



CITY OF West Linn

ADOPT-A-STREET PROGRAM ADMINISTRATIVE POLICY

PURPOSE

The purpose of this program is to provide residents of West Linn an opportunity to control litter, beautify and clean street sides and improve the appearance of the City street system. This program is intended to encourage and facilitate involvement of volunteer groups in litter clean-up work and each group adopting a specific section of street. This program shall be called the City of West Linn Adopt-A-Street Program.

STATEMENT OF NONDISCRIMINATION

The City of West Linn Street Division shall not discriminate against or deny any applicant or member of an applicant group, permission to participate in the program because of race, color, handicap, creed, sex, gender, national origin, religion, familial status, or marital status.

SCOPE

Any person as defined under Definitions below may adopt a street section within the City limits for the purpose of picking up and removing litter, trash, or debris from a City street right-of-way. Adopt-A-Street is a one-time or two-year commitment which entails picking up and removing litter, trash, or debris from a city street right-of-way within the City limits.

DEFINITIONS

- **Applicant** is defined as the organization, group, individual, or person adopting the section of street.
- **Department** is the City of West Linn Street Division.
- **Director** is the City of West Linn Street Division or the authorized designee.
- **Participant** is defined as an individual or member of an applicant organization performing work on the street under this program.
- **Person** is defined as including individuals, corporations, associations, firms, partnerships and joint stock companies, and members or community nonprofit organizations.
- **Representative** is defined as the individual chosen by an applicant organization to represent the group.
- **Program** is defined as the City of West Linn Adopt-A-Street Program.



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APPLICATION

- The applicant's representative shall apply in writing to the Department by completing the City of West Linn Adopt-A-Street Application/Permit form.
- The applicant shall agree to pick up litter according to their commitment option. The Director may modify (increase or decrease) the number of clean-ups listed in the permit subject to the condition and appearance of the street.
- A signed and completed release of liability form is required by each participant for each clean-up and before commencing work releasing and holding harmless the City of West Linn and its agents from all liability to the Department is required before every clean-up and before commencing work.
- The applicant agrees to obtain and submit a waiver of liability completed by each participant to the Department for each clean-up and prior to commencing work, releasing, and holding harmless the City of West Linn and its agents from all liability.
- The applicant shall obtain and submit to the Department for each clean-up prior to commencing work, for minor participants between the ages of 12-18, a waiver of liability signed by the parent or guardian, releasing and holding the City of West Linn and its agents from all liability and is required before each clean-up and before commencing work.
- Each participant shall be required to comply with, and abide by, all laws, rules and regulation relating to safety and use of the street and such other terms and conditions as may be required by the Department for special conditions on a particular adopted street section.
- The Department shall determine which streets or sections of street to assign to each applicant. The applicant may request a particular section of street, but the Department will ultimately make the decision.
- Individual participants or applicants may be excluded from participation in the program, or the permit cancelled at the discretion of the Director for violations of this section.

PERMIT ISSUANCE

Upon successful application, the Transportation Manager will issue a permit to qualifying applicants.

The Transportation Department will evaluate the merits of the application to assess permit issuance to include but not be limited to the following criteria:

- The number of individuals to participate.
- The amount of adult supervision being provided for groups involving minors.



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- The attendance by the individual participants at safety meetings as may be required by the Department.
- The section of street being requested by applicant group or individuals.
- Past performance by the applicant.
- The permit shall set forth the following:
 - Identification of the designated section of street.
 - The applicant may request a specific section of street it desires to adopt; however, the final assignment shall be at the discretion of the Director.
 - Specification on the duties of the applicant.
 - Specification of the responsibilities of the applicant.
 - Duration of the agreement.
 - Specification of the duties and responsibilities of the Department.

The permit is only applicable to the named applicant. The permit may not be subcontracted or assigned to any other person. The work shall be accomplished by the named applicant permit holder and in accordance with the terms and conditions on the permit.

DUTIES OF PARTICIPANTS

- The Participants shall pick up litter on the designated and assigned streets.
- The Participants shall pick up litter according to their commitment option. All activities shall take place during daylight hours.
- The Participants shall select dates for litter pick up in advance and inform the Department of pick-up dates. The litter pick up dates are subject to approval of the Department.
- The participant shall confine the clean-up work to the area between the edge of the traveled portion of the street and the right-of-way boundary. Participants shall pick up litter or perform any landscape activities in the street median unless specifically permitted.
- Participants shall not perform any work in the traveled portion of any street.
- Participants shall place all litter in trash bags. Participants shall leave the trash bags and any bulky items along the shoulder or in the ditch away from the travel portion of the street.
- Participants shall conduct safety training for all participants prior to commencement work and shall review safe work practices with all participants prior to every work session.
- Participants shall install temporary traffic warning signs and devices as required by the Department and specified in the permit prior to commencement of work.



