

## Area Parking Permit Program Guide

### Overview

Some Portland neighborhoods see an influx of commuter vehicles parked on their streets. These are vehicles people store for long periods of time even though they do not live or work in the area. The Portland Bureau of Transportation (PBOT) launched the **Area Parking Permit** program in 1981 to help deal with this issue.

This program is community-led and community-driven. PBOT helps usher the community through the process and administers each new permit zone once it's in place.

New zones don't guarantee a parking space for everyone. But they do help balance the system and free up room. Their success is in making it easier for residents, employees, visitors and customers alike to find spaces.

### Key Features

Once established, Area Parking Permit zones provide residents and businesses with:

- **Visitor time limits** on motor vehicles without permits for the zone.
- **Timeframes** for all parking restrictions, based on the community's needs and common commuter parking times. Typical restrictions are Monday through Friday, from 7 a.m. to 6 p.m.
- **Annual parking permits** residents and employees may purchase to park longer than the visitor time limit.
- **Single-day and/or annual guest permits** residents and businesses may purchase for guests to park beyond the posted time limit.
- **Parking enforcement** by PBOT on average three times per week, or by complaint thru Parking Enforcement hotline.

### Eligibility

PBOT must be able to verify all of the following criteria before putting an Area Parking Permit program in place:

1. **Area size.** The proposed area should be at minimum:
  - a. **40 individual block-faces**, or
  - b. **10 blocks, on all 4 sides**, or
  - c. **8,000 linear feet of curb space.**

2. **Lack of parking.** On-street parking should be occupied 75 percent of the time for at least four days per week, nine months per year. rather than: Availability of on-street parking spaces should be at 25 percent (or lower), at least four days per week, nine months per year.
3. **Commuter vehicles are the issue.** At least 25 percent of motor vehicles parked in on-street spaces have no clear connection to area residents or businesses.

PBOT should also be able to identify significant benefits to the area if a permitted zone goes in, benefits such as better access to parking for residents and businesses, less vehicle traffic congestion, and more safety for pedestrians and people driving.

Some factors may not be ideal for this program. These include areas with fewer low-cost options for getting around as well as neighborhoods with more than one business with 50-or more employees that would find it hard to operate under stricter zones.

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### **How to Apply**

If your proposed area meets the criteria above, follow these steps:

#### **STEP 1**

##### **Notify PBOT**

Notify PBOT in writing about the commuter parking problem you're experiencing:  
See Portland Bureau of Transportation letter of interest:

<https://www.portlandoregon.gov/TRANSPORTATION/article/729512>

PBOT will contact the neighborhood and business associations and schedule a meeting with them and the public to discuss parking challenges and possible solutions. You may also notify the neighborhood or business associations directly. To get the appropriate names and contacts, please reach out to:

Office of Community & Civic Life

503-823-4519

ONI@portlandoregon.gov

[www.portlandoregon.gov/civic](http://www.portlandoregon.gov/civic)

PBOT will determine if there are any conditions that would prevent the implementation of an Area Permit Parking zone. They will also evaluate the

proposed area and suggest changes, if necessary, to conform to physical boundaries such as major roadways, rivers, hills or neighborhood boundaries.

At the end of this notification stage, the following elements should be identified:

- **Boundary** of the zone that meets the minimum eligible area.
- **Visitor time limit.** 1 or 2 hours are recommended as longer limits are more difficult to enforce
- **Parking enforcement hours.** Typical hours are 7 a.m. - 6 p.m, Monday - Friday

## **STEP 2**

### **Petition**

Once PBOT has determined eligibility, they will provide community members with a petition to circulate and gather signatures in support. All petitions are community-led initiatives. Petition signature gathering should be carried out by members of the community.

PBOT requires signatures from at least 50 percent of property addresses within the proposed zone. Only one signature is allowed for each separate address. Every apartment, condo, or suite number within a building constitutes a separate address.

Download a petition template on PBOT's webpage:

<https://www.portlandoregon.gov/TRANSPORTATION/article/729511>

Once PBOT has received the final petition with signatures, they will confirm it meets all the requirements, conduct a field study, and collection parking data to determine eligibility.

