



PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204

Main: 503-823-5185 TTY: 503-823-6868 Fax: 503-823-7576 Portland.gov/Transportation

Jo Ann Hardesty Commissioner Chris Warner Director

TO: Northwest Parking Stakeholder Advisory Committee
FROM: Rae-Leigh Stark, NW Parking Liaison
DATE: July 7, 2021
SUBJECT: Northwest Area Parking Permit Program – Business Hardship Process

Business permits

In May 2019, the NW Parking SAC recommended a maximum number of 50 permits issued to a business in Zone M. The .8 FTE (80%) ratio remains and no business may receive more than the .8 FTE number. Further, all businesses are limited to 100 daily permits per year. To accommodate larger businesses requesting more than 50 permits or more than 100 daily permits, there is an exceptions process. The process is as follows:

1. **Letter of request**--The Business requesting more than the maximum number of permits must write a letter of request that addresses the exception criteria outlined below. Email: Rae-Leigh.Stark@portlandoregon.gov
2. **Meeting with SAC members**—the business will meet with a SAC subcommittee after reviewing their TDM & Parking Management Survey responses. They will discuss if there are opportunities to further reduce demand for parking by their employees and potentially get support with the following:
 - a. Reduced cost Transportation Wallets
 - b. Outreach and encouragement program development
 - c. Free on-site bike parking
 - d. Additional daily guest passes
 - e. Advice on TDM Best practices

If the SAC and PBOT Staff determine that the business has done all it can using the TDM and parking management tools available, PBOT can issue additional parking permits to that business. Each permit over the maximum of 50, costs \$390. The exception process will determine a target mode split for that business in future years.

The exception criteria the SAC and PBOT staff will use to decide include:

- The type and nature of the businesses. E.g. are they providing a service people come to, or do they go to the clients? Do the employees need to come and go frequently or are they stationary at that location all day?
- The hours of operation. E.g. are the employees starting and ending when transit is operating?
- Home zip codes of employees commuting in. Are most of the employees commuting long distances from places not served by transit?
- The number of permits used at any given time.



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- Is there dedicated business off-street parking on or off-site?
 - a. If so, what is the number of off-street parking spaces reserved for customers only (if any)?
- If there is off-street provided to employees either on or off-site?
 - a. If so, do employees pay for that off-street parking or is it free to them?
- Are there financial incentives offered to employees to use transit, bicycle or carpool to get to work such as, subsidized TriMet passes, bike/walk bucks, or discounted carpool parking rates?
- Is there secure long-term bike parking on-site?
- Are there transportation options information provided to employees?
- Does the business or organization participate in any regional or citywide competitions such as the Drive Less Challenge or the Bike More Challenge?
- What is the goal for reducing drive alone trips and parking permit demand for next year?

If a business requests more permits the following year, the exceptions process will include a review of any new TDM strategies used to determine if they were helpful or not in meeting the mode split goals. PBOT and the NW SAC may require an employee commute survey in future years.