

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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To: Zone M Area Parking Permit Program businesses
From: Rae-Leigh Stark, NW Parking SAC Liaison
Date: July 12, 2023
Subject: Zone M Area Parking Permit Program – Business Hardship Process

Overview

In May 2019, the NW Parking District Stakeholder Advisory Committee recommended a maximum number of 50 permits issued to a business in Zone M. The 0.8 FTE (80%) ratio remains and no business may receive more than 0.8 permits per full time employee. Further, all businesses are limited to 100 daily permits each permit 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: NWParkingDistrict@portlandoregon.gov
2. Meeting with TDM (Transportation Demand Management) Subcommittee – The business will meet with the TDM 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 permits
 - e. Advice on TDM best practices

If the TDM subcommittee and PBOT staff determine that the business has done all it can to reduce demand for parking using the TDM and parking management tools available, PBOT can issue additional parking permits to that business, up to the 0.8 FTE permit ratio. Each additional permit over the maximum of 50 will cost \$397.50. The exception process will determine a target mode split goal for that business in future years.

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



- The type and nature of the business. E.g. are they providing a service people come to, or do they go to the clients? Do employees need to come and go frequently or are they stationary at the business location all day?
- The hours of operation. E.g. are the employees starting and ending their shift when transit is operating?
- Home zip codes of employees commuting in. Are most of the employees commuting long distances from areas not served by transit?
- The number of permits used at any given time.
- Is there dedicated business off-street parking on- or off-site?
 - If so, what is the number of off-street parking spaces reserved for customers only (if any)?
- Is there off-street parking provided to employees either on- or off-site?
 - 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 the following: subsidized TriMet passes, bike/walk bucks, or discounted carpool parking rates?
- Is there secure long-term bike parking on-site?
- Is information about transportation options provided to employees on a regular basis?
- Does the business or organization participate in any regional or citywide competitions such as the [Oregon Get There Challenge](#)?
- What is the goal for reducing drive alone trips and parking permit demand for the following year (after 2023)?

In future years, if a business requests more than 50 permits the exceptions process will include:

- An employee commute survey to determine employee commute mode split (how employees are getting to and from work).
 - Survey results will be used to set employee commute mode split goals.
 - The City has a goal of increasing the mode share of daily non-drive alone trips to 70% by 2035 for inner neighborhoods like NW.
 - TriMet can help administer and process commute survey at no cost. Call TriMet's Employer Services at 503-962-7670 or email employerprograms@trimet.org.
- A review of any TDM strategies used to determine if they were helpful in meeting the mode split goals.