

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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ZONE C, D & E Homestead Neighborhood SUPPLEMENTAL PLAN DESCRIPTION

SPD 1 General

SPD 1(a) These are the policies which guide the issuance and use of Homestead (Zone C, D & E) Area Parking Permits as approved by the members of the Homestead Area Parking Panel.

Any appeals for special exceptions are to be put in writing to the Homestead Area Parking Panel, c/o APPP Administrator, Parking Operations Group, 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204-1969. The Area Parking Panel will respond to any written requests.

SPD 1(b) The permit program shall operate Monday through Friday, 7 a.m. to 6 p.m. with a 2-hour visitor limit, year-round, with the exceptions of City and State employee holidays.

The Homestead Neighborhood Association will appoint the APPP Area Parking Committee.

Requests for information regarding program operation should be directed as follows:

Parking Enforcement (503-823-5195) (Monday - Saturday 7 AM - 5 PM)

Explanation of citations issued

Request for enforcement

Program Administrator (503-823-2777) (Monday - Friday 8 AM - 5 PM)

Explanation of program process and procedures

Comments concerning program design

Appeals for special cases

Reports of program abusers

Instructions on how to purchase permits

Descriptions of acceptable identification materials

Abandoned Auto (503-823-6814)
Report abandoned vehicles

SPD 2 Residential Permits

The following policies guide the issuance and usage of resident permits:

1. The license number for the permit must match the license number on the vehicle. If the vehicle is sold, demolished or has a change of license number (resident must provide a copy of the new vehicle registration), the permit holder may replace the permit through the online system. Any vehicle(s) license plates not approved within the online system are subject to citation. The permit year for a residential virtual permit is one year from the date of purchase
2. Permits are the property of the City of Portland. Applicants shall agree to the following terms and conditions located on our webpage <https://www.portland.gov/sites/default/files/2020-09/terms-and-conditions-online-permits.pdf>.

SPD 3 Guest Permits

SPD 3(a)

The following policies guide the issuance and use of daily (virtual) guest permits in **Zone C**:

1. Area city-licensed businesses and residents may apply for daily guest permits. Each address (including fraternity, sorority, or other communal living) will be eligible to purchase a maximum of 6 (six) "books" of 10 (ten) daily permits.
2. For the purposes of maintenance and operation of their property, nonresident owners of property in Zone C will be eligible to purchase 1 (one) "book" of 10 (ten) daily permits.
3. All daily permit holders must follow all rules in Title 16. (Portland.gov/code/16)
4. The permit holder may only assign the daily permit(s) to a guest's vehicle for use while its occupants are actually visiting the permit holder's address.
5. The following limitations apply to all daily guest permits:
 - a. The permit holder may input any vehicle's license plate number into the online system while its occupants are actually visiting the permit holder's address.

Vehicles with virtual daily guest permits and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.

- b. The Program Administrator will notify vehicle owners and the permit holder of alleged improper use. The permit holder and the vehicle owner must provide a written explanation within ten days. If no explanation is received, or the explanation is unsatisfactory, the guest permit shall be canceled, with notice to the permit holder, and any vehicle found using the permit shall be subject to improper use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(E)).
6. Daily guest permit license plates will be managed by the permit holder. Any vehicle without a valid license plate in the online system during program hours is subject to citation.
7. Visit [Portland.gov/zoneparking](https://www.portland.gov/zoneparking) to apply. Watch video tutorials of the online system at <https://www.portland.gov/transportation/parking/appp-info/online-application#toc-watch-video-tutorials-of-the-online-system>

SPD 3(b)

The following policies guide the issuance and usage of guest permits in **Zones D and E**:

1. Area City-licensed businesses may be issued one annual guest permit per permit year.
2. Each residential address may purchase one annual guest permit per permit year.
3. Each fraternity or sorority or similar communal living facility shall be entitled to purchase one annual guest permit, as with any other single unit dwelling.
4. The following limitations apply to all guest permits:
 - a. The permit holder may input any vehicle's license plate number into the online system while its occupants are actually visiting the permit holder's address. Vehicles with virtual guest permits and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.
 - b. The Program Administrator will notify vehicle owners and the permit holder of alleged improper use. The permit holder and the vehicle owner must

provide a written explanation within ten days. If no explanation is received, or the explanation is unsatisfactory, the guest permit shall be canceled, with notice to the permit holder, and any vehicle found using the permit shall be subject to improper use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(E)).

