driving over the fill several times can help compact and flatten the fill material.

Reasoning

Potholes can lead to injuries for walkers if they turn an ankle or for bicyclists if they lose control of their bicycle while riding through them. Potholes in Portland alleys also routinely fill with water that can remain for days and serve as breeding sites for mosquitoes.

IMPROVE EDGES OF YARDS ABUTTING THE ALLEY



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

This can be as simple as mowing your lawn and making sure your yard is picked up and well maintained. Plant a flower or food garden along the back edge of your yard that is visible or accessible from the alley. A permeable fence can allow you to keep an eye on the alley and interact with neighbors. It will also allow people walking through the alley to admire your gardening skills or get ideas for how to improve their own alley or yard.

Reasoning

Research shows that people are attracted to areas where there is something to see or do. If neighbors plant flowers along the edge of the alley, the alley itself becomes a path through these garden areas. If neighbors plant food, the alley is a conduit for foraging delicious local produce. Whether or not you allow those walking through the alley to access your improvements by removing your fence, is up to you. The important part is showing that you care about the alley environment and your neighborhood.

INSTALL A PLANTER BOX OR VERTICAL PLANT WALL



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

Narrow planting boxes and vertical planting walls can be built or bought from hardware stores and used to grow flowers or food directly in your alley.

Reasoning

A planter box or vegetated walls can provide food or beautify your alley space. Vegetated walls can also provide an attractive buffer for residents concerned about noise coming from more active alley spaces.

What you need to know

Planter boxes are allowed in the alley without a permit as long as the boxes are movable and no larger than 8 feet in length and 3 feet in width. Most importantly, planter boxes shouldn't interfere with access and through traffic. For additional design guidelines and criteria on planter boxes see pages 25-27 of the PBOT Encroachment Policy. <http://www.portlandoregon.gov/transportation/article/409066>

Still not sure if the planting you are considering is encroaching the alley or not? You can e-mail your questions to encroachments@portlandoregon.gov or visit the PBOT office at:

CITY OF PORTLAND BUREAU OF TRANSPORTATION
1900 SW 4TH AVENUE, SUITE 5000
PORTLAND OR 97201

INSTALL SEATING IN YOUR PORTION OF THE ALLEY



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

Place any sort of seating in the alley both for yourself and for others who walk through the alley and want to take a rest.

Reasoning

Many alleys provide natural space that are serene and enjoyable without any improvement. Alleys are home to many bird species and other animals that are fun to watch. Having a bench to sit on allows you and others to stop and enjoy the environment. For alleys with high pedestrian traffic, these benches are an excellent place to sit and people-watch. When selecting alley seating consider using seating that is not easily stolen or destroyed. Heavy stumps or logs are low cost option, or you can install a fixed bench on your portion of the alley. Some benches are designed to prevent people sleeping on them. Place your seating along the edge of the alley so it won't block cars, pedestrians, or bikes.

What you need to know

Review PBOT's Encroachment Policy: <http://www.portlandoregon.gov/transportation/article/409066>

An individual can only install a structure within **the portion of the alley abutting their property**. The structure must be maintained according to by Title 29 (Property Maintenance Regulations) of the City Code. <http://www.portlandonline.com/auditor/index.cfm?c=28193>. The structure must not be a nuisance (impeding visibility of drivers, bicyclists or pedestrians). The City Traffic Engineer has authority to require removal if the structure becomes a safety hazard (Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>

You can also e-mail your questions to encroachments@portlandoregon.gov or visit the PBOT office at:

CITY OF PORTLAND BUREAU OF TRANSPORTATION
1900 SW 4TH AVENUE, SUITE 5000
PORTLAND OR 97201

LEAVE A LIGHT ON



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

At night, leave a patio or porch light on so that it casts light into the alley. Alternatively you could put up Christmas lights or Asian lantern lights on your fence that provide light for you and your alley.

Reasoning

Like streets, parks, and backyards, a dark alley is an unsafe alley. This is true for pedestrians and cyclists passing through, but a dark alley is also more likely to be a refuge for those wanting to hide their activity. When choosing the light you leave on, it's important to be considerate of your neighbors and ensure your light isn't shining into their back windows and keeping them up at night. Alley lighting can also provide a sense of activity, warmth, and enclosure at night that attracts positive activity to the space.

Phasing

Leaving a light on is a first step in improving the alley environment at night. It can be an excellent first step, followed by [Installing Dedicated Alley Lighting](#) when you have the funds and consensus among your neighbors.

SPEND TIME IN YOUR BACKYARD



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Spending time in your yard within sight of your alley will make the space less attractive to people who want to hide their activities, and can improve your connection with your neighbors. Source: Hazardous Design (blog).

Action

Take your morning coffee and newspaper out onto your back patio or yard so you can see what is happening in your alley. Open the curtains on your back windows, or go out and sit in your backyard so you can see your alley after you get home from work. Find other times of the day where you can have visual contact with your alley. Play games in your alley. Their long and narrow nature and the presence of fences on each side make them excellent spaces for bocce, lawn bowling, horseshoes, soccer, hopscotch or even a simple game of catch.

Reasoning

Actively used alleys can improve communities greatly. Back windows and yards provide “eyes on the alley” and people can play in alleys because most are infrequently used by cars. With the improvement of lighting, alleys are ideal neighborhood streets. The concept of “defensible space” is that when residents can exert control over the areas immediately around their homes, they tend to feel safer. **The more time neighbors spend in their yards or in their alleys, the safer their neighborhood will feel.** The presence of parents in the alleys can create a safe route for children walking to school, and recreating in the alley is a great way to meet your neighbors.

BUILD RELATIONSHIPS



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Seattle's Alley Network Project has activated alleys in historic Pioneer Square through a series of art showings and parties that connect residents and employees in the buildings along Nord Alley. Source: Sightline Institute.

Action

Get to know your neighbors.

Reasoning

Some of the best ways to encourage community engagement are to make an effort to get to know and talk to your neighbors. Making an effort to plan community events or inviting your neighbors over goes a long way in fostering good relations. Having regular check-ins or an email mailing list to discuss issues or changes in the neighborhood can keep communication lines open. Also, being an active participant in your neighborhood association or community projects can allow you to meet new people and know what is going on in your community. By building this foundation, you can start to make improvements and advocate for change in your neighborhood.

Check out the [Resources Chapter](#) to learn more about your community organizations. **If you're excited about your alley project, considering joining a local organization to advocate for more projects or to help others in your community with their own efforts.**

GRAFFITI ABATEMENT



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Pressure washing is one effective way to quickly remove graffiti.
Source: Flickr - garryknight

Action

Remove graffiti from your alleys.

Reasoning

Well maintained and graffiti-free alleys encouraged positive uses and discourage negative ones. If the condition of the alley makes it clear that no one cares, taggers won't feel bad adding graffiti. Similarly, a poorly maintained alley sends the signal that no one is watching. This encourages activities such as dumping and drug use.

What you need to know

Process

1. **Reporting graffiti.** You can also make reports and post pictures on the City's Office of Neighborhood Involvement website: <http://www.portlandonline.com/oni/index.cfm?c=46186>.
2. **Remove the graffiti.** This is typically done by pressure washing or painting over tagging. Spray paint will be much easier to remove in the first 24 hours. The sooner graffiti is removed, the better, since quick removal discourages taggers. The City of Portland has an ordinance that property owners remove graffiti within 10 days. Properties that become a graffiti nuisance can be cleaned up by the City with charges assessed to the property owner. (City ordinance here: <http://www.portlandonline.com/auditor/index.cfm?&c=28580>). Keeping a can of paint handy can facilitate quick cleanup. Businesses can incorporate graffiti removal into normal everyday business opening procedures, with a quick snapshot and bit of paint taking only a few minutes, especially if the paint is already handy.
3. **Prevent future graffiti.** Quick removal of graffiti is the best way to prevent more graffiti. Taggers will become discouraged if their tags are immediately removed.

GRAFFITI ABATEMENT



Access	Environment	Connect	Nature
Prosperity	Community	Clean & Safe	

MEETS THESE GOALS (CLICK TO VIEW)

Resources

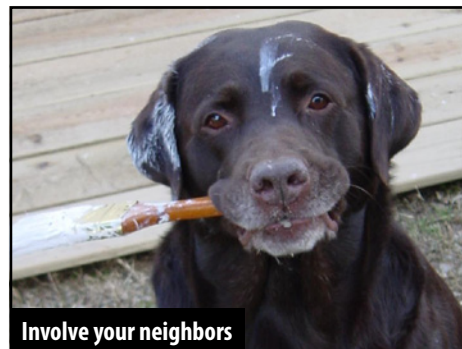
- Many fire stations offer graffiti removal kits, and discounted paint is available at MetroPaint: (503) 234-3000 or www.metro-region.org/paint. Paint that matches existing colors as closely as possible will do a better job of deterring future tagging.
- To get assistance with graffiti cleanup, contact the Graffiti Abatement Program at (503) 823-5860. They may be able to clean graffiti on your property for free. For graffiti on City traffic signs, contact the City Maintenance Bureau at (503) 823-1703.
- The Office of Neighborhood Involvement's Crime Prevention Coordinators will often visit your alley to assist you in determining how to improve safety and deter crime. They can be reached at (503) 823-4064.
- To enhance the feeling of "eyes on the alley," check the sight lines in your alley, and see if there are areas where a tagger can be sure no one can see him or her. To improve visibility in these places, add lighting, or open curtains on windows. Fences can be made more see-through by replacing every other board with thinner boards.
- Tagging can be prevented on walls by creating a mural or covering the wall with a vertical garden. Neighbors should be sure that touch up paint is handy for murals, and that any foliage is easy to maintain to ensure that these areas do not deteriorate as time goes by.
- A maintenance agreement between residents can help everyone in the alley get on board with graffiti abatement. [Check out the Resources section for a sample Neighbor Agreement.](#)



Quickly paint over tagging



Keep spare paint on hand



Involve your neighbors

REMOVE TRASH



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Community cleanup is a wonderful way to build community.

Action

Walk through your alley regularly and remove trash or other items that have been dumped in the alley. There are a number of groups that conduct neighborhood cleanup services who can be contacted to help. These are listed on the page that follows along with contact phone numbers, email addresses, or website addresses.

Reasoning

An alley filled with trash is a problem for many reasons. Hard items hidden among overgrown grass can be a tripping hazard. If the items are glass or glass shards, people can injure their feet when walking through your alley. Apart from these hazards, trash in an alley often leads people to think you don't care about what happens there. If they are looking for a place to dump tires, unused construction materials, oil drums, or old furniture - all commonly found in the alleys in the Foster Corridor neighborhoods - they will pick alleys that already have trash over alleys that are obviously clean and cared for. Uncared for alleys are also attractive to people who want to do things out of sight, such as drug activity and spray painting since they communicate that no one is watching and no one cares about the space anyway.

REMOVE TRASH



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

What you need to know

Resources

Groups that assist with neighborhood cleanup events include:

- **Metro's Sustainability Center**
<http://www.oregonmetro.gov/index.cfm/go/by.web/id=16383>
PH: (503) 797-1651
Email: aidan.gronauer@oregonmetro.gov
- **Neighborhood Resource Center**
<http://www.portlandonline.com/oni/index.cfm?c=28989&>
PH: (503) 823-3075
Email: brian.hoop@portlandoregon.gov
- **Neighborhood Associations**
<http://www.portlandonline.com/oni/index.cfm?c=28386>
- **SOLVE**
<http://solv.org/get-involved/become-solve-leader/create-your-own-event>

PH: (503) 844-9571
Email: info@solv.org

- To find out how and where to dispose of hazardous waste, call Metro at (503) 234-3000 or visit www.metro-region.org.
- **Regional Illegal Dumping program from Metro**
<http://www.oregonmetro.gov/index.cfm/go/by.web/id=569>

Local companies that offer trash disposal and recycling services include:

- **Cloudburst Recycling**
<http://cloudburstrecycling.com/drop-box-services/neighborhood-cleanups/>
PH: (503) 281-8075
- **Flannery's Drop Box Service**
<http://www.flannerysdropbox.com/index.html>
PH: (503) 669-8002
Email: flannerysdropbox@frontier.com
- **Portland Disposal and Recycling, Inc.**
<http://portlanddisposal.com/>
PH: (503) 281-8736

Tips

Neighborhood associations can often help organize a neighborhood cleanup. You can also get started organizing your own cleanup using this guide: Community Cleanup Guide. http://library.oregonmetro.gov/files//neighborhood_cleanup_guide_2012.pdf

Also, regarding clean-ups and other projects, contact the City of Portland's Crime Prevention Program at (503) 823-4000 to find out who your crime prevention coordinator is.



Unclean alleys attract crime



Dumping can be hazardous



Cleanup services are available

INSTALL WAYFINDING SIGNS



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



A popular wayfinding sign in Portland's Pioneer Courthouse Square

Action

Build or commission easy-to-read signs that tell those using your alley which direction to go to find nearby amenities such as restaurants/cafes, stores, bus stops, libraries, etc. Post these signs at the entrances to your alley. You can also create a handmade, "Welcome to our Alley" and post on a fence near the entrance to your alley, which wouldn't need to go through a permitting process.

Reasoning

Many people are not accustomed to using alleys as pedestrian pathways and will be unfamiliar with them and where they exit. Because they typically exit onto a perpendicular street, it may be difficult for people to know which direction to walk/cycle to get where they are going. Wayfinding signs overcome these issues and highlight the many local amenities the Foster Corridor neighborhoods already have to offer. Many residential alleys start in single-family neighborhoods and lead to parts of Foster Road with active and attractive businesses such as Bar Carlo, Pieper Cafe, and the Portland Mercado.

What you need to know

Costs

You may not need to find money to create signs. If your alley is near a business that you want to add to your sign, approach the business owner and ask them if they would like to pay for or support the signage since it will help you and your neighbors access their business.

INSTALL WAYFINDING SIGNS



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

City Policy

PBOT

The Portland Bureau of Transportation regulates all signs located in the right-of-way other than portable signs. Signage has the potential to dramatically affect traffic and transportation functions and therefore needs to be carefully considered by the City Traffic Engineer. Requests to install wayfinding signs in the alley are reviewed on a case by case basis and will vary greatly depending on the existing transportation utility of your alley. To see what your options are regarding wayfinding signs send your questions to encroachments@portlandoregon.gov. Or call (503) 823-7002 and select option 3.

