



PORTLAND BUREAU OF TRANSPORTATION

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## **ZONE M Northwest District SUPPLEMENTAL PLAN DESCRIPTION**

**SPD 1** These are the policies which guide the issuance and use of Northwest (Zone M) Area Parking Permits as approved by the members of the Northwest Parking District Stakeholder Advisory Committee (NW SAC).

Any appeals for special exceptions are to be put in writing to the Northwest District Stakeholder Advisory Committee, c/o NW Parking District Liaison, Parking Operations Group, 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204-1969. The NW SAC will respond to any written requests.

**SPD 2** The permit programs shall operate Monday through Saturday, 9 a.m. to 7 p.m. with a 2 or 4-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)

Explanation of citations issued

Request for enforcement

Program Administrator (503-823-2777)

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 (503-823-7309)

Report abandoned vehicles

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 Northwest 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 businesses for 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 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 the Northwest District Zone M Business Parking Permits shall be September 1st thru August 31st.
  - 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. Business permits will be limited to 80% FTE. Total hours of full or part time workers (maximum 40 hours per employee per week) divided by 40. Multiply that number by 0.8 to determine total allotment. If the final number is not a whole number, round up to the next number.
3. Business permits will be \$202.50 per permit for 2023-2024.

4. Businesses requesting more than 30 permits must complete a mandatory survey on their transportation demand and parking management practices.
5. Any business may request a hardship exception to purchase more than 50 permits (please see the appeals information in SPD 1). Upon meeting with the NW SAC, any additional permits approved for purchase over the first 50 will be \$397.50 per permit.
6. 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.
7. 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.
8. Businesses are responsible for managing the license plate numbers of purchased permits at all times during the course of the permit year. Any vehicle(s) without a valid license plate number in the online system during program hours is subject to citation.

9. For any permit year, the business permits shall be the vehicle's license plate.
10. Each business shall apply for permit(s) as follows:
  - a. Fill out the business application in its entirety.
  - b. Upload proof of current operation dated within thirty days (annual business license or tax statement may be included as proofs).
  - c. Upload employment documents as described in SPD 3(a).
  - d. Submit the information in the online system.
  - e. Program staff shall review the documentation and approve the permit for payment. Upon payment, the virtual permit is active.
11. 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 100 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 100 units 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 number 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. Limit of one permit per licensed driver, maximum of three permits per address.
2. Full price residential permit applicants must complete an off-street parking declaration form.
3. Resident Permit Reapplication
  - a. The number of resident permits allowed per address will be reduced by the number of off-street parking spaces, except for residents on reduced income and residents in Category A buildings that maintained an active permit initially issued before September 1, 2023. The calculation asks for the number of vehicles owned at the address and considers the number of off-street spaces available to that household to get the number of permits available. The final number determines the number of permits that household can purchase.

- b. Definition of off-street parking: An off-street parking space defined by the Portland Bureau of Transportation is at least 9 feet wide, 18 feet deep, paved and completely on private property accessed by a curb cut. An off-street parking space includes parking lots, parking structures, garages, carports, driveways with or without carports or garages, and any other reasonably usable parking space on private property.
- c. All addresses in buildings that received certificates of occupancy (CO) prior to August 7, 2013 are eligible for a minimum of one permit. The permit must be tied to one licensed driver.
- d. If an applicant has been historically prequalified, they can purchase more than 1 permit, at the following prices:
  - \$202.50 for first permit, \$397.50 for second permit, \$592.50 for each permit thereafter
- e. If a resident moves within Zone M during the permit year, they are not guaranteed a permit based on the building restrictions below\*.

#### 4. New Residents:

- a. The number of resident permits allowed per address will be reduced by the number of off-street parking spaces. The calculation asks for the number of vehicles owned at the address and considers the number of off-street spaces available to that household to get the number of permits available. The final number determines the number of permits that household can purchase.
- b. \*Permit restrictions are applied to buildings that received certificates of occupancy (CO) after August 7, 2013 in the following manner:
  - Buildings with CO prior to 08/07/2013 – no permit restrictions on building.
  - Buildings with CO between 08/07/13 or later – restricted to .3 permits per number of units in the building.

5. Residents apply for permits through the City. If the resident lives in a permit restricted building and there are no permits available, the resident may be added to a waiting list. Reapplications must be received prior to the expiration of the active permit, otherwise the customer will be added to a waitlist if the building is at capacity for issued permits.

6. Applicants shall agree to the following terms and conditions located on our webpage.

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.
- Businesses can receive free Transportation Wallets if they purchase fewer permits than what they are eligible to buy, up to 20 free transportation wallets.

SPD 4

The permit restrictions are the following:

1. Zone M permits are not allowed in the paid parking only areas. These pay to park only areas are primarily on and around NW 21<sup>st</sup> and NW 23<sup>rd</sup> and some future block faces on NW 18<sup>th</sup> and 19<sup>th</sup> from 9:00AM–7:00 PM on Monday–Saturday.