5. Guest permit license plates will be managed by the permit holder. Any vehicle without a valid license plate in the online system during program hours is subject to citation.
6. Visit [Portland.gov/zoneparking](https://www.portland.gov/zoneparking) to apply. Watch video tutorials of the online system at <https://www.portland.gov/transportation/parking/appp-info/online-application#toc-watch-video-tutorials-of-the-online-system>

SPD 4 Business Permits

SPD 4(a)

The following policies guide the issuance and usage of permits to area businesses in **Zone C**:

1. No more than one (1) business permit shall be issued per City-licensed business address in Zone C. No business permits shall be issued at any address in Zone C where one or more resident permits has been issued (See SPD 2)
2. City-licensed businesses in Zone C wishing to obtain a business permit must apply as noted in 4(b) 9 and 10 below.
3. Nonresident owners and Bed & Breakfast/Guesthouses in Zone C are not eligible for business permits in Zone C. They are eligible to use resident permits and daily guest permits.
4. A hardship exception to the issuance of business permits may be applied for as follows:
 - a. Applicant with caregiver providing medical or childcare needs may qualify for an exception
 - b. Applications for limit exceptions must be sent to Homestead Area Parking Committee, c/o APPP Administrator, Parking Operations 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204
 - c. Exception requests must include:
 - i. A detailed description of the need for one business permit for a caregiver
 - ii. Proof of caregiver providing services, example: receipt from the caregiver's company or contract between caregiver and resident

SPD 4(b)

The following policies guide the issuance and usage of permits to area businesses in **Zones D and E**:

1. The following shall be considered eligible to apply for business permits within Zone D and E permit areas:
 - a. Nonresident property owners (who need present only a deed, tax statement or utility bill).
 - b. Bed-and-breakfast/guest house proprietors.
 - c. Other businesses operating from commercially zoned properties platted within the permit area.
 - d. Permits will be issued only to employees that work at the address, within the boundaries of the program, during program hours.
2. Business permits are issued based on the following information:
 - a. At the time each area business applies for permits for program years beginning on or after September 1, it shall present enough information as requested by the Program Administrator to establish its maximum annual allotment of permits. The Program Year for Homestead Zones D and E Business Parking Permits shall be October 1st thru September 30th.
 - b. The number of worker permits issued to a business is calculated from the employee roster information submitted by the business owner or authorized representative. They must include an employee roster showing number of hours per employee per week. To know the total allotment, calculate the following:
 - c. Total hours of full or part time workers (maximum 40 hours per employee per week) divided by 40. Multiply that number by .5 to determine total allotment. If the final number is uneven, round up to the next number.
3. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of permits must write a letter of request to the Area Parking **Panel**, c/o Program Administrator, Parking Operations Group, 1120 S.W. 5th Ave., Room 1331, Portland, OR 97204. The Program Administrator will

review the request with the Area Parking Committee and reply to the applicant within four weeks of any written request.

4. It shall be the responsibility of the area business, as the permit holder, to supervise the assignment and use of permits issued to it. Permits are issued to the business not to individual employees.
5. Each business is responsible for assigning use of permits among employees, clients, or suppliers for the sole purpose of conducting business at the establishment. Reports of improper use by vehicles bearing permits registered to a business will be treated as follows:
 - a. The business will be notified of the alleged improper use and will be given ten days to respond in writing to the Program Administrator.
 - b. If no response is received within ten days, the permit shall be cancelled, and any vehicle(s) found using that permit shall be cited for improper use.
 - c. The Program Administrator shall decide when the business has presented sufficient proof of legitimate use. When the Program Administrator is not satisfied as to the use of the permit, they shall cancel the permit and notify the business of that action and the vehicle(s) are subject to citation for improper use.
6. Any vehicle(s) without a valid license plate in the online system during program hours is subject to citation.
7. Guest Houses or other temporary lodging units in Zones D & E shall be allowed to purchase business permits as follows:
 - a. For owners and residents, one permit for each person who can demonstrate residence with the standard form of proof.
 - b. For other employees, according to the business formula and procedures in SPD 4(b) 2
 - c. For guest rooms or units, the allotment will be determined at one guest permit per unit. The number of units shall be demonstrated by presentation of printed or online sales literature. A site visit may be made to determine off-street parking available and the number of off-street spaces will be subtracted from the number of units to determine the allotment.

8. For any permit year, the business permits shall be the vehicle's license plate.
9. Each business shall apply for permit(s) as follows:
 - a. Fill out the business application in its entirety. (<https://www.portland.gov/transportation/parking/appp-info/online-application#toc-how-to-apply-and-manage-your-parking-permits->)
 - b. Attach proof of current operation dated within thirty days (annual business license or tax statement may be included as proofs).
 - c. Attach employment documents as described in SPD 4(b) 2. (Except in Zone C.)
 - d. Include payment for the number of permits desired. (Limited to one in Zone C.)
 - e. Submit the information in the online system or by mail.
 - f. Program staff shall review the documentation and approve the permit for payment. Upon payment, the virtual permit is active.
10. Each business shall agree to the condition within the application, that they may not sell off-street parking to non-employees when such sales displace employees, requiring them to park on neighborhood streets. If a business is found doing this, they will be notified of the abuse and the permits will be canceled for the remainder of the program year.