BDS

Signs, awnings, banners and strobe lights located on private property and portable signs (commonly known as A-Boards) regardless of location are regulated by Title 32 (known as the Sign Code);

<http://www.portlandonline.com/bds/index.cfm?c=28196>) of the Portland City Code. The Bureau of Development Services administers the sign code. Signs attached to utility poles are addressed by section 17.64.040.A in Title 17 (<http://www.portlandonline.com/bds/index.cfm?a=20986&c=28877>) and enforcement is done through the Portland Department of Transportation.

See Section 32.62.010.A (<http://www.portlandonline.com/bds/index.cfm?a=18935&c=28774>) of the Sign Code for a listing of signs that are regulated by the sign code, but are exempt from permit and registration. Signs on private property are most often regulated by size, height, placement and if they project into the ROW, pedestrian clearance.

Maintenance

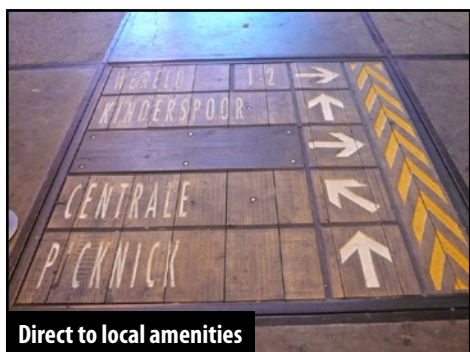
If spray-painting is a problem in your alley, it's possible that your sign could be targeted as well.

Think about placing the blades that point to businesses high up where they are hard to access but easy to read, or using a paint-resistant material

Replacement blades may expensive if you are purchasing your sign from a company. If you want to add a sign for a company or amenity at a later date, you could pay up to \$400 per additional blade. However, if you construct your sign, you can easily create multiple extra blades at the outset and use those over the years as you find new amenities you want to help your neighbors find.

Tips

Think about locating your wayfinding sign near lights that illuminate the alley all night. Many local amenities, like bars and restaurants, are most often accessed at night. Without lights, your signs will not help pedestrians find where they are going or how to get home when they are done.



Direct to local amenities



Signs are regulated by code



Place signs high up

INSTALL DEDICATED ALLEY LIGHTING



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



A variety of lighting options can have a dramatic impact on narrow alley spaces

Action

Purchase and install lighting that makes your alley a safe and pleasant place to be at night. Establish a way to share the costs of the electricity among your neighbors or through a grant.

Reasoning

Like streets, parks, and backyards, a dark alley is an unsafe alley. This is true for pedestrians and cyclists passing through, but a dark alley is also more likely to be a refuge for those wanting to hide their activity. Alley lighting can also provide a sense of activity at night that attracts people to the space.

What you need to know

There are many different ways to light your alley with very different costs. If you are just hanging lights up along your fence, a permit is not required.

City Policy

Consider citing street lights on private property abutting the alley. This simplifies the requirements from City of Portland, and makes it more difficult for people to vandalize your lights. If you must install lighting in the right-of-way, this will require a PBOT permit. To see what your options are regarding lighting options send your questions to encroachments@portlandoregon.gov. Or call (503) 823-7002 and select option 3.

Be aware that depending on the complexity and extensiveness of lighting needed, this process could require you to go through a public works permitting process. To learn more about this go to: <http://www.portlandonline.com/index.cfm?c=53147>

PBOT& ONI Crime Prevention Program

The Portland Bureau of Transportation owns, operates, maintains and pays the electricity bill for some 55,000 streetlights within City right-of-way. It is possible to request the City put streetlights in your alley, but funds are extremely limited for new street lights. Because of this, the Bureau of Transportation formed a partnership with the Office of Neighborhood Involvement Crime Prevention

INSTALL DEDICATED ALLEY LIGHTING



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

Program to help locations afflicted by crime get the lighting they need to increase safety. In order to qualify for the program, several criteria must be met:

1. **The area immediately around the location must have a high incidence of crime**, as determined by Police Bureau crime statistics for the location. (Check out the Crime Maps in the Alley Allies Report or go to the City's crime mapper: <http://www.portlandmaps.com/maps/police/>)
2. **A Crime Prevention Coordinator must determine when visiting the site at night that the lack of a light is contributing to the crime problem.**
3. **A Bureau of Transportation Engineer or Engineering Technician must determine that the street does not meet minimum lighting standards** and that it is physically possible to place a street light at the desired location.
4. **The neighbors of the location must raise \$500 to pay for the street light.**
5. **Neighbors must form a Neighborhood Watch.** A Neighborhood Watch is formed with the assistance of the Crime Prevention Coordinator.

Once these criteria have all been met, the street light is installed and the Bureau of Transportation pays the ongoing energy and maintenance costs. Find out more about this program by calling (503) 823-4000 and ask for the name and number of the Crime Prevention Coordinator for your neighborhood. They will guide you through the process. You can call PBOT directly at (503) 823-5179. Be prepared to provide as much information as possible about the specific location and your concern. For more information on this program, contact Steve Oswald at (503)-823-5179.

Costs

Some of the options are described below, but there are many others out there if none of these is appropriate. (Item names and prices are from Amazon.com as of 4/19/2013.)

Post street lights

These are the tall and bright lamps present along streets. For these lights, it is important to consider

whether the lights will shine into neighbors' back windows. They can range widely in price and style.

Fence post lights

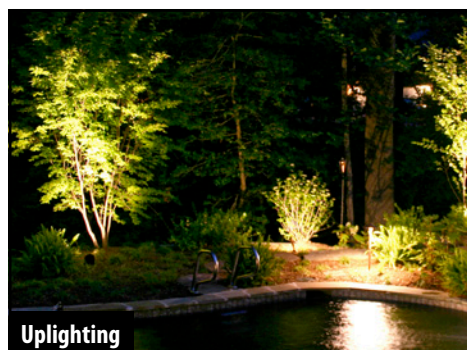
These lights are small and can be easily attached to top of neighbors' fence posts to provide light for the alley and for your yard. The "Atlantic Solars Set Of 4 Solar Powered Fence Post Cap Lights Deck" costs \$42.96. That's around \$10 per light.

Above ground path lights

These are the type of small, close-to-the ground lights often used in gardens to illuminate walkways. Benefits of these lights include not shining into neighbors' windows or causing other light pollution, and the soft and enjoyable light they provide which creates a park-like atmosphere at night. The biggest consideration in installing this kind of light is that it is more easily broken or stolen. Prices can range from an inexpensive set like the "Garden sunlight Tall Stainless Steel Solar Tube Light - Set of 4" for \$24.95 to the "Kichler Lighting 15310AZT Dome Path Light 1-Light



Path lights



Uplighting



Street lights



Lantern string lights

INSTALL DEDICATED ALLEY LIGHTING



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

12-Volt Path & Spread Light, Textured Architectural Bronze" that costs \$61.20 per lamp.

Uplights

These small above ground lights are similar to path lights, but shine sideways and up against buildings, bamboo/bushes, fences or other surfaces to illuminate the alley. They result in minimal light pollution while creating a unique atmosphere at night with interesting shadows. Similar to path lights, theft is the largest downside of these lights, which are often attached to a stake in the ground. Prices are similar to above ground path lights. For example, the "Kichler Lighting 15309AZT 12-Volt Low Voltage Accent Light with Heat Resistant Flat Glass Lens, Textured Architectural Bronze" costs \$52.20 per lamp.

In-ground path lights (also called deck lights)

These lights sit flush with the ground material and cast light upward and to the sides creating a trail of light people can follow through dark areas. Benefits of such lighting include that they are much less

likely to be stolen and that they can be driven over by cyclists and cars. The downside is that provide minimal improvements to the atmosphere of the alley itself. The price of these lights is very low. For example, the "Reusable Revolution Set of 4 LED White Solar Round Recessed Deck Dock Patio Lights" costs \$26.99, which is less than \$7 per light.

Hanging strings of lights

There are many different kinds of strand lights ranging from white or colored Christmas lights to Asian-style lanterns and star lamps. These can be strung along existing fences, hung from tall poles or trellises, or wrapped around trees. The major limitations here can be durability and ability to stand up to rain and other weather without being removed. It is also very easy for thieves to steal these lights or purposely damage them; however, they may function perfectly fine on a seasonal basis (for example during winter holidays or the summer). Strings are often short and many would need to be connected together to span even a short alley. However, strings

are extremely inexpensive. For example a set of 10 multicolor paper lanterns on a string of lights costs around \$10.

Maintenance

Give considerable thought to the long-term maintenance of the lighting. Less expensive options in the short-term will require more maintenance in the long-term and are often easier for thieves to take.

Tips

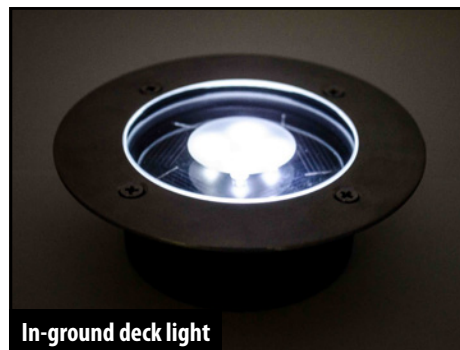
Give thought to how you will distribute energy costs from lighting projects. Portland General Electric does not currently have a protocol in place for neighbors that want to install and fund dedicated alley lighting but they are committed to working with the community to provide quality service. This process may require the installation of additional meters and would likely need one customer to be in charge of billing. Call Mark Skorupa in the PGE Streetlight Department at (503) 963-6960 for more information.



Fence post light



Street lamp



In-ground deck light



Japanese lanterns during the day

PLAN NEIGHBORHOOD EVENTS IN YOUR ALLEY



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Getting a permit to temporarily block vehicle access to an alley is a simple process

Action

Work with neighbors to plan and carry out events that you are all interested in attending. Examples include block and garden parties, barbeques, game nights, wine tastings, movie showings, and children's playdates. Since many homes in the Foster corridor neighborhoods have garages that face alleys, you could organize garage sales alongside other events to raise money and build community.

Reasoning

Neighborhood events are low-cost ways to have fun, build community, and activate your alley with the kind of activity you want. By using your alley in positive ways, you exclude those who are seeking hidden places to engage in negative activities. This improves the safety of your neighborhood and may have a positive impact on property values. Would you like to move into a house along a trash-filled alley or one where neighbors hold regular events and have fun?

What you need to know

Make sure all your neighbors are on-board with your plans in order to avoid conflict. Even if not all neighbors are interested in attending, you should contact all of them and make sure they know your plans and can provide feedback. This is particularly important if you are planning for music or other loud activities, or your event is at night when others may be sleeping or wanting quiet.

City Policy

Depending on the nature of your event, you may need to get a permit from the City of Portland. Activities requiring permits are outlined below.

Block Party Permit

These permits can be used for small-scale events that close one or two blocks of a residential street or alley. These events, such as a neighborhood potlucks or barbeques, are initiated by neighbors and are intended to attract only local residents who live on the closed street.

PLAN NEIGHBORHOOD EVENTS IN YOUR ALLEY



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

As long as your event is only taking place in residential alleys and will not involve closure of any streets (particularly those with bus routes, white lane striping, or traffic signals), you can apply for an “insurance optional” block party permit: <http://www.portlandoregon.gov/transportation/article/443558>.

If your event involves closing a street with a bus route, non-residential uses, white lane striping or a traffic light, you will need to apply for an “insurance required” permit: <http://www.portlandoregon.gov/transportation/article/443557>

Community Event Permit

Community event permits are needed for larger events that invite participants from the entire neighborhood or the greater community. The event must be free to the general public and a pedestrian route must remain open for pedestrians that wish to travel through the closed street area. Community

events cannot be political or commercial in nature. To review the steps involved in obtaining a community event permit, visit the City’s resources at <http://www.portlandoregon.gov/transportation/article/306014>.



Alley play days for kids and parents to meet



Wine tasting parties



Food vending



Gardening events

PLANT A TREE



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Tree planting improves many aspects of the local environment

Action

Plant a native tree in or near your alley.

Reasoning

Trees improve watershed health as well as clean the air, shade our neighborhoods, and beautify our communities. Trees also create restorative spaces and provide wildlife habitat. Native trees make an additional contribution to our local ecosystems because they are well suited to our climate help create habitat connections throughout the city.

What you need to know

Resources

Learn more about native plants and trees at <http://www.portlandoregon.gov/bes/article/314187?>. You may even be able to get a rebate on your utility bill. Learn about BES's Treebate Program: <http://www.portlandoregon.gov/bes/article/396080>.

City Policy

You will need to obtain a Planting Permit (<http://www.portlandoregon.gov/parks/59365>) before planting a tree on the City right-of-way. To get a planting permit follow these three easy steps.

1. Call (503) 823-4489 to request your free Planting Permit and schedule a free tree inspection
2. A Tree Inspector will visit your home or business to locate utilities, determine the proper tree location, and help you select appropriate tree varieties.
3. A permit is issued

To see Parks and Recreation tree planting guidelines and requirements, go to: <http://www.portlandoregon.gov/parks/article/164329>

PLANT A TREE



Access	Environment	Connect	Nature
Prosperity	Community	Clean & Safe	

MEETS THESE GOALS (CLICK TO VIEW)

Tips

Do you have power lines in your alley? If so, this can limit the type and amount of trees that you can have in your alley. PGE and the City of Portland want to keep you and their workers safe and have come up with guidelines to do so. They recommend a clearance of 10' from utility poles and have come up with the following planting lists based on required utility clearance and amount of space available for planting: <http://www.portlandoregon.gov/parks/49305>. Review PBOT's Encroachment Policy: <http://www.portlandoregon.gov/transportation/article/409066>

Any structure must be installed in portion of right-of-way for which the abutting property owner is responsible. [Click here to see a diagram showing how to determine your portion of the alley.](#) The structure must be well maintained according to by Title 29 (Property Maintenance Regulations) of the City Code: <http://www.portlandonline.com/auditor/>

[index.cfm?c=28193](http://www.portlandonline.com/auditor/index.cfm?c=28193). The City Traffic Engineer has authority to require removal if the tree becomes a safety hazard or impedes visibility or access of others (Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>



Be sure to plant native trees



Be aware of telephone poles



Work with local tree programs

BUILD A RAIN GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Rain gardens also provide an opportunity to grow native plants

Action

Build a rain garden along or in your alley.

