

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

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## ZONE F, H & I South Portland SUPPLEMENTAL PLAN DESCRIPTION

SPD 1 These are the policies which guide the issuance and use of South Portland (Zones F, H & I) Area Parking Permits as approved by the members of the South Portland Area Parking Panel.

Any appeals for special exceptions are to be put in writing to the South Portland 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 2 The permit programs shall operate Monday through Friday, with 2-hour visitor parking, 7 a.m. to 6 p.m. 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 Business Permits

SPD3(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 South Portland permit area:
  - 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 January 1, it shall present enough information as requested by the Program Administrator to establish its maximum annual allotment of permits. The Program Year for South Portland Zone F, H & I Business Parking Permits shall be January 1st thru December 31st.
  - b. The number of worker permits issued to a business is calculated from the payroll 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.
    - d. To determine the final allotment of permits, the number of off-street spaces will be subtracted from the number of permits allowed per address as indicated on the Supplemental Off Street Parking Declaration form of the application. A site visit may be made to verify off-street parking available.

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.
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. Guest Houses or other temporary lodging units 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 3(a)(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.
    - d. To determine the final allotment of permits, a site visit may be made, the number of off-street spaces will be subtracted from the number of permits allowed per address as indicated on the Supplemental Off-Street Parking Declaration form of the application.
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.
  - 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.
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.

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

1. Area businesses may be issued one guest permit per permit year.
2. Each residential address may purchase one guest permit per permit year.

3. Each fraternity or sorority or similar communal living facility shall be entitled to purchase one 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

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. To determine the final allotment of permits, a site visit may be made to determine off-street parking available. The number of off-street spaces will be subtracted from the number of permits allowed per address as indicated on the Supplemental Off-Street Parking Declaration form of the application.
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. 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 5(a)* The South Portland visitor time limit shall be one-hour or two-hours-designated by signage.

*SPD 5(b)* As the program expands, additional zones may be established.