## **STEP 3**

### **Public Notification and Meeting**

Once PBOT validates the petition and confirms eligibility, PBOT will schedule a public meeting to provide information on the proposal. PBOT mail notices of this meeting to all addresses within the proposed zone as well as all addresses within a minimum two block radius of the zone.

Based on this public discussion, PBOT may refine the proposal's boundary, enforcement hours, or visitor time limits. They may also conduct additional public meetings.

## **STEP 4**

### **Ballot**

After the boundary, hours, and time limits of the proposed zone are final, PBOT will create a ballot for neighborhood approval.

- Ballots will be mailed within 30 days of the last public meeting.
- Ballots will be mailed to each address within the proposed area. Each separate address is eligible to vote once. The deadline to return ballots is typically three to four weeks.
- At least 50 percent of mailed ballots must be returned to PBOT before the vote can be tallied for approval. Of those returned ballots, at least 60 percent must be returned with a “yes” vote for the approval to go through.

If ballots reach the required thresholds, then PBOT will prepare an ordinance for City Council to approve the Area Parking Permit program for the proposed zone. If approved by City Council, PBOT will notify all addresses within the neighborhood association boundary by mail. This mailing will include timelines for the installation of new signage, applications for area permits, and all other materials.

If the return rate is below 50 percent, or if the return rate is higher than 50 percent but does not reach the 60 percent “yes” vote threshold, then *the* proposal is closed for a period of *one year* before it can be reconsidered. This dormant period is calculated from the date ballots were due.

## **STEP 5**

### **Area Parking Panel**

Approved permit zones require an oversight body to monitor each Area Parking Permit program. PBOT will form an Area Parking Panel composed of community members identified by PBOT.

This panel will create a supplemental plan governing the zone which includes:

- Days and times of parking enforcement
- Number of guest permits allowed per resident and business
- Number of annual parking permits allowed per business
- Number of short-term rental allowances
- Special conditions and exemptions based on hardship

The Area Parking Permit program renews automatically each year. PBOT mails annual parking permit renewal applications approximately 45 days prior to the start of each new zone year.

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## **Future Changes**

Area Parking Permit programs may change over time.

After a new program is initiated, there is a two-year moratorium on changes that would affect parking signs, and enforcement days and times. All other zone rule changes go through the Area Parking Panel prior to annual renewal.

Zone boundaries may change either through the addition (annexation) or subtraction (de-annexation) of at least one block face. Changes to these boundaries must be approved by the Area Parking Panel and PBOT and go through the same processes outlined in Step 2 and Step 4.

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## **Steps to Apply for an Area Parking Permit Program (APPP)**

*Approximate timeline for establishing an APPP is 6-8 months.*

1. **Step 1:** Submit a letter of interest to PBOT.
  - **By Mail:**  
PBOT Parking Operations - Establish APPP  
1134 SW 5th Ave., Ste. #1331  
Portland, OR 97204
  - **By Email:** [parking@portlandoregon.gov](mailto:parking@portlandoregon.gov)
2. **Step 2:** PBOT will contact the neighborhood association and business district association to discuss parking challenges and potential solutions.
3. **Step 3:** PBOT will set up a meeting with the neighborhood association, to review the parking situation and determine if there are any conditions that would prevent the implementation of an area permit parking program.

4. **Step 4:** Anyone can start a **community-initiated petition** with signatures representing at least 50 percent of the affected addresses (one signature per address).
5. **Step 5:** PBOT will validate the petition and survey parking and collect data to ensure minimum conditions are met. The City must agree that parking spaces in the area will be 75% occupied (25% by commuter parking) at least four days per week and nine months per year.
6. **Step 6:** PBOT will host a public meeting to provide information about the proposed program. PBOT will mail meeting notices to all the properties within the proposed boundary area and the two-block surrounding area.
7. **Step 7:** PBOT will create a ballot that will be mailed to all addresses within the proposed area within 30 days of the last public meeting. Each address is eligible to vote once. A minimum of 50 percent of the ballots must be returned to PBOT, of which, 60 percent must be “yes” votes, to approve the program.
8. **Step 8:** PBOT will send the ballot results to the proposed and surrounding area. If the outcome is favorable, PBOT will enclose applications to addresses within the new permit zone.

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**Questions? Contact us:** 503-823-2777 or [parking@portlandoregon.gov](mailto:parking@portlandoregon.gov)

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