Reasoning

A rain garden is a sunken garden that absorbs rainfall from hard surfaces like roofs, pavement, and driveways. When an area is covered in natural vegetation, most rainfall soaks into the ground. As we start adding roofs, driveways, sidewalks, and streets to the landscape, much of the rainfall can't soak into the ground any longer. Rain gardens allow stormwater to soak into the ground naturally.

What you need to know

Resources

You can take Rain Garden workshops for free through the East Multnomah Soil & Water Conservation District (<http://www.emswcd.org/raingarden>). You can visit your favorite nursery and ask about their native plants. The GardenSmart toolkit is another helpful tool when planning your garden (<http://www.portlandoregon.gov/bes/article/197414>). The Community Watershed Stewardship Program provides mini-grants for native plantings (<http://www.portlandoregon.gov/BES/article/142306>). You can also review the invasive species list to ensure you are not planting an invasive species (<http://www.portlandoregon.gov/bes/55084>).

BUILD A RAIN GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

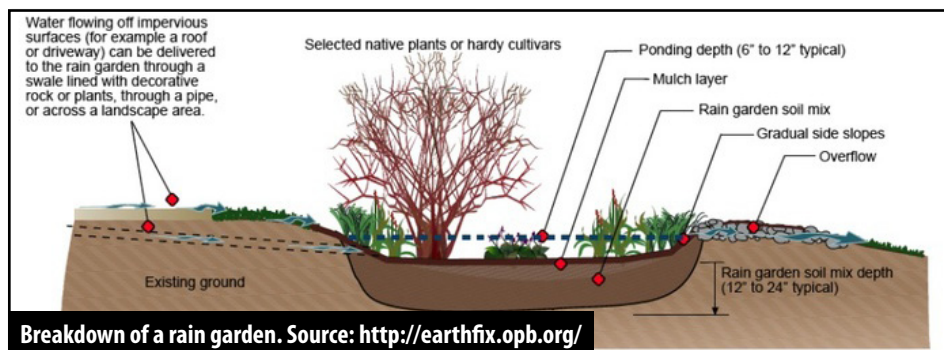
City Policy

Low growing plants and minor gardening do not require a permit: <http://www.portlandoregon.gov/bes/article/188636>. PBOT's Encroachment Policy offers the following guidelines:

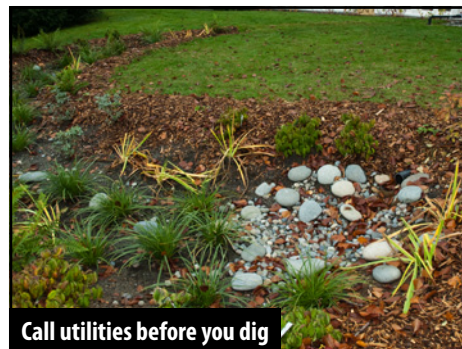
- The garden or plants must be installed in portion of the right-of-way that the abutting property owner is responsible for (see diagram). The plants must be well maintained in accordance with Title 29 (Property Maintenance Regulations) of City Code <http://www.portlandonline.com/auditor/index.cfm?c=28193>
- In essence, the plants or garden must not be a nuisance (impeding visibility of drivers, bicyclists or pedestrians).
- The City Traffic Engineer has authority to require removal if the planting becomes a safety hazard (per Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>

Utilities considerations

Call before you dig. Make sure you don't damage underground utilities by digging a rain garden. Call (800) 332-2344 to locate all underground utilities. The service is free.



Breakdown of a rain garden. Source: <http://earthfix.opb.org/>



Call utilities before you dig



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Through naturescaping, alleys can become certified as official wildlife habitat sites

Action

Plant native plants in your yard or along your alley.

Reasoning

Naturescaping is creating a garden or natural space that utilizes native plants. As a result, these plantings reduce water use and stormwater runoff without sacrificing any beauty. Naturescaping is more efficient in terms of time and money because native plants are better adapted to our soil and climate and as a result, they require less care once established.

What you need to know

Education

You can take Naturescaping workshops for free through the East Multnomah Soil & Water Conservation District (<http://www.emswcd.org/raingarden>). You can visit your favorite nursery and ask about their native plants. The GardenSmart toolkit is another helpful tool when planning your garden (<http://www.portlandoregon.gov/bes/article/197414>). The Community Watershed Stewardship Program provides mini-grants for native plantings (<http://www.portlandoregon.gov/BES/article/142306>). You can also review the invasive species list to ensure you are not planting an invasive species (<http://www.portlandoregon.gov/bes/55084>).

City Policy

Low growing plants and minor gardening do not require a permit: <http://www.portlandoregon.gov/bes/article/188636>. PBOT's Encroachment Policy offers the following guidelines.

- The garden or plants must be installed in portion of the right-of-way that the abutting property owner is responsible for (see [diagram](#)). The plants must be well maintained in accordance with Title 29 (Property Maintenance Regulations) of City Code <http://www.portlandonline.com/auditor/index.cfm?c=28193>
- In essence, the plants or garden must not be a nuisance (impeding visibility of drivers, bicyclists or pedestrians).
- The City Traffic Engineer has authority to require removal if the planting becomes a safety hazard (per Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>

Planter boxes are allowed in the alley without a permit as long as the boxes are movable and no larger than 8 feet in length and 3 feet in height. Most importantly, planter boxes shouldn't interfere with access and through traffic. For additional design guidelines and criteria on planter boxes see pages 25-27 of the PBOT Encroachment Policy. <http://www.portlandoregon.gov/transportation/article/409066>

Irrigation systems do not require a permit either, but must meet the following requirements:

- Only non-pressurized plastic feeder lines and sprinkler heads are allowed.
- Sprinklers must be flush with the ground when not in use.
- Irrigation systems should not distribute water to non-landscaped areas.
- Systems should not interfere with utilities and other public infrastructure.

- The property owner is responsible for any damage to the system caused by repair, replacement, or installation of utility systems or any other permitted ROW work.

You can also e-mail your questions to encroachments@portlandoregon.gov or visit the PBOT office at:

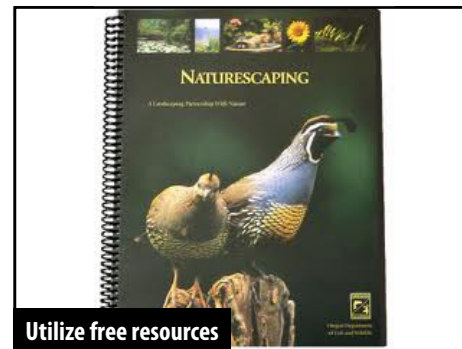
PORTLAND BUREAU OF TRANSPORTATION
1900 SW 4TH AVENUE, SUITE 5000
PORTLAND OR 97201



Receding sprinkler head



Naturescaping example



Utilize free resources

ESTABLISH A YARDSHARE



Access Environment Connect **Nature**
Prosperity Community Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Yard shares allow residents to enjoy the benefits of having multiple yards and provides opportunities to socialize

Action

Agree to share your yard with your neighbor(s) and remove the fence(s) between your properties.

Reasoning

Yardshares involve sharing your private property with your neighbors as you already share your alley. It can be an excellent first step in building the community required to organize around improving your alley or augment ongoing alley-based efforts. With your fence removed, you and your neighbor can grow larger gardens, or create multiple dedicated spaces such as fire pits, flower gardens, and play areas which may only be feasible in your own backyard.

What you should know

Tips

1. **Agree on the terms of use:** To avoid conflict, spend some time getting to know your neighbors first. Do you and your neighbor share similar values? Will you and your neighbor come into conflict because you have different ideas of when and how the shared yard should be used? Open discussion before taking down your fence is important to achieving a successful yardshare.
2. **Work together to establish a plan for the shared space:** Now that you have enough space to establish multiple dedicated uses, what will they be? Do you both want a food garden and a fire pit? Would you like to construct a shed? What about murals or other forms of art that you can add to the space? You could even use an existing garage or carport for a shared gathering space.

CREATE A COMMUNITY FOOD FORAGING MAP



DIFFICULTY



COST

Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Food foraging is a wonderful activity for children

Action

Use neighborhood organizations involved in urban agriculture to find others who share your interest in foraging for food in the alleys and make an inventory of all the edible plants found year round in the alleys. Publish this map online for others to use at a site like <http://fallingfruit.org/>.

Reasoning

Access to local food is important to many people. Whether you casually enjoy picking wild blackberries or are a serious mushroom hunter, finding food in your neighborhood is fun and delicious. Providing a map allows others to take part. Organizing regular foraging tours helps increase awareness about edible plants and could lead to residents along alleys deciding to create community gardens or other forms of urban agriculture.

What you need to know

Not all food is for public consumption. Many neighbors have no fence on their backyard and grow food on their property for themselves. This food should not be included on foraging maps. Only food that is growing or falls into the public space of the alley should be included. Private gardens should only be included if you find a neighbor who is willing to have their garden added to the list after they understand that this may mean that people from all over Portland could come and take items from their garden.

Resources

There are many ways to share and update such maps. Google provides a My Maps service which allows users to place pins on a shared map along with information. Such maps could be a good way to provide this information. A printed map could be useful for those who have less access to technology or for promoting foraging at Farmers Markets or other events within the community.

Two great resources for food foraging are:

- <http://www.urbangleaders.org/>
- <http://portlandfruit.org/>

PAINT A MURAL ON YOUR ALLEY FENCE OR WALL



Access

Environment

Connect

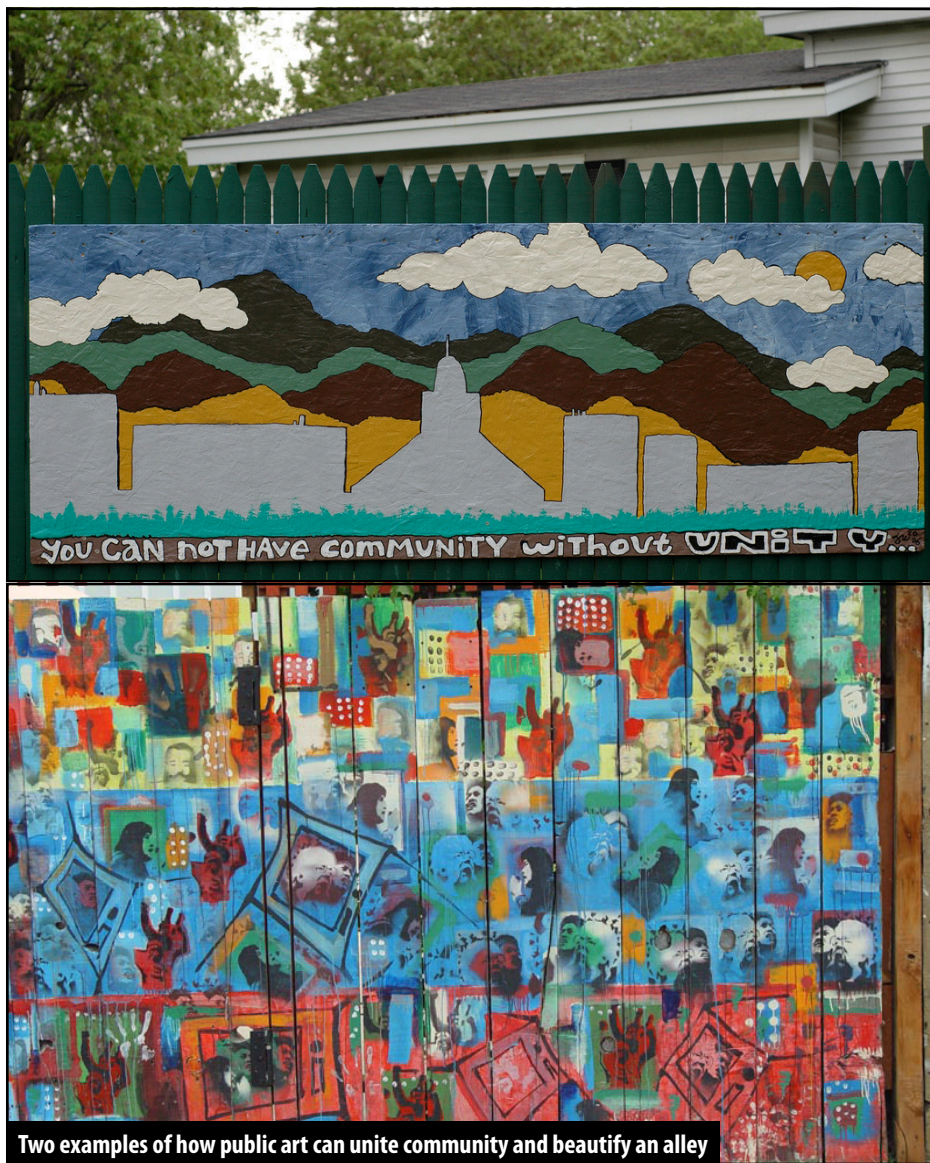
Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Two examples of how public art can unite community and beautify an alley

Action

Paint or have a mural painted on your fence or building facing into the alley.

Reasoning

Public art is one of the hallmarks of attractive public spaces. By painting a mural, regardless of your artistic skills, you are showing those who pass through that this is a public space and is cared for. If your neighbors join in, you could find that the entire length of your alley becomes one long gallery of murals! It is important to remember that without “eyes on the alley” in the form of active use and observation of the alleys, your murals may be the target of graffiti. If you or your neighbors are out enjoying your alley, people will be less likely to destroy your artwork. Lighting at night will reduce the cover of darkness they currently use to graffiti with anonymity.

What you need to know

City Policy

If the mural is painted on a private fence, you likely will not need to go through the permit process. Depending on the location, you may need to obtain an Original Art Mural permit from The Bureau of Development Services before painting a mural in your alley. In order to do that, gather as much information as you can about your site and the permitting process. Do that by contacting the Planning and Zoning staff at (503) 823-7526 or visiting the Development Services Center. You can also look here: <http://www.portlandonline.com/bds/index.cfm?c=50737>

An alternative to the Original Art Mural permit offered by the City would be to go through the Public Arts Murals Program offered by the Regional Arts and Culture Council. Through this program, murals are reviewed by an RACC Public Art Advisory Committee and upon approval murals become part of the City’s public art collection. Artists are also eligible for up to \$10,000 in matching funds through this program. Learn more at: <http://racc.org/public-art/mural-program> or contact the Public Art Manager, Peggy Kendellen at (503) 823-4196.

INSTALL LOCALLY CREATED SCULPTURES



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



The “Noble Architect” was installed on Alberta Main Street by local artists Ruth Greenberg and Dave Laubenthal and will be part of the City’s Public Art Collection. Source: Oregonian.