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- Participants shall provide adequate adult supervision for all participants less than 18 years of age. No person under 12 years of age shall be allowed to participate.
- The representative shall obtain and submit an Adopt-A-Street Equipment Sign-out form prior to commencing work.
- The representative shall pick up and return all equipment or supplies borrowed from the Department during regular business hours within one week of their use.
- The participants shall not remove any material that might be hazardous, including hypodermic needles, hazardous chemicals, batteries, or items too heavy to be moved by hand. The location of these hazardous or heavy materials shall be reported to the Department.
- The participants are responsible for appointing or selecting a representative. The representative shall ensure compliance with safety procedures, proper participant clothing which includes, work gloves, appropriate shoes, light colored clothing, long pants, long sleeved shirts, hat and if applicable, rain gear, insect repellent and sunscreen. The representative shall also ensure that participant vehicles be parked off the traveled portion of the street at a safe location, provide a first-aid kit, adequate drinking water and arrange transportation to and from the work site.

DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT

- The Department shall furnish work area warning signs, trash bags, reflective vest, and safety awareness information for applicant safety meetings.
- The Department may furnish and install two (2) acknowledgement signs, one at each end of the adopted street section with the applicant's name or acronym displayed. If the Department determines that the signs would create an unsafe condition for persons using the street, it may choose not to install the signs. The signs will be removed when the permit is cancelled or terminated.
- The Department will remove the filled bags from the street for disposal and pay for the cost of disposal. The Department will remove landscaping debris if it is bagged and/or piled at a location as directed by the Department.
- The Department will arrange for removal of large, heavy, or hazardous material and hypodermic needles from the adopted street section.
- The Department will assign a suitable street site for adoption. The Department may refuse to assign a particular street section and its discretion.
- The Department will inspect all requested adoption sites to evaluate sight distance, vehicle speeds, traffic volumes, and adequate shoulder width. The Oregon City Street Division retains the right to deny any site for adoption.



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SIGNATURE STANDARDS

- Signs may be installed only for Applicants who commit to two (2) or more years of clean-up efforts and Adopt-A-Street or combination of streets that is a minimum of one (1) mile in length.
- Signs will be of standard size.
- Signs will be installed in accordance with City sight distance standards. No signs will be installed if it obstructs the visibility of motorists or pedestrians or creates a safety hazard.
- Signs will be standardized with the program sign placed above recognition sign and reads as follows:
 - Top sign recognizing the Program. (measurement: 24 inches x 18 inches) **“CITY OF WEST LINN ADOPT-A-STREET”**
 - Bottom sign recognizing the Applicant. (measurement: 18 inches x 6 inches) **“APPLICANT NAME, INITIALS, OR ACRONYM”**
- Signs with any special logo, graphics or artwork requested by the applicant must be submitted to the Department for approval. The extra cost of preparing said sign shall be paid by the applicant.
- Business names should be in the same format as the local telephone directory.
- The Department reserves the right to refuse any wording that might confuse the public or be obscene.
- Signs will be installed by the Department as time and materials are available in accordance with this section.
- Signs will be removed by the Department upon the expiration of the permit or upon failure of the group to comply with these procedures or the conditions of the permit.

REVOCACTION OF A PERMIT

- The Department reserves the right to revoke any issued permit for any violations of these procedures, the conditions of the permit or Oregon Law.
- The Department reserves the right to revoke any issued permit for any unsafe, hazardous, or unlawful activity by any participant or group.
- The Director may request information of the applicant such as Bylaws, Articles of Incorporation, or any other similar information to evaluate the applicant. Failure to supply such information upon request may be grounds for denial of the permit.
- The Department shall issue the cancellation in writing to the permit holder. The cancellation is effective immediately upon mailing.
- The applicant may cancel the permit with thirty (30) days written notice to the Department.



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RENEWAL OF PERMIT

- The applicant has the option of renewing the permit for subsequent terms subject to the approval of the Department.
- A new permit with all the relevant terms and conditions shall be issued upon receipt of a written request for renewal.

CANCELLATION OF PROGRAM

- The Department may cancel, alter, or modify this program or any permit without further notice.
- The Department shall notify in writing any applicant of any changes affecting the scope of requirement of issued permits.