

**From:** Jean Fraser  
**To:** Veroneau, Vin  
**CC:** Andrews, Deb; Errico, Thomas; Schmuckal, Marge  
**Date:** 8/25/2014 3:50 PM  
**Subject:** Signage permits at Marriott Courtyard  
**Attachments:** Permitting process note for Vin 321 Commercial - Copy.pdf; Signage & Wayfinding Plan Marriot Portland 05-12-14.pdf

Vin

I attach the permitting note which must be considered "guidance" at this stage without a specific plan and without specific sign designs and sizes; its based on some further discussions with all reviewers including Marge Schmuckal, Zoning Administrator. It reflects ordinance text that distinguishes between signs on private land vs ROW, content, and has a specific section for "portable".

As we indicated at the site meeting, the overall concept appears acceptable subject to the resolution of some details and Marge's final "determination" re the sign ordinance requirements.

In summary, you clearly need a sign permit for the banners in Foundry Lane that have a "commercial" content eg "Marriott". The ordinance does say banners do not need a permit in this location, subject to their content not being commercial signage (and where it is commercial signage it gets added in to the total allowable for the site). All those along Foundry Lane potentially also have a directional/historic contribution and this will be a factor if they need to be reviewed under Site Plan.

The valet parking "portable" sign also definitely needs a permit and a license (details on the attached table).

Any on the light columns that say "Foundry Lane" in the ROW will probably be OK as these are in many places in Portland and these are in lieu of a street sign so are "directional" and would be considered to be put up on behalf of the City (but I will need to get DPS more involved- but first need size and design and mounting height; also Deb was going to send you some dates and you might run the banner content by her so it has historical accuracy).

You will see I have indicated staff support as discussed on site (I have cc'd this to all of my colleagues)

I suggest that you submit a sign permit to Marge Schmuckal, Zoning Administrator (copy to me so I can liaise with Marge and keep Tom and Deb in the loop) that includes:

1. The revised plan that is similar to attached, including the "portable" sign for the valet parking and all signs in Foundry Lane and abutting ROW areas
2. A table of the sizes and designs/wording of the banners cross-referenced to the plan
3. Copy of my table as background for reviewers

Hope this is helpful.

thank you  
Jean

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