Action

Install a sculpture you own/have purchased or commission a local artist to create a mural sculpture in your alley.

Reasoning

Art is one of the most common ways to create an attractive public space. People travel to parks and other public spaces to see the art, and often spend considerable time in its presence. If the art is combined with some form of seating, the result is a pocket park in your own backyard. Art can also be combined with cafe seating for a business to improve the aesthetics and sense of place. Using local art also builds community by showing neighbors that they are surrounded by talented artists and craftsmen who are willing to invest in their neighborhood. Communities with art are more attractive to new residents as well, improving property values.

What you need to know

Costs

It is possible that local artists are willing to provide artwork for free if they are invested in the overall alley project. Otherwise, some form of funding may be necessary. Possible funding sources are listed in our resource section.

Policy

Whether it is a statue or a colored concrete on the alley surface, public art in the alley should be approved through the Regional Arts and Culture Council (RACC) and through the City Engineer or City Traffic Engineer.

A proposal for an artistic installation in the public right-of-way should first be made to RACC. Upon their approval, an Encroachment Permit Application for the public art will be submitted by RACC to the Bureau of Transportation, including a site plan and any relevant details to clearly demonstrate the proposal. A Revocable Encroachment Permit will be issued to the artist or contractor for construction. The applicant will be required to pay a permit fee, as per Title 17 of the City Code. The standard revocable encroachment permitting fee is \$459.00 with a recording fee of \$31 for first page and \$5 for each additional page. Public art in the right-of-way approved by RACC is exempt from Historic Review and Design Review. Learn more here: <http://www.racc.org/sites/default/files/SB%201%2020Public%20Art%20Program%20Overview%208-21-12.pdf>

CREATE A COMMUNITY BOARD



Access Prosperity Environment **Community** Connect Nature Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Community bulletin boards like this one allow residents to communicate with each other

Action

Build a community board for you and your neighbors to use. This could include a board for you and your neighbors to post events or activities. You could also include a little cupboard to share books, tools, or resources.

Reasoning

A community board can help to connect you and your neighbors. It is a relatively simple and fun way to build relationships between you and your neighbors. Check out the Little Free Library concept for inspiration: <http://www.littlefreelibrary.org/>.

What you need to know

City Policy

Review PBOT's Encroachment Policy: <http://www.portlandoregon.gov/transportation/article/409066>

Any structure must be installed in portion of right-of-way that the abutting property owner is responsible for (see diagram on page ##). The structure must be well maintained according to by Title 29 (Property Maintenance Regulations) of the City Code: <http://www.portlandonline.com/auditor/index.cfm?c=28193>. The structure must not be a nuisance (impeding visibility of drivers, bicyclist or pedestrians). The City Traffic Engineer has authority to require removal if the structure becomes a safety hazard (per Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>

If the community board is placed on a private fence, the encroachment permit is not necessary.

PERMANENTLY IMPROVE ALLEY SURFACE



Access

Environment

Connect

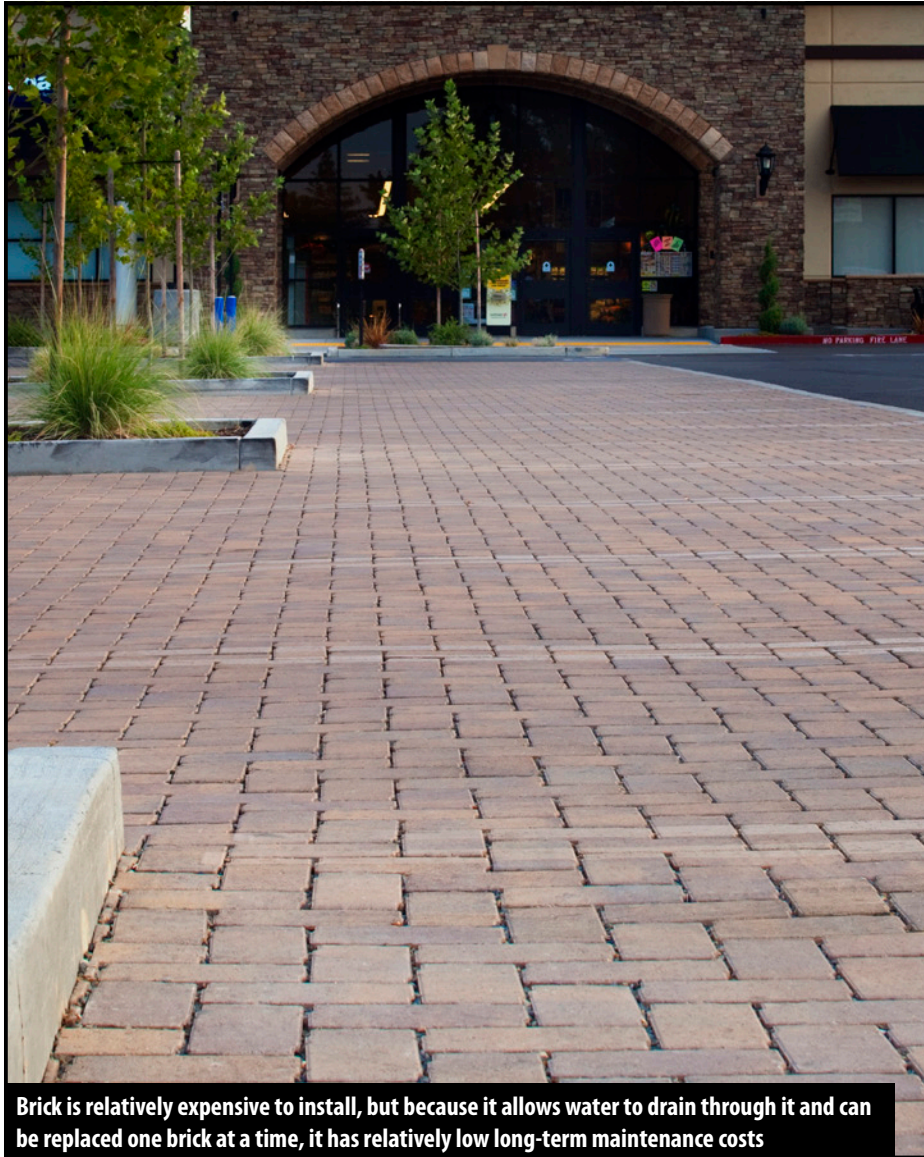
Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Brick is relatively expensive to install, but because it allows water to drain through it and can be replaced one brick at a time, it has relatively low long-term maintenance costs

Action

Hire a contractor to lay brick, cobblestone, or some other form of permeable pavers or asphalt along your alley.

Reasoning

Short-term solutions such as laying down gravel or filling potholes must be done every year and have limited success. Gravel will improve the alley surface temporarily, but will usually result in potholes within a single year. Laying down gravel year after year will also increase the height of the alley surface relative to your backyard. In many alleys, you can see where this has happened with residents' cars struggling to climb down the steep slope between the edge of their alley and their garage door. Long-term solutions that are permeable (allowing stormwater to drain through the surface) such as those listed above will:

- Make walking and biking safer and more comfortable
- Improve the aesthetics of the alley
- Show investment in the alley that will make dumping and petty crime less likely
- Result in long-term savings over yearly laying of gravel or other temporary surface improvements

What you need to know

Costs

Costs are listed on the following page for brick options by the square foot and for different sized elements of a medium sized alley that is 500 ft long and 10 ft wide (unit prices from eHow.com, 4/18/2013) (see chart in the upper left).

The costs above do not include contractor fees which vary by company. We recommend you seek multiple quotes from contractors. When selecting your contractor, consider if the company is local to SE Portland (is it owned by a neighbor?), the sustainability policy of the company, and whether the company has worked with equity-oriented non-profits like Rose Community Development. Additionally, these costs do not include potential upgrades to the subgrade of the alley, which can be costly. Lastly, the addition of impervious surfaces in the public

PERMANENTLY IMPROVE ALLEY SURFACE



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

right-of-way will trigger stormwater requirements, which can also increase costs.

Maintenance

While a grant may help you cover short-term costs of purchasing and installing alley improvements, it may not cover maintenance in the future. Consider the following:

- Will you and your neighbors be willing to put in work or resources required to maintain the surface material?
- If the surface material is damaged, who will repair it and at whose expense?
- What are acceptable and unacceptable uses of the improved alley surfaces? (Some uses may shorten the life of your surface material and it is best to discuss this up front to avoid conflict later.)

City Policy

Alley resurfacing (other than laying gravel) is considered a street improvement and would need

to go through the Public Works Permitting process. Portland's public works permitting bureaus will work with you and your project team to efficiently plan, design, permit, inspect and accept public works improvements. For a detailed explanation of the process and an estimate of costs for this type of process, go here: <http://www.portlandonline.com/index.cfm?c=53147>

Residents could also pursue alley resurfacing through a substandard street improvement permit, which allows residents of an existing neighborhood to grade and/or pave their street. The residents are responsible for maintaining the street until it is replaced with a permanent City-maintained street improvement. The residents requesting the substandard street pay all costs of design, construction and maintenance. A substandard street improvement permit can be obtained from Transportation Engineering & Development.

Contact Chon Wong for more information: (503) 823-7050 or emailing chon.wong@portlandoregon.gov

Resources

The Bureau of Transportation Engineering and Development (BTED) has developed a Design Guide for Public Street Improvements to help the consulting engineer (Design Engineer) prepare construction drawings for public street improvements in Portland.

The Design Guide provides guidelines for producing construction drawings that include adequate design information, conform to City requirements, and have a uniform format. Use of the guide is expected to improve communications between the Design Engineer and the City concerning the plan review process and the required technical details. Construction drawings developed in accordance with the Design Guide will require fewer "redline" corrections and reduce plan review time by the City. This in turn should help minimize engineering and plan review costs for the Design Engineer and the developer: <http://www.portlandonline.com/shared/cfm/image.cfm?id=40390>



Concrete requires considerable maintenance



Gravel must be replaced yearly

Material	Price per sq ft	Whole alley	Pedestrian/bike strip	Car strips
Brick (low)	\$2	\$10,000.00	\$4,000.00	\$2,000.00
Brick (high)	\$3	\$15,000.00	\$6,000.00	\$3,000.00
Granite	\$7	\$35,000.00	\$14,000.00	\$7,000.00
Concrete	\$9	\$45,000.00	\$18,000.00	\$9,000.00

Consider cutting costs by surfacing only the necessary portion of the alley: Where people walk or cars travel.

ESTABLISH A PEDESTRIAN NETWORK USING ALLEYS



Access

Environment

Connect

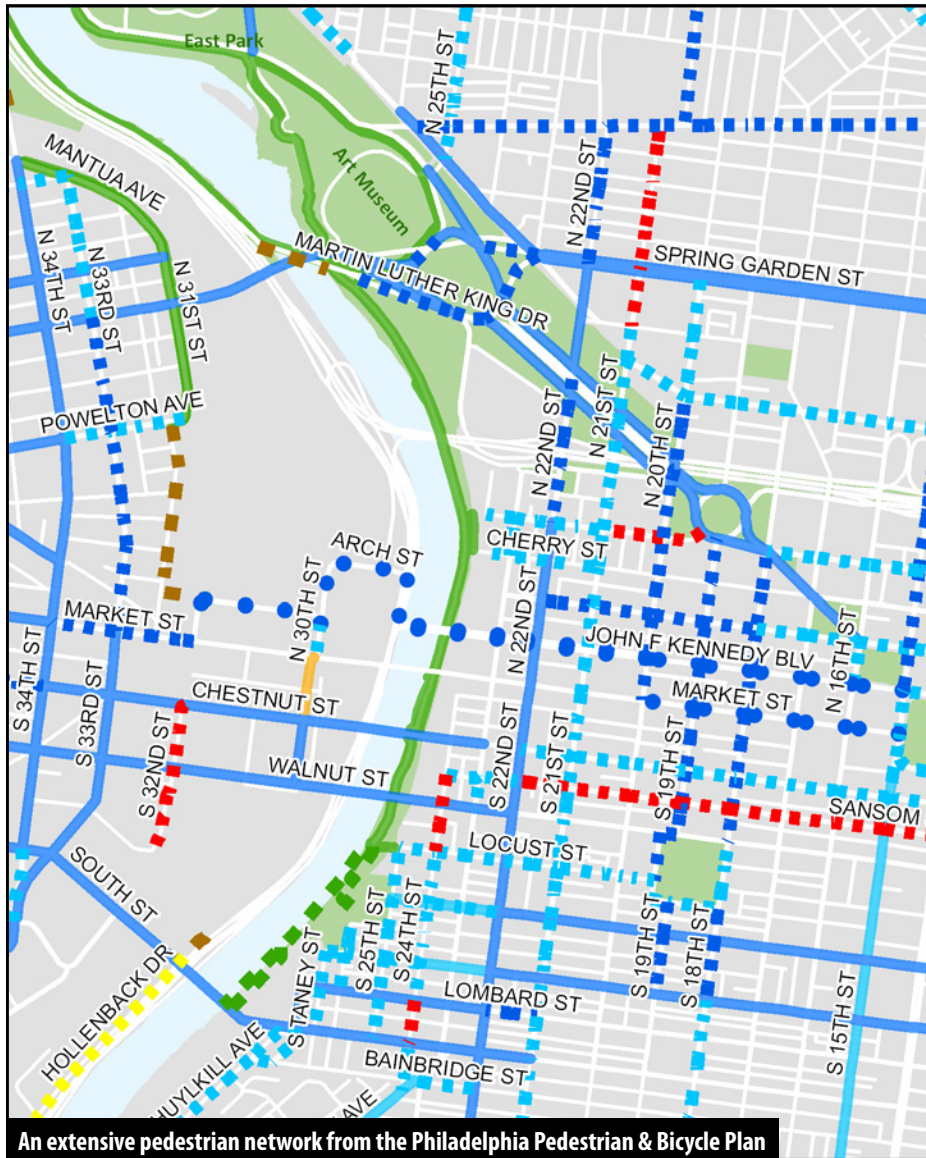
Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



An extensive pedestrian network from the Philadelphia Pedestrian & Bicycle Plan

Action

Create a “kid-grid,” which is a network of alleys or other pedestrian pathways that are easy and safe for Children to use. Check out the Kid-Grid Map in the Alley Allies Plan. Work with neighbors on other alleys to establish networks with signage, lighting and surface improves that provide a safe and easy way to access neighborhood amenities such as parks and restaurants or bars.

