

PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave., Suite 800 Portland, OR 97204 503-823-5185
Fax 503-823-7576 TTY 503-823-6868 www.portlandoregon.gov/transportation

ZONE G & Zone N Central Eastside District SUPPLEMENTAL PLAN DESCRIPTION

SPD 1 These are the policies which guide the issuance and use of Central Eastside District (Zone G & Zone N) Area Parking Permits as approved by the members of the Transportation and Parking Advisory Committee.

Any appeals for special exceptions are to be put in writing to the Central Eastside Industrial Council Transportation and Parking Advisory Committee, c/o APPP Administrator, Parking Operations Group, 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204-1969. The Transportation & Parking Advisory Committee will respond to any written requests.

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

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 3 Zone G and N business permit allocation will be set at 70% FTE. Future permit issuance may be reduced based on data and best practices or managing the area. Similar reductions may apply for residents if future code allows for this. A maximum of 275 business permits per business. The permit fee is \$377.50 per permit for the 2023-2024 permit year, of which \$82.50 is the base fee and \$295 is surcharge fee. Residents may qualify for a reduced permit fee based on financial hardship or reduced income. The Program Administrator has the authority to cancel or revoke permits at any time due to improper usage.

SPD 3 (a) The following policies guide the issuance and usage of permits to area businesses:

1. The following shall be considered eligible to apply for business permits within the Central Eastside District permit area:
 - a. Nonresident property owners (who need present only a deed, tax statement or utility bill).
 - b. Other businesses operating within the permit area.
 - c. Permits will be issued only to employees that work at the address, within the boundaries of the program, during program hours. This does not include students and volunteers.
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 May 1, it shall present enough information as requested by the Program Administrator to establish its maximum annual allotment of permits. The Program Year for Central Eastside District Zone G and Zone N Business Parking Permits shall be May 1st thru April 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 .7 to determine total allotment. If the final number is uneven, round up to the next number.
 - d. The maximum number of business permits per business is 275 permits per permit year.
 - e. In Zone N the total number of permits allowed are capped by the previous year's number of permits that were allocated. Zone N permit eligibility in permit year 2023-2024 will be based on permits issued in 2019-2020.
- 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 Committee, 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 Transportation & Parking Advisory Committee and reply to the applicant within four weeks of any written request.
 - 4. Permits are issued to businesses not to individual employees. It shall be the responsibility of the area business, as the permit holder, to supervise the assignment and use of permits issued to it.
 - 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. Businesses are responsible for managing the license plates of purchased permits at all times during the course of the permit year. Any vehicle(s) without a valid license plate in the online system during program hours is subject to citation.
7. For any permit year, the business permits shall be the vehicle's license plate.
8. Each business shall apply for permit(s) as follows:
 - a. Fill out the business application in its entirety.
 - 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 3(a).
 - d. Include payment for the number of permits desired.
 - 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.
9. 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.

SPD 3 (b) The following policies guide the issuance and usage of daily permits:

1. Area businesses and residents may apply for a maximum of 10 books of daily guest permits per permit year per address.
2. Hostels and bed-and-breakfast/guest host proprietors (e.g. Airbnb) may apply for up to 10 books of daily guest permits per permit year per address. The daily guest permits are available for customer allocation.
3. All daily permit holders must follow all rules in Title 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.

SPD 3 (c) 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. In Zone N the total number of permits allowed are capped by the previous year's number of permits that were allocated. Zone N permit eligibility in permit year 2023-2024 will be based on permits issued in 2019-2020.

3. Sororities and fraternities and other similar communal living units shall qualify for resident permits as follows:
 - a. The living unit will appoint one person as liaison to the Program Administrator. This person shall gather needed documents and be the sole spokesperson for the unit in obtaining permits.
 - b. The liaison shall present the proper proof of residence for each resident in order to prove current number of residents.
 - c. All new residential permit requests shall require new proofs. Former residents' permits will then be declared void and cancelled and hence subject to citation.

4. 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 (d) The following policies guide the issuance of Transportation Wallets:

- Current residential permit holders who choose not to renew their permits can opt to receive a Transportation Wallet.

- If a business chooses to not purchase parking permits that they are eligible for, they may order free Transportation Wallets for their employees. There is no limit to the number of eligible permit opt-outs.
- Employers can receive a FREE Transportation Wallet for each parking permit not renewed.

SPD 4

The permit restrictions are the following:

Nontransferable

- Zone N and G permits will remain nontransferable from one permit holder to another. Since the permit is issued to the tenants and not the building owner, the sale of a building will not impact the building tenant from receiving their Zone N historically pre-qualified permits as long as the tenant remains at the same address.

Attrition

- As permit stalls are replaced with time stays or meters following best practices for managing the parking system, both Zone N and G permit parking spaces will experience attrition. PBOT will conduct occupancy counts of the on-street system and determine blocks that will shift from permit to time stay or meters. Although no sunset date has been set for either zone it is anticipated there will be substantially reduced parking available for permits over the next three years. The TPAC, PBOT, and CEIC will review the permit system annually to determine what actions will be necessary to address parking needs district-wide including sun setting the permit system.

SPD 5

The following policies guide the issuance and usage of historically pre-qualifying:

- No new Zone N permits will be issued.
- Zone N permits may only be renewed for residents and employers that bought permits the previous year. Zone N permit eligibility in permit year 2023-2024 will be based on permits issued in 2019-2020.
- Zone N permits are nontransferable from tenants or building owners.
- If a permit is not renewed, the applicant may not apply for a permit at a later time. Due to the COVID-19 pandemic, Zone N permits not renewed during the 2019/2020 and 2020/2021 permit year will be eligible for renewal in the future year.

- Zone N and Zone G permits may be used to park in either permit zone area.
- Due to the COVID-19 Pandemic in the spring of 2020, Zone N permits not renewed during the 2021-2022 permit year will be eligible for renewal the following year, Zone N permit eligibility in permit year 2023-2024 will be based on permits issued in 2019-2020.