

**ZONE M
NORTHWEST DISTRICT
SUPPLEMENTAL PLAN DESCRIPTION**

Effective September 21, 2016

SPD 1

These are the policies which guide the issuance and use of Northwest District (Zone M) APPP permits as approved by the members of the Northwest District Stakeholder Advisory Committee.

Any appeals for special exceptions are to be put in writing to the Northwest District Stakeholder Advisory Committee, c/o APPP Administrator, Bureau of Transportation, 1120 SW Fifth Ave, Room 800, Portland OR 97204. The Area Parking Committee will respond within three weeks of receipt of any requests.

SPD 2

The permit program shall operate Monday through Friday, 7 AM to 9 PM year-round with the exceptions of New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Requests for information regarding program operation should be directed as follows:

Parking Enforcement

Contact: (503) 823-5195

Availability: Monday – Saturday, 7 AM - 5 PM

Requests: Explanation of citations issued, Request for enforcement

Program Administrator

Contact: (503) 823-2777

Availability: Monday – Friday, 8 AM - 5 PM

Requests: 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

Contact: (503) 823-6814

Request: Report abandoned vehicles

The Program Year for the Northwest District area shall be September 1st through August 31st.

SPD 3

Permits are the property of the City of Portland. Zone M permits will be 100% FTE for 2016-17. The permit fee is \$60 per permit for 2016-17. In the event the permit fee increases, 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 Northwest District permit area:
 - a) Nonresident property owners
 - b) Other businesses operating within the district boundary
 - c) Permits will be issued only to employees that work at the address, this does not include students and volunteers
2. 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.
3. Each business is responsible for assigning use of permits among employees, clients, or suppliers for the sole purpose of conducting business at the establishment.
4. Business permits will not be replaced free under any circumstances.
5. A replacement business permit is \$15

SPD 3 (B)

The following policies guide the issuance and usage of resident permits:

1. The license number on the permit must match the license number on the vehicle.
2. 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. The permit will be assigned to that vehicle only and is not transferable.
 - d. Any mid-year requests for additional or replacement permits shall require new proofs.
3. A replacement resident permit is \$15

SPD 3 (C)

The following policies guide the issuance and usage of guest permits:

1. Area businesses may be issued one guest permit annually per address.
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 assign the permit to any vehicle for use while its occupants are actually visiting the permit holder's address.
 - b. The Program Administrator will notify vehicle owners and the permit holder of alleged improper use.
 - c. Guest permits will not be replaced free unless a defective guest permit is presented to the Program Administrator.
 5. A replacement guest permit is \$15
 6. Hostels and bed-and-breakfast/guest host proprietors (e.g. Airbnb) are allowed to utilize scratch-off permits for their customers but not business or resident permits. Hostels and bed-and-breakfast/guest host proprietors (e.g. Airbnb) may be issued one guest permit annually per address. See SPD 4 (2) for further information.
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SPD 4

The following policies guide the issuance and usage of daily scratch off permits:
(No annual guest permits)

1. Area businesses and residents may apply for up to 10 books of daily scratch off permits with a maximum of 10 books 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 scratch off permits per purchase with a maximum of 10 books per permit year per address. The scratch-off permits are available for customer allocation.
 3. All scratch off permit holders must follow all rules in Title 16 and printed on the daily scratch-off permits.
 4. The permit holder may only assign the scratch off permit(s) to a guest's vehicle for use while its occupants are actually visiting the permit holder's address.
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SPD 5

The permit restrictions are the following:

1. Zone M permits are not allowed in the paid parking only areas on and around NW 21st and NW 23rd from 9:00AM–7:00 PM on Monday–Saturday.
 2. All meters will automatically decrease to two-hour time limits during Portland Timbers home matches in the Restricted Event Parking area.
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SPD 6

Grandfathering is currently not applicable in the Northwest District.