Reasoning

Alleys also have the potential to improve pedestrian and bicycle access for the community. By creating spaces that encourage more users, there would be more “eyes on the alley” to help discourage illicit activities. Improving alleys throughout the neighborhood could create a safe, walkable alley network. For example, alleys could become a “kid-grid” that connects important amenities for children such as schools and parks. A “kid-grid” is a concept utilized in Europe to create safe, well-connected thoroughfares for young children to travel to and from home, school, and play areas.

What you need to know

Resources

Your neighborhood association may be an excellent partner in moving beyond the boundary of your own alley to organize with neighbors on other alleys. Don't know which neighborhood association you are in or who to contact? You can find out at: <http://www.portlandonline.com/oni/index.cfm?c=28386>.

ESTABLISH A PEDESTRIAN NETWORK USING ALLEYS



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

City Policy

The creation of a 'kid-grid' would most likely require major street improvements and the installation of extensive lighting. This type of process would need to go through the Public Works Permitting process. In most cases, the City would adopt these improvements for maintenance but alleys present unique challenges that call for unique solutions. Due to this, the City may allow major improvements to be made that are not strictly built to City standards. In these cases, maintenance would remain the responsibility of residents.

To learn more visit: <http://www.portlandonline.com/index.cfm?c=53147>

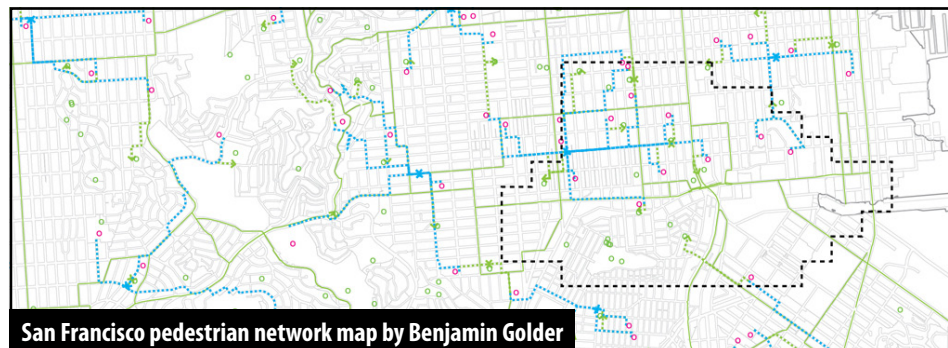
Do you want to create a pedestrian network that is closed off to vehicular traffic?

As a policy PBOT does not promote options that limit connectivity and mobility. In addition, they have to consider the needs of all users, whether it

be drivers, pedestrians or bicyclist when deciding whether or not this can happen. Regardless, PBOT does offer a couple of options for those interested in pursuing this path. Currently, residents can request that their alley be vacated or that PBOT lease the alley to a third party. For example, if vacated, neighbors could work to create a parcel out of the vacated right-of-way and work to turn ownership over to a neighborhood association or community organization. [Click here to view a outline of how these processes work.](#) As an alternative, PBOT may also be willing to review these types of requests on a case-by-case basis.



Portland's Intertwine project seeks to link the city's trails and pedestrian routes



San Francisco pedestrian network map by Benjamin Golder

APPLY FOR A GRANT TO HAVE A LARGER IMPACT



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Detroit's "Green Alley" was created to showcase green infrastructure technologies. Multiple grants including \$50,000 cultural center grant funded the project. Source: Green Garage Detroit.

Action

If you work with your neighbors you could create a larger scale solution along the length of your alley. You could install multiple rain gardens, plant multiple trees, and naturescape.

Reasoning

You can have a much larger impact with a larger scale solution. Also, if your neighbors work collectively to apply for a grant, you can get more resources and support.

What you need to know

The City of Portland has grants available for larger scale projects. Learn more about the Community Watershed Stewardship Program (<http://www.portlandoregon.gov/bes/43077>) and 1% for Green (<http://www.portlandoregon.gov/bes/article/341452>). Learn more about a variety of other grant options in the [Resources Chapter](#) of the Toolkit.

CREATE A COMMUNITY GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Community gardens are both attractive and important community centers

Community Gardens are open to the community and participation is not limited to surrounding neighbors

Action

Establish a portion of the alley that is dedicated to a community garden.

Reasoning

Community gardens provide space for Portlanders to grow fresh, healthy food for their families while also creating an opportunity for residents to be active and to get to know each other. They are also maintained and managed by Portland Parks and Recreation, which ensures upkeep and infrastructural support of the garden. Unfortunately, many neighborhoods lack space and opportunity to establish a community garden. Those neighborhoods that do have community gardens tend to have long wait lists that prevent participation.

Alleys offer a unique opportunity to establish a community garden. By working with Portland Parks and Recreation, alley neighbors who organize can decide whether they would want to dedicate a large section of their alley to a community garden.

City Policy

In order to establish a new public community garden through the Portland Parks and Recreation department, a few criteria must be met:

1. Demonstrate need: Is there a lack of gardening opportunities within the neighborhood? Do local existing gardens have an unusually long waiting list? Note: Portland Parks and Recreation has identified the Mt. Scott-Arleta neighborhood as a priority neighborhood for community gardens due to its current lack of gardening opportunities.
2. Demonstrate neighborhood and alley support: This is usually demonstrated through a petition with neighborhood signatures. Signatures will need to be obtained from all alley residents.

CREATE A COMMUNITY GARDEN



Access Environment Connect **Nature**
Prosperity **Community** Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

3. Demonstrate sustainability: Ownership or an agreement should be in place that allows community garden use of property for 10 years. Note: See the information about land leasing below for more details.
4. Demonstrate capacity: There must be enough room for 15 or more garden plots. Also, a water hub must be close enough to all garden plots so that 50 feet of hose can reach. Lastly, soil must be free of contaminants, hazardous material, and should be sandy loam that is free of stones and debris. Note: A community garden plot can range from 50 square feet to 400 square feet.
5. Demonstrate Financing: Community gardens can be expensive and financial support for the project must be exhibited. On average, Portland Parks and Recreation has found that a new community garden can require up to \$50,000. Note: See funding support options below for more information on financing.
6. Demonstrate Security: The garden should be located in a safe place that is preferably surrounded by a fence to protect the garden from vehicles, theft, dumping, animals, and other potential intrusions.

3 things to keep in mind regarding community garden planter boxes:

- Planter boxes should be movable
- Planter boxes should be located a minimum of five (5) feet from any utility or apparatus (street lights, utility poles, water meters, fire hydrants, etc.) (to allow access and maintenance by the utility.)
- Planter boxes should not be located within the drip line of any tree (to protect the health of the tree.)

Land Leasing

Currently, the Portland Bureau of Transportation (PBOT) owns the alleys. As mentioned above, Portland Parks and Recreation requires that the landowner have an agreement in place that allows for community garden use on the property for at least 10 years. This agreement will demonstrate a long-term commitment to community gardens on the property.

PBOT is willing to lease out an alley to Portland Parks and Recreation as a way to demonstrate this commitment. In order to get this leasing process started, the residents along an alley must first contact the community garden representative at Portland Parks and Recreation (contact information below) and demonstrate that they have met the six criteria listed above. Once these criteria have been met and Portland Parks and Recreation support the development of a community garden, then Portland Parks and Recreation will move forward in trying to secure a leasing agreement with PBOT.



Gardening education opportunities



Community cohesion



Local fresh produce



A relaxing activity

CREATE A COMMUNITY GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

Resources

Funding Support Options:

- Oregon Sustainable Agriculture Land Trust: OSALT's "Food in the City" program brings together community growing spaces, neighbors and mentors to help revitalize communities and facilitate community garden projects. (http://www.osalt.org/food_in_the_city-land.html)
- Office of Neighborhood Involvement: ONI can help you organize and connect with your fellow neighbors and neighborhood association. (<http://www.portlandonline.com/oni/index.cfm?>)

Community Garden Resources:

- These guides will assist neighborhood groups and organizations along the path to starting and sustaining a community garden:
- Community Garden Toolkit - <http://www.orphi.org/download/PDF/community%20garden%20resources%20ophi.pdf>

- Community Garden Start-Up Guide - http://celosangeles.ucdavis.edu/garden/articles/startup_guide.html

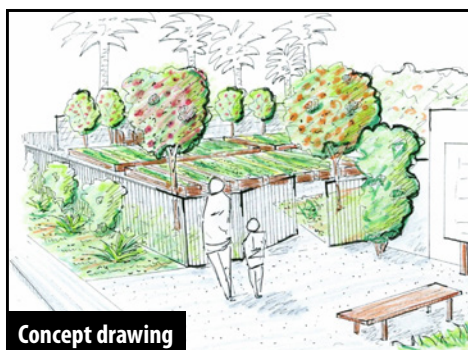
If you have any questions about starting your own community garden, contact the Community Garden Program Coordinator at Portland Parks and Recreation for more information:

Laura Niemi, Program Coordinator

(503) 823-1612

laura.niemi@portlandoregon.gov

www.portlandonline.com/parks/communitygardens



CREATE A FLOWER OR FOOD GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Action

Establish a portion of the alley that is dedicated to the growing of flowers and/or food by residents along the alley.

Reasoning

Many neighbors lack sufficient space in their yards to grow larger gardens that can provide adequate fresh produce for salads or flowers for enjoyment. Alleys can provide additional space. If neighbors organize and work together on the gardening through an informal garden club, the time inputs are shared along with the food or flowers that result. This can be an excellent model for community building and help busy residents engage in gardening without creating and maintaining gardens entirely by themselves in their own yard. More knowledgeable neighbors can teach newcomers how to improve their gardening skills providing a low-key learning environment beyond the edge of your backyard.

What you need to know

City Policy

Low growing plants and minor gardening do not require a permit: <http://www.portlandoregon.gov/bes/article/188636>. PBOT's Encroachment Policy offers the following guidelines.

- The garden or plants must be installed in portion of the right-of-way that the abutting property owner is responsible for (see diagram). The plants must be well maintained in accordance with Title 29 (Property Maintenance Regulations) of City Code <http://www.portlandonline.com/auditor/index.cfm?c=28193>
- In essence, the plants or garden must not be a nuisance (impeding visibility of drivers, bicyclists or pedestrians).
- The City Traffic Engineer has authority to require removal if the planting becomes a safety hazard (per Title 16 of City Code). <http://www.portlandonline.com/auditor/index.cfm?c=28180>

CREATE A FLOWER OR FOOD GARDEN



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

Planter boxes are allowed in the alley without a permit as long as the boxes are movable and no larger than 8 feet in length and 3 feet in height. Most importantly, planter boxes shouldn't interfere with access and through traffic. For additional design guidelines and criteria on planter boxes see pages 25-27 of the PBOT Encroachment Policy. <http://www.portlandoregon.gov/transportation/article/409066>

Irrigation systems do not require a permit either, but must meet the following requirements:

- Only non-pressurized plastic feeder lines and sprinkler heads are allowed.
- Sprinklers must be flush with the ground when not in use.
- Irrigation systems should not distribute water to non-landscaped areas.
- Systems should not interfere with utilities and other public infrastructure.
- The property owner is responsible for any damage to the system caused by repair, replacement, or installation of utility systems or any other permitted ROW work.

You can also e-mail your questions to encroachments@portlandoregon.gov or visit the PBOT office at:

PORTLAND BUREAU OF TRANSPORTATION
1900 SW 4TH AVENUE, SUITE 5000
PORTLAND OR 97201

Do you want to create a community garden that is closed off to vehicular traffic in your alley?

As a policy PBOT does not promote options that limit connectivity and mobility. In addition, they have to consider the needs of all users, whether it be drivers, pedestrians or bicyclist when deciding whether or not this can happen. Regardless, PBOT does offer a couple of options for those interested in pursuing this path. Currently, residents can request that their alley be vacated or that PBOT lease the alley to a third party. See Diagram ## for an outline of how these processes work. As an alternative, PBOT may also be willing to review these types of requests on a case-by-case basis.

Tips

Consider forming an informal garden club or joining one with other neighbors. This will allow you to establish a schedule for who does what work and when as well as share expenses or allow collaboration on seeking funding and grants. There are many helpful groups in the Foster Corridor that you can contact to learn more. We have listed some below.

- FoPo Gardens (organizers of the annual June Garden Tour) - <http://fopogardens.blogspot.com/>
- Foster Feed & Garden - <http://www.yelp.com/biz/foster-feed-and-garden-portland>
- Leach Botanical Garden - <http://www.leachgarden.org/>
- Green Lents Tool Library - <http://tools.greenlents.org/>
- Community Garden Toolkit - <http://www.orphi.org/download/PDF/community%20garden%20resources%20ophi.pdf>



INSTALL A CHILDREN'S PLAY AREA



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



Play sets like this one can be purchased if 10-20 neighbors each contribute \$20-50

Action

Purchase and install a children's play structure. Consider a bocce court for adults.

Reasoning

While not everyone lives near a park or playground, everyone along the Foster Corridor does live near an alley. By creating a place for children to play in your alley, you can provide an often missing amenity in an environment that is safe and under surveillance by the residents along your alley. Active uses of alleys such as play areas also show investment and help reduce unwanted activity that is common to underutilized alleys in the community.

What you need to know

Costs

Children's outdoor play sets can range in price from \$500 to \$2,000 depending on the size and elements involved. These costs can be covered by dividing among the households that live on your block. If only 20 residents were willing to chip in \$25 each for a play set, this would cover the costs of a \$500 unit.

Size

Alleys are narrow compared to the backyards most play sets were designed for. Unless you have a neighbor who has taken down their backyard and is willing to let the play set extend onto their property, you will need to find a unit that is less than 120 inches wide along its narrowest dimensions. Many play sets allow flexibility in how they are configured meaning that unit that is not advertised as being long and slender may be able to fit into an alley.

Do you want to create a children's play area that is closed off to vehicular traffic in your alley? As a policy PBOT does not promote options that limit connectivity and mobility. In addition, they have to consider the needs of all users, whether it be drivers, pedestrians or bicyclist when deciding whether or not this can happen. Regardless, PBOT does offer a couple of options for those interested in pursuing this path. Currently, residents can request that their alley be vacated or that PBOT lease the alley to a third party. [See our diagram for an overview of how these processes work.](#) As an alternative, PBOT may also be willing to review these types of requests on a case-by-case basis.

