

# Placement Guidelines for Drop Boxes or Pods

Whenever possible, drop boxes, moving pods, or similar portable containers should be placed on private property. You should only place a container in the public right-of-way when placement on private property is infeasible.

**Troutdale Municipal Code 10.36.030** - Drop boxes and storage containers.

A. No person shall store or deliver a drop box or other storage container in the public right -of -way for more than four consecutive hours without a valid permit from the city. You can apply for permit through the **City's Citizen Self Service Portal**.

B. No person shall store or deliver a drop box or other storage container in the public right -of -way when:

1. The drop box or storage container blocks, impedes or interferes with the vision or normal flow of vehicular, bicycle or pedestrian traffic on public or private streets or sidewalks;
2. The drop box or storage container is located in the public right -of -way other than where parking is allowed;
3. The drop box or storage container is on a street, public or private parking lot, or other area designated as an area where immediate access may be needed by the fire department or the police department and their respective equipment;
4. The drop box or storage container is on a street where snow removal equipment will soon clear the street and removal of the drop box or storage container is reasonably necessary in order to clear the street;
5. The drop box or storage container blocks or is within ten feet of a fire hydrant;
6. The drop box or storage container does not have a minimum of one square foot of reflective material on each corner next to traffic;
7. The drop box or storage container exceeds twenty and one -half feet in length and eight feet in width; or
8. The drop box or storage container leaks.

C. The owner of the drop box or other large storage container and the property owner shall make every effort to place the drop box or storage container on private property prior to placement in the public right -of -way.

D. A drop box or storage container in violation of this section may be impounded as provided in **TMC 10.38**.

Ord. No. 852, § 1(Att. A), 5 -28 -2019;

Ord. No. 857, § 1(Att. A), 5 -26 -2020;

Ord. No. 867, § 1(Att. A), 6 - 8 -2021

## Additional Guidelines

- Container shall not be placed within 10 feet of a fire hydrant or within 20 feet of a marked or unmarked crosswalk, shall not impinge upon any neighboring driveway, shall not impede access to any mailbox, shall not obscure any traffic control device/ sign and shall not be placed within a curb return at any intersection.
- Place the container in the parking lane as close as possible to the curb, not greater than 12 inches from the curb.
- Container shall project into the street no more than 8 feet from the face of the curb.
- Protect pavement surfaces from damage. If container has metal feet, set on planks or rubber footings to protect pavement surface. Take all necessary precautions to ensure no damage occurs to the public street from placement or removal of the container. Any damage shall be repaired at the user's expense.
- Users and their contractors are strongly encouraged to recycle waste and debris. Refer to [Metro's Construction Salvage and Recycling Toolkit](#) for more information on construction/ demolition waste recycling and a directory of recyclers.
- All disturbed areas and/or damaged facilities resulting from the container, including any underground facilities, sidewalk, curb, gutter, driveways, pavement and landscaping, are to be replaced in kind and restored to their pre-existing condition. Such repairs may require a written permit issued by the City.
- User will ensure that the container's contents are not susceptible to wind-blown transport and shall take measures as necessary to secure contents against same. User shall be responsible for collecting and disposing any material that escapes the container.
- User shall keep all areas of the public right-of-way in the vicinity of the container free of trash and debris and maintain the container in a clean, sanitary condition.
- User is advised and encouraged to photo document the placement and removal of the container, with date stamps encoded.
- Protect existing trees, including tree canopies, during placement and removal. If damage occurs to trees, contact Parks and Facilities at 503-665-5175 for corrective measures.

## Supporting Documents

Brochure: Placement Guidelines for Drop Boxes or Pods 704.65 KB