INSTALL CAFÉ SEATING



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



There is no reason that celebrated European alley cafes cannot be achieved in Portland's many commercial alleys. The City has a program to do just that.

Action

Purchase tables and chairs and place them on unimproved or improved alley surfaces to provide a place to sit, relax, read, or enjoy a cup of coffee/tea.

Reasoning

Most people who travel to the cities of Europe or Asia enjoy the sidewalk and courtyard cafes and restaurants common to those countries. American neighborhoods often lack such amenities because the only public spaces you find there are parks, sidewalks, and streets. Because alleys are public areas with little traffic, they can provide an ideal place for this brand of relaxation. Even if there are no businesses on your alley to serve food and drinks to residents, having tables and chairs in the alley provides a space for neighbors to bring their own drinks and meals into the public space and enjoy the company of others. If you combine this with alley surface improvements such as brick or cobblestone, you can have some of the best aspects of Europe beyond the edge of your own backyard.

What you need to know

Costs

Patio dining sets can range from \$200 to over \$1,000 depending on the quality of construction, size of table, number of chairs, and presence/absence of an umbrella.

Just as a restaurant locks down tables and chairs, so too should you cable yours to an unmovable object to avoid theft. Business owners should consider the noise implications on neighbors for this activity.

City Policy

Ordinances and permits necessary for installing alley seating are covered under the Sidewalk Café program <http://www.portlandoregon.gov/shared/cfm/image.cfm?id=186198>.

INSTALL CAFÉ SEATING



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)

- There are limitations on the size and location of café area
- You will need business liability insurance
- The area must be zoned commercial or employment
- A clear pedestrian zone must be maintained and café seating should not block access or through traffic

There is an application fee of 150.00+ 4.50 per linear foot of Café operation and a permit fee of 75.00 + 1.50 per linear foot of Café operation. More questions?

CITY OF PORTLAND, BUREAU OF
TRANSPORTATION - SIDEWALK CAFÉ
1120 SW FIFTH AVENUE ROOM 800
PORTLAND OR 97204
PHONE (503) 823-7002 OPTION 5
FAX (503) 279-3968
EMAIL: SIDEWALKCAFE@PORTLANDOREGON.GOV



BUILD AN ADU



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



A new ADU being built on an alley in the Foster-Powell Neighborhood

Action

An accessory dwelling unit (ADU) is a second dwelling unit created on a lot with a house, attached house or manufactured home. You can construct an ADU on your lot with access from the alley.

Reasoning

Besides the social and environmental benefits they may provide, ADUs have legitimate income potential, and when income is the basis for valuation, perceptions of the value of these properties can change substantially.

What you need to know

Resources

The Bureau of Development Services (BDS) has an excellent website that provides easy-to-understand guidance on building ADUs in the City of Portland. A building permit is required to build an accessory dwelling unit. Depending on the scope of work, your project may also require electrical, plumbing and/or mechanical permits.

- ADU Guidance - BDS: <http://www.portlandonline.com/bds/36676>
- Understanding and Appraising Properties with Accessory Dwelling Units: <http://accessorydwellings.files.wordpress.com/2012/12/appraisingpropertieswithadusbrownwatkinsnov2012.pdf>
- Accessory Dwellings.org: <http://accessorydwellings.org/>

Firms that provide ADU guidance or construction:

- Hammer & Hand: <http://hammerandhand.com/accessory-dwelling>
- Orange Splott LLC: <http://www.orangesplot.net/>
- Small Home Oregon: <http://smallhomeoregon.net/>
- Olson & Jones Construction Inc: <http://olsonandjones.com/services/remodeling/accessory-dwelling-unit/>
- Sakura Group: <http://www.thesakuragroup.com/services-2/residential-development/adu/>
- Green Hammer: <http://www.greenhammer.com/>

START OR RECRUIT A FOOD CART OR STAND



Access

Environment

Connect

Nature

Prosperity

Community

Clean & Safe

MEETS THESE GOALS (CLICK TO VIEW)



One of Portland's many food carts that could be temporarily sited in an alley

Action

Start a small food vending cart in your alley or try recruiting one.

Reasoning

Food carts or stands are one way to increase food access or provide food production in alleys. Alleys near commercial areas could be unique spaces for small vending carts or seating areas.

What you need to know

Resources

The Bureau of Development Services and the Bureau of Planning & Sustainability each have guidance on food carts and food stands:

- Sidewalk Vending Toolkit- City of Portland, Bureau of Development Services: <http://www.portlandoregon.gov/transportation/article/275061>
- Food Carts in Portland Resources- City of Portland, Bureau of Planning and Sustainability: <http://www.portlandoregon.gov/bps/52798>

Resources

These organizations have great resources and community tools that could help your alley project.

Neighborhood Resources

Audubon Society

<http://audubonportland.org>

GENERAL@AUDUBONPORTLAND.ORG

5151 NW CORNELL RD.
PORTLAND, OR 97210
(503) 292-6855

DePave

<http://depave.org>

City Repair

<http://cityrepair.org>

INFO@CITYREPAIR.ORG
1131 SE OAK ST.
PORTLAND, OR 97214
(503) 235-8946

Foster Powell Neighborhood Association

<http://fosterpowell.com>

Green Lents & Tool Library

<http://www.greenlents.org>

Mt. Scott-Arleta Neighborhood Association

<http://www.mtscottarleta.com>

MT. SCOTT-ARLETA COMMUNITY CENTER
5530 SE 72ND AVE
PORTLAND, OR 97206
(503) 823-3183

Rose Community Development Corporation (CDC)

<http://www.rosecdc.org/index.php>

5215 SE DUKE ST.
PORTLAND, OR 97206
(503) 788-8052

Lents Neighborhood Association

<http://ilovelents.com>

Southeast Uplift

<http://www.southeastuplift.org>

3534 SE MAIN ST.
PORTLAND, OR 97214
(503) 232-0010

Foster Area Business Association

<http://fosterarea.org>

Creating A Neighbor Agreement

Long-term alley maintenance can be much more successful if there is an agreement between residents, owners, and businesses. In an alley, one weak link can break the chain. If there is a single house that creates an ideal place for crime, the alley will still draw those wishing to do crimes, even if the rest of the alley is clean and well maintained. Neighbors can deal with such properties by engaging with the owners.

Resolutions Northwest offers neighbor-to-neighbor mediation services regarding nuisances, and also offers facilitation services which could help bring a group together. They can be reached at (503) 595-4890 or www.resolutionsnorthwest.org. If property owners are unresponsive, neighbors can call the City's Information and Referral line at (503) 823-4000 to find out which code enforcement agency might be able to respond. Code enforcement can deal with graffiti, abandoned properties, poorly maintained rental units, and other common issues.

Contact your neighborhood association to see if they can provide a meeting location, help bring people together, or help facilitate the discussion.

There is generally a three step process in creating a maintenance agreement. First, residents and business owners must set a standard defining what the alley should look like. This can be in regards to trash, graffiti, the mowing of grass, and the trimming

of foliage. It can even include the condition of the fences, garages, and yards facing the alley. Second, they must make a plan to meet that standard. This can involve organizing work parties or enlisting the help of outside organizations. The goal is to bring the alley up to the agreed upon standard. Third, there needs to be an agreement about maintaining the standard. This should clearly spell out who is responsible for what and within what timeframe.

The following pages include a template neighborhood agreement for Alley Allies projects.



Neighborhood Agreement

Page 1

Background

The neighbors included in this agreement (“the parties”) live along the alley which is between [insert 4 streets that box in the alley]. They would like to join together in an effort to make the alley a valuable space for all neighboring residents.

Goals of the Agreement

The parties who are joining in this agreement would like an alley which is clean, well-maintained, free of crime and vandalism, and a safe place for children to play. [Or, insert your vision for the alley].

Specifically, the neighbors would like the alley to meet the following standards:

- Free of trash
- Free of graffiti
- Well-maintained vegetation
- Well-lit and monitored at night
- Smooth surface for driving and walking

Make these bullet points suit your goals

Roles and Responsibilities of the Partners

1. Trash:

The parties agree not to litter or dump trash, yard waste, or dirt in the alley. They agree to pick up and dispose of any trash that is left in the alley and near their homes within 10 days. They agree to pick up and dispose of other trash in the alley whenever possible. In the event that a large item or large volume of trash is illegally dumped by an outsider, the parties agree to work together, including contributing up to \$10 each, to hire a hauling and disposal service to remove the trash.

2. Graffiti:

The parties agree to wash away or paint over vandalism, or to call a graffiti removal service to do so, within 10 days of its occurrence.

3. Vegetation:

The parties agree to keep any vegetation growing in their yards and adjacent to their homes well-trimmed so that visibility along the alley is not reduced. The parties agree that the presence of blackberry bushes is desirable for berry picking, but that these should be trimmed at least once annually. [Neighbor A] agrees to be in charge of the trimming of the blackberry bushes annually, but others may help as they are willing and able. [Neighbor B] agrees to mow the grass growing in the west half of the alley at least once monthly during spring and summer months, and [Neighbor C] agrees to mow the grass growing in the east half of the alley at least once monthly during spring and summer months. Others may assist with mowing as they are willing and able.



Neighborhood Agreement

Page 2

4. Lighting:

The parties agree to each place lighting on a portion of their property which faces the alley. This may be on a garage or fence. The lighting can be a string of lights or a single light. The lights will either be controlled by a motion sensor or left on at night. Care will be taken so that light does not shine into other neighbors' homes in a way that disturbs their sleep. If there are concerns about light pollution, the parties agree to bring this up with the owner of the lights so that the owner can mitigate the light pollution.

5. Surface repairs:

The parties each agree to repair potholes which occur in the parts of the alley closest to their homes. This will be done with [specify acceptable materials].

Enforcement

The parties agree to approach each other directly to discuss any concerns about adherence to this agreement. If the issue cannot be resolved through direct discussion, parties agree to utilize the free neighbor mediation process available through Resolutions Northwest to reach an agreement. Parties agree to participate in this mediation process if they are asked to do so by other parties to this agreement.

Effective Date and Signatures

This agreement goes into effect on [specific date].

Add as many signature lines as you need

Signed by _____ [name], residing at _____ [address]
on _____ [date]

Signed by _____ [name], residing at _____ [address]
on _____ [date]

Signed by _____ [name], residing at _____ [address]
on _____ [date]

Signed by _____ [name], residing at _____ [address]
on _____ [date]

For assistance drafting your own Neighbor Agreement, contact the Office of Neighborhood Involvement (503-823-4000) or Resolutions Northwest (503-595-4890).

Funding Strategies

There are a variety of strategies that the Foster Green EcoDistrict or a passionate group of Alley Allies could use to earn money, find services, and attract volunteers to make alley improvements.

Utilize Partnerships

Find and utilize partners that have similar missions. For example:

- City Repair: Has an interest in placemaking <http://cityrepair.org/>
- Intertwine: Has an interest in creating trail networks <http://theintertwine.org/>
- Audubon Society of Portland: Has an interest in naturescaping and habitat preservation <http://audubonportland.org/>
- East Multnomah Soil & Water Conservation District: Has an interest in stormwater management <http://www.emswcd.org/>
- Portland Enrichment: Has an interest in community building <http://www.pdxenrichment.org/>
- Bureau of Transportation: Has an interest in creating safe, connected pedestrian, bicycle, and vehicles paths <http://www.portlandoregon.gov/transportation/>
- Bureau of Environmental Services: Has an interest in green infrastructure and stormwater management <http://www.portlandoregon.gov/bes/>
- Public Parks & Rec: Has an interest in creating public space <http://www.portlandoregon.gov/parks/>

Think about your local assets. Alley Allies could partner with local organizations to hold a fundraiser.

Local businesses could come on board to donate a portion of their revenue for a day or week to alley projects. The **Foster Green EcoDistrict** or another organization could host a design competition to gain in-kind design services for alley improvements.

Think about your local institutions as well. For example, **Portland State University** has several programs that the community could potentially partner with. PSU has grants available for student projects from the **Institute for Sustainable Solutions** and many programs have Student Capstone Projects that encourage students to work in the community. <http://www.pdx.edu/sustainability/institute-for-sustainable-solutions-at-portland-state-university>

Donations

There are many local assets in the community such as gardening stores and construction services. These businesses may be willing to donate materials or services, or offer them at a discounted rate.

Locally-based, larger companies also often offer community grants. Nike, Intel, Columbia Sportswear,



Neighborhood cleanup events

Keens, Kaiser Permanente and the Timbers have all been known to offer grants for community projects.

Volunteers

There are many community groups, church groups, schools, and other passionate community members that can be tapped to help with construction and/or maintenance. Consider reaching out to your local church, school, or community center to see if they have an interest in partnering with you on a project or cleanup day.

Many grants are directly applicable to the Alley Allies improvement projects outlined in this Toolkit. These are described below.

Grants

We've provided a sampling of grants available to residents and organizations pursuing alley improvement projects. This list is in no way exhaustive, as grant programs evolve and change over time. We encourage community members to reach out to organizations prior to applying for grants.

Stormwater Management & Increasing Nature % for Green

<http://www.portlandoregon.gov/bes/article/341452>

This program supports the construction of stormwater facilities that manage runoff and provide other environmental benefits. There are funds for projects both in the public right-of-way and on private property. However, facilities must treat stormwater from the public right-of-way.

The program funds a variety of facilities including planters, porous paving, and swales.

East Multnomah Soil & Water Conservation District

<http://www.emswcd.org/grants-cost-share>

EMSWCD has a variety of small and large scale grants and cost-sharing programs related to watershed health. They have grants and programs available to individuals and organizations. For those living outside of East Portland, there are many other similar programs throughout the region. For example, the West Multnomah Soil & Water Conversation District provides similar services.

Community Watershed Stewardship Grants

<http://www.portlandoregon.gov/bes/43077>

The Community Watershed Stewardship Program (CWSP) supports those who want to improve Portland watersheds. CWSP is a partnership between Portland's Environmental Services and Portland State University. CWSP provides up to \$10,000 for projects. Community Watershed Stewardship Program also provides mini-grants for native plants to community groups or individuals that need seed money to help start or maintain projects beneficial to the local watershed.

Nature in Neighborhoods, Metro

<http://www.oregonmetro.gov/index.cfm/go/by.web/id=18203>

The goal of the program is to fund projects that improve nature in our communities and increase livability. Eligible projects must either purchase land or make improvements to public land. Neighborhood groups, nonprofit organizations, schools, and other community organizations are eligible to apply.

Community Livability

East Portland Neighborhood Small Grants Program

<http://eastportland.org/neighborhood-small-grants-program>

The goal of this program is to provide neighborhood organizations an opportunity to build community and involved others in neighborhood activities. The Office of Neighborhood Involvement made \$30,000 available in grants for 2013, ranging in amounts from \$500 up to \$3,500 per program.

Community Livability Grant Program

<http://www.pdc.us/for-residents/community-livability-grant.aspx>

Each year, the Portland Development Commission seeks proposals that help create thriving neighborhoods within the Interstate Corridor, Lents Town Center, and the Gateway Regional Center Urban Renewal Areas. Grants are available through the PDC Community Livability Grant Program for property improvements to public facilities and neighborhood and cultural amenities that meet the needs of and reflect the wider community.

Safety and Maintenance

Graffiti Abatement Community Grant Program - ONI

<http://www.portlandonline.com/oni/index.cfm?c=53260>

The Office of Neighborhood Involvement (ONI) Graffiti Abatement Program increased the focus on volunteer recruitment in order to aid in the abatement and prevention of graffiti in Portland. As part of this effort, ONI allocated funds to provide grants that provide

community building opportunities as well as help to address graffiti abatement and prevention. The goal of the program is to support community-driven improvement projects and community building opportunities with an emphasis on graffiti prevention, graffiti abatement and/or addressing locations chronically tagged with graffiti. Many projects may focus on community murals (development, implementation, repair), but the funds are also intended to be available for a broader range of improvement projects that prevent or abate graffiti and support ONI's goals.

Portland Rotary Club

<http://www.rotarypdx.org/outreach/service/community-grants>

Portland Rotary Charitable Trust funds are available as grants to provide assistance to Portland nonprofit organizations that impact on the lives of disadvantaged youth. These Grants typically range from \$4,000 to \$8,000. Applications are accepted on a rolling basis.



Tree planting



Neighborhood Phone Tree

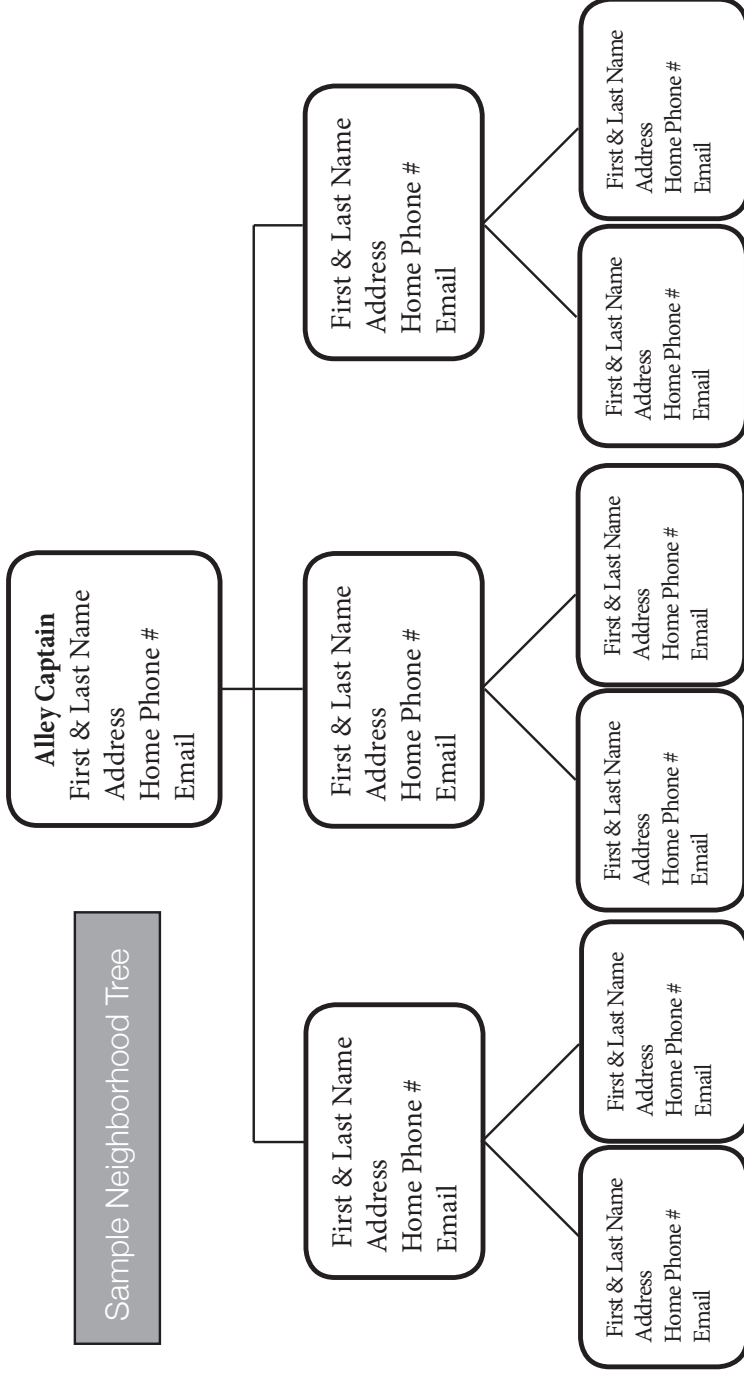
How do you use a phone tree?

- When you receive a call, call the next listed person under your name. If they are not home, call down the list until you get an adult at home.
- The last neighbor to receive a call, calls the representative to confirm that they have received the message.
- It is best to practice the telephone tree on a periodic basis so that problems in the process can be fixed.
- Email can be used for not in-progress crimes, meeting announcements and general information.

When do you use the telephone tree?

- To alert your neighbors to an emergency in progress or that one has just occurred in the alley.
- When someone has urgent information to share, (e.g. prowler in the area) they activate the telephone tree by calling the name at the top – the Alley Captain
- When you need urgent assistance.

Sample Neighborhood Tree





Guide to Host an Alley Allies Meeting

Sample Agenda (Page 1)

- **Introduction - 15 minutes**
 - o Thank you - Thank everyone for coming
 - o Introductions - Have everyone go around the room and say their name and where they live
 - o Meeting explanation - Explain who you are and the purpose of the meeting
- **Icebreaker Activity - 5 minutes**
 - o Icebreaker - Explain that icebreakers create a fun activity for people to get to know each other
 - o Reasons for icebreaker
 - Help everyone get to know each other a bit better
 - To create a fun, cooperative learning environment
- **Agenda - 2 minutes**
 - o Go over the agenda
 - o Reasons to explain agenda -
 - When people know what is coming, they can relax and get into the presentation
 - Presenting an agenda establishes your preparedness and credibility.
- **Ground Rules (Discussion Guidelines) - 3 minutes**
 - o Rules - Explain that ground rules create a collaborative and efficient environment
 - o Neighbor Input - Ask if there are rules that people like to use when participating in group discussions
 - Examples of rules to present to the group
 - “Step up, Step back” : If you feel yourself speaking quite a bit, take a step back to make space for others. Vice versa
 - Wait for your turn to speak: By raising hands and not speaking over others
 - As suggestions come in, write down and create a list that should be hung up during the meeting
 - After each suggestion, ask the group for general consensus
 - Keeping the rules visible will allow you to reference them if someone is acting inappropriately
- **Present Alley Allies Project - 5 minutes**
 - o Project - Briefly explain the neighborhood movement for improving the alleys
 - o Alley Allies Toolkit - Briefly introduce the toolkit and how it will provide guidance for alley improvements



Guide to Host an Alley Allies Meeting

Sample Agenda (Page 2)

- **Alley Discussion - 30 minutes**

- o Provide each person with a Cooperative Learning Activity sheet
- o Separate everyone into groups of 3 or 4
 - Give everyone a role: Facilitator, Reporter, and Timekeeper. Explain roles (see activity)
- o After 15 minutes, bring everyone back together
 - Ask the first group to present their answer to question 1
 - After their presentation, ask the other groups to add anything to the list
 - These answers should stimulate discussion
 - Be aware: Discussion for each question should be 5 minutes max
- o Go to the next question, and follow the same procedure

- **Evaluation - 30 minutes**

- o Summarize general ideas that were brought up during the cooperative learning activity
- o Discuss next steps to meet alley needs and desires. Examples:
 - Create a neighborhood agreement
 - Create an alley maintenance committee
 - Establish roles for neighbors when it comes to alley maintenance
 - Create an alley phone tree
 - Register your alley with Foster Green EcoDistrict as an Alley Alley

- **Conclusion**

- o Thank everyone for their time and review the group's decisions and next steps



Guide to Host an Alley Allies Meeting

Cooperative Learning Activity (Page 1)

• Instructions

As a group, create responses to each of the three questions listed below. Each group will have 15 minutes to complete all three questions.

At the end of the 15 minutes, a representative from each group will present their group's responses.

The roles:

- Facilitator: Is the point person for the group discussion. They make sure that
 - a) the group stays on task
 - b) everyone's voice is heard
 - c) your group has an answer for each question
- Reporter: Takes extensive notes during the group discussion. Will use these notes to present their group's responses.
- Timekeeper: Responsible for keeping the group on time.

• Questions

1. How do people in the neighborhood currently use our alley? Would you consider each of these a negative or a positive use?



Guide to Host an Alley Allies Meeting

Cooperative Learning Activity (Page 2)

2. What aspects about the alley would you hope to preserve? What aspects about the alley would you hope to change?
3. Brainstorm some ideas of how you and your neighbors could either promote the positive current uses of the alley or reduce the current negative uses of the alley? Use the Alley Allies Toolkit for examples.



Skills and Equipment Alley Inventory

Dear Neighbor,

Our community is filled with very talented and skilled individuals. Before we begin to work together to improve our alley, we are gathering some information about the expertise and equipment that our neighbors possess. By taking account of this information, we can utilize the many skills of our neighborhood and work as an effective team of neighbors to reach the goals that we have set forth for our alley.

Please complete the Skills and Equipment Survey on the following page and return it to your designated alley captain: (Alley Captain Name Here). You may mail it or bring it to the following address:

Name: Alley Captain Name Here

Address: Alley Captain Address Here

Provide as much information as you are willing to share. This information is for internal use only and will help inform our community alley plan.

Thank you,

Alley Captain



Skills and Equipment Survey

Please provide the following information so that we may assess our community skills, tools, and equipment that might be available in our community as we work together to improve our alley.

Name _____

Address _____

Please indicate if you or other family members have training or skills in any of the following:

- | | |
|---|--|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Horticulture |
| <input type="checkbox"/> Art/Drawing | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Management/Leadership |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Concrete finishing | <input type="checkbox"/> Metalworking |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Electrical Wiring | <input type="checkbox"/> Plumbing |

Other specialized training: _____

Please check the appropriate box if you have the following items:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Clamps | <input type="checkbox"/> Hoe | <input type="checkbox"/> Rope |
| <input type="checkbox"/> Goggles | <input type="checkbox"/> Ladder | <input type="checkbox"/> Shovel |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Level | <input type="checkbox"/> Trowel |
| <input type="checkbox"/> Hammer | <input type="checkbox"/> Paint brushes | <input type="checkbox"/> Water Hose |
| <input type="checkbox"/> Hand Saw | <input type="checkbox"/> Power Drill | <input type="checkbox"/> Wheel Barrel |
| <input type="checkbox"/> Heavy Duty Extension Cord | <input type="checkbox"/> Power Saw | <input type="checkbox"/> Work gloves |
| <input type="checkbox"/> Hedge Trimmer | <input type="checkbox"/> Rake | <input type="checkbox"/> Wrench Set |

Other tools or items: _____

Alley Site Planning Template

This two-page template has been designed to aid residents in designing their projects. The alley is broken into a 2 ft x 2 ft grid. Every inch on this sheet of paper is equivalent to 33 ft of an alley. Common elements such as trees, planters, and benches are provided in scale. Scaled site plans are also useful in working with City agencies and builders. Alleys are long and narrow. The standard alley is 500 ft long but only 10 ft wide. This standardized alley has been divided into ten segments that are each 50 ft long to make it easier to draw improvement onto the grid.

Alley Divided Into 50 ft Segments

Scale: 1 in = 6.7 ft

1

2

3

4

5

6

7

8

9

10

1 cell = 2 ft x 2 ft

Bench
6 ft long

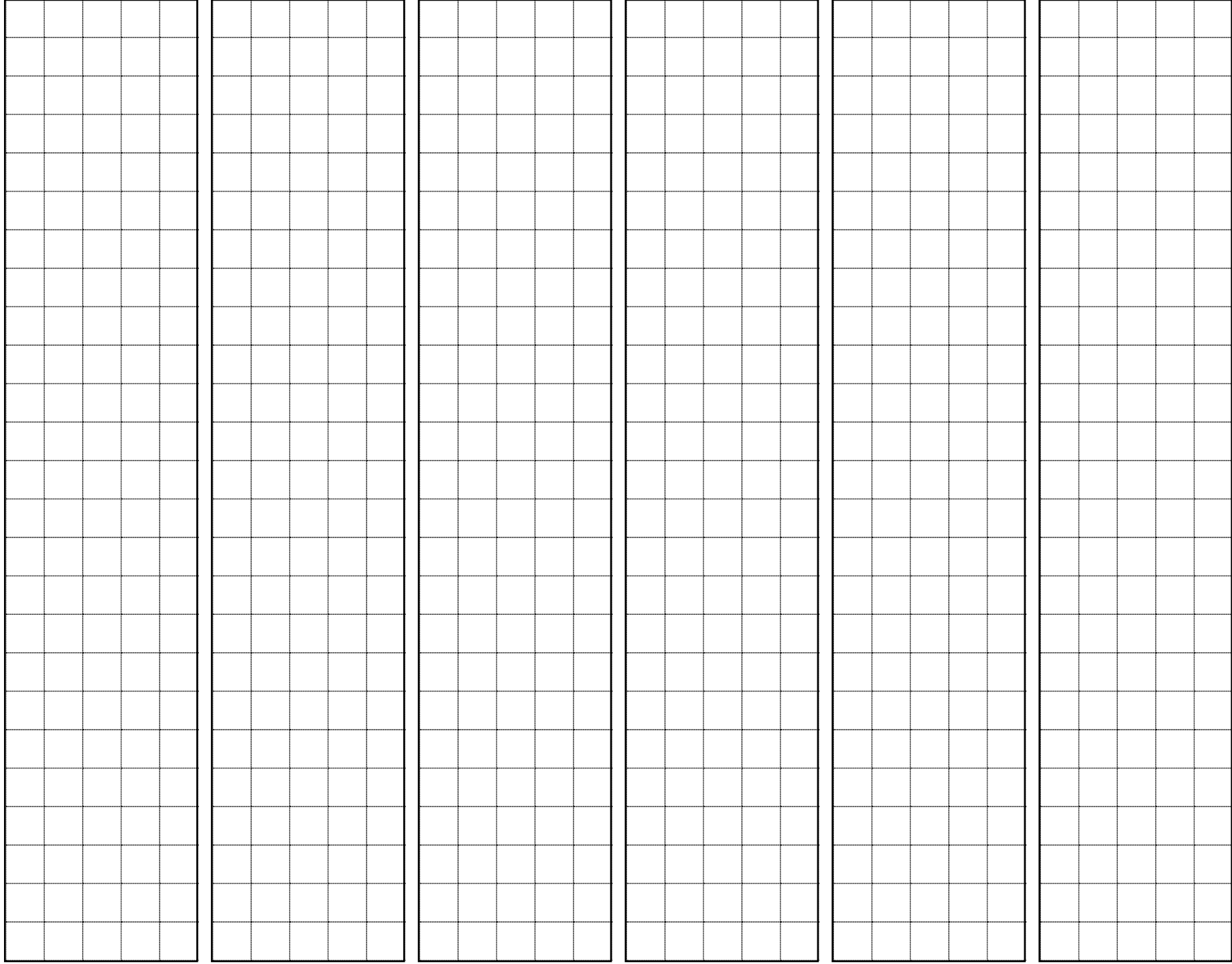
Tree canopy
12 ft wide

Segment 1

Segment 2

Segment 3

Segment 4



Segment 5

Segment 6

Segment 7

Segment 8

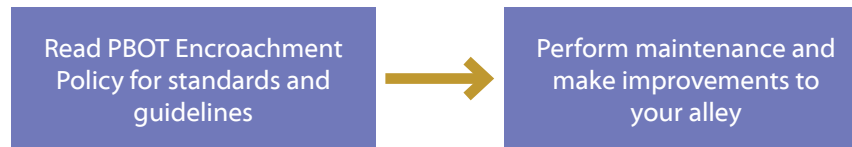
Segment 9

Segment 10

Alley Improvement Options: Maintenance Remains Responsibility Of Residents (Least Difficult Options)

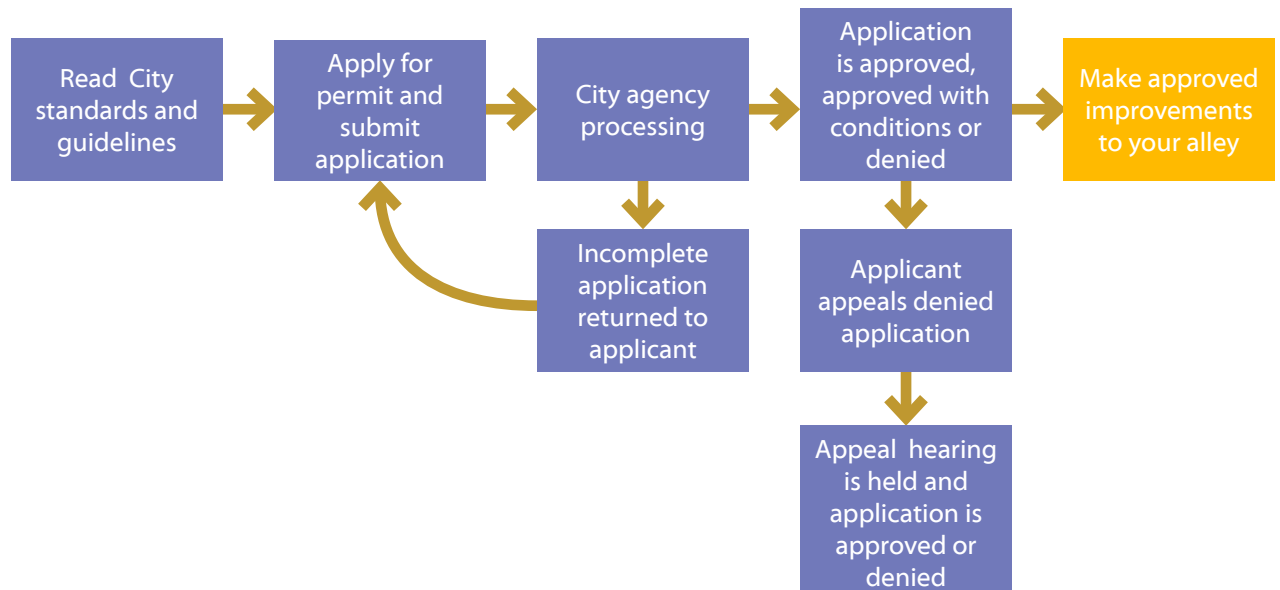
1.) General Maintenance & Minor Encroachments

Property owners are allowed to perform basic maintenance on their alley, such as vegetation clearance and laying gravel without a permit. And as long as you meet PBOT standards and guidelines outlined in the encroachment policy, it is also perfectly legal for you to make small improvements to the alley such as placing planter boxes and doing minor landscaping without a permit.



2.) Encroachments Needing A Permit

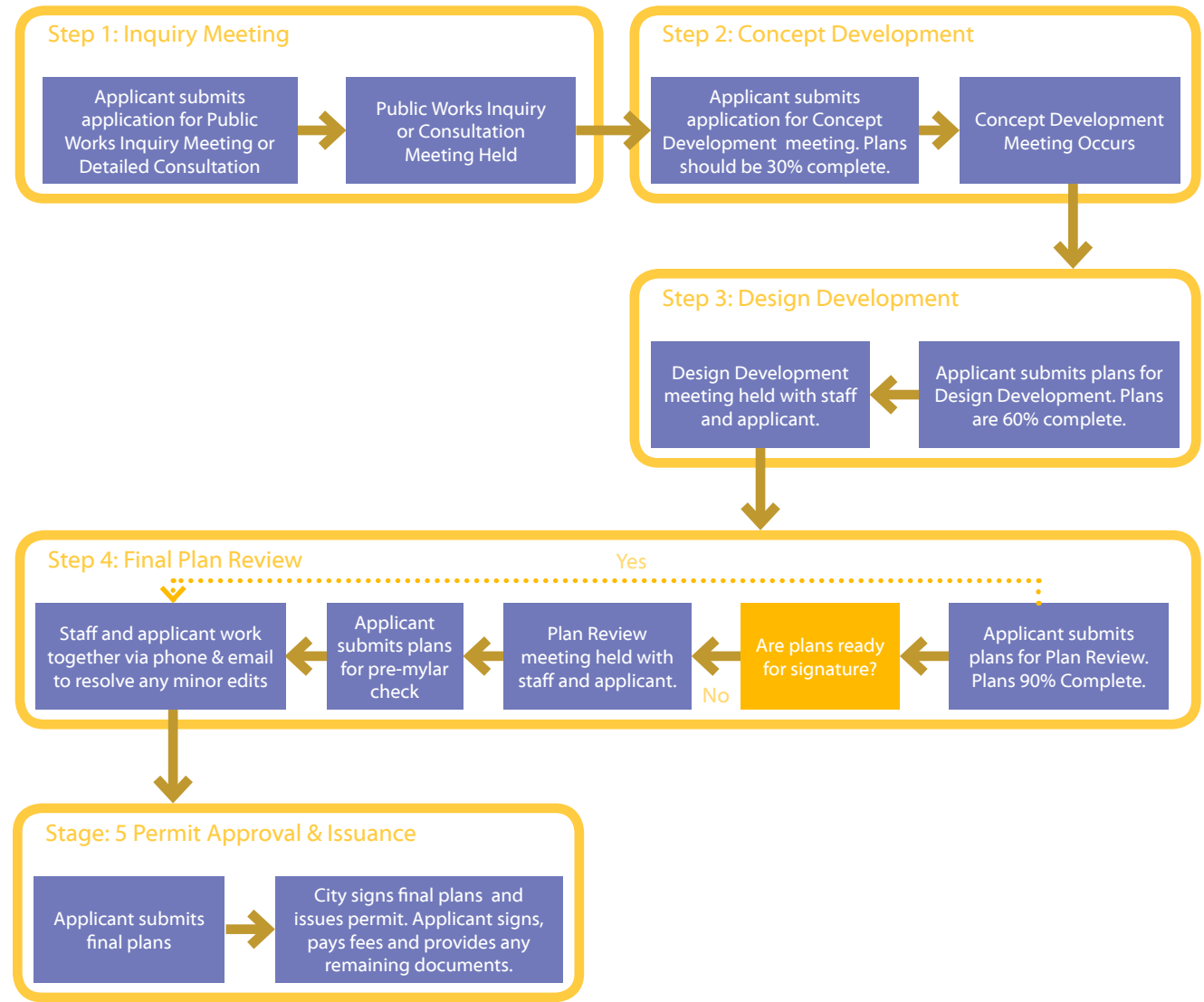
If property owners want to do something slightly more complex than general maintenance and light gardening in their alley, PBOT requires you to go through a permitting process. The process is slightly different depending on what you want to do and may require the approval of additional agencies such as Bureau of Development Services or the Regional Arts and Culture Council. Whether it be planting a tree, painting a mural, installing a sidewalk café or holding a party in the alley though, the permitting process for all these improvements is relatively straight-forward, low-cost and requires zero to minimal engineering and design expertise.



Alley Improvement Options: Improved Alley May or May Not Be Adopted by City for Maintenance (Moderate Difficulty)

3.) Major And/Or Permanent Improvements

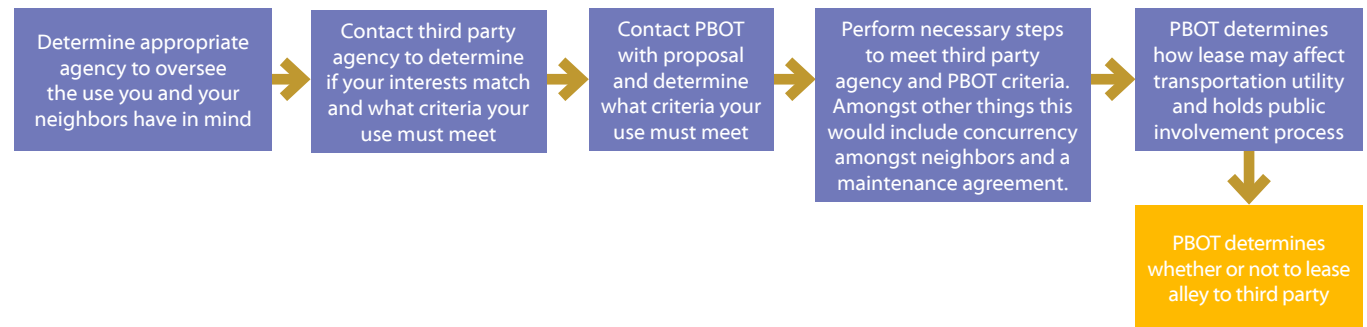
If you want to resurface your alley, install extensive street lighting, or perform other changes to your alley that have a high degree of permanence, you will need to go through the public works permitting process. Portland's public works permitting agencies are the Bureaus of Environmental Services, Transportation and Water. These agencies will also work closely with the Parks Bureau, Fire Bureau and Bureau of Development Services to complete a comprehensive review of your request. In most cases, the City would adopt these improvements for maintenance but alleys present unique challenges that call for unique solutions. Due to this, the City may allow major improvements to be made that are not strictly built to city standards. In these cases, maintenance would remain the responsibility of residents.



Alley Improvement Options: City Turns Over Alley & Maintenance To Residents / Third Party (Highest Difficulty)

4.) Lease Alley To Third Party

You may be able to request that PBOT lease the alley to another agency that would be more suitable for overseeing the uses and improvements you and your neighbors have in mind. An example of when this may be appropriate would be if you and your neighbors wanted to place a community garden in your alley. The process for this option will vary greatly depending on the third party, but in general PBOT will require a maintenance contract, full concurrency from neighbors along the alleys and will need to hold some type of public involvement process. PBOT will also need to determine whether or not the proposed leasing agreement will negatively affect transportation utility. This process will vary depending on the case but below is a rough estimation of what the process may look like.



5.) City Vacates Alley

Residents could go through this process if they wanted to return the ownership of the alley to private parties - most often, but not always the abutting property owners. This process could also turn ownership over to a Neighborhood Association or Community Organization. With this process, PBOT gives up all ownership and regulation rights over the alley. Community members should be warned though, this process requires significant work on the part of the applicant and can be a very costly and time consuming process. In addition, this problem is complex and controversial. Streets are not vacated on PBOT's recommendations alone but require City Council to hold a public hearing. Anyone can attend and contest the proposed vacation and applicants are not guaranteed that this process will result in a vacation.

1.) Preliminary Investigation

- Check with the Multnomah County Cartographer's Office to see who ownership will be returned to if alley is vacated.
- Check with your neighbors. Who will be affected if alley is vacated? Is everyone in agreement and willing to sign a petition?
- Check with other agencies. Are there any utilities or other public uses of the alley that would make it difficult, costly or impossible to vacate?

2.) File A Petition

- City staff sends this to you with instruction to do the following:
- Collect signatures for 100% of property owners along alley
 - Submit petition and associated non-refundable fee to City Auditor

3.) Formal Investigation

- **Is there a public need for the right-of-way?**
- City Bureaus and other government agencies, Planning Commission, utility companies and neighborhood associations all weight in on why or why not alley should be vacated
- City Engineer summarizes responses in report and makes recommendation to City Council (copy of report is sent to applicant who can choose whether or not to move forward at this time)

4.) Public Hearing

- City Council holds a public hearing where anyone can attend and comment. Based on this testimony and PBOT's recommendation, Council makes a decision

5.) Preparing & Recording The Ordinance

- If vacation is approved, the City prepares an ordinance to vacate the alley.
- There is a 30 day waiting period upon which the City records the ordinance in the County Deed Records. The property is added to the County tax assessment rolls.

Index

This index is broken into two sections:

The **strategies** have been divided into what part of the alley they seek to improve and is based on the **Diagram of a General Alley** in the Step-By-Step Guide: Fences/Walls, Surface, Lighting, and Activities.

The **rest of the materials** before the strategies are provided in alphabetical order along with page numbers in the standard fashion of most indexes.

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