

**ZONE U
BUCKMAN NEIGHBORHOOD
SUPPLEMENTAL PLAN DESCRIPTION**

The Permit Year: March 1st through the end of February

SPD 1 These are the policies which guide the issuance and use of Zone U Area parking permit program (APPP) permits as approved by the members of the Buckman Area Parking Committee.

Any appeals for special exceptions are to be put in writing to the Buckman Area Parking Committee, c/o APPP Administrator, Portland Bureau of Transportation (PBOT), 1120 SW Fifth Avenue, Room 800, Portland, OR 97204-1914. The Area Parking Committee will respond to any written requests.

SPD 2 The Permit Program shall operate Monday-Friday, 7 a.m. to 6 p.m. year-round, with the exceptions of New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

The visitor time limit is 2 hours, 7 a.m. to 6 p.m., M-F.

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

Parking Enforcement (503-823-5195) (M-S 7-6)

Explanation of citations issued
Reports of program abusers, abandoned vehicles, etc.

APPP Hotline (503-823-2777) (M-F 8-5)

Explanation of Program process and procedures
Comments concerning Program design
Appeals for special cases
Request for cancellation of citations issued

SPD 3 The Zone Area Parking Committee will be appointed by the Buckman Neighborhood Association.

SPD 4(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 Zone U Permit Area:
 - a) Nonresident property owners (who need present only a deed or tax statement plus a driver's license).
 - b) Bed-and-breakfast/guest house proprietors.
 - c) Commercial business uses operating within the zone boundary as of March 1, 2019.

2. At the time each area business makes an application for permits it shall present sufficient information as requested by the Program Administrator to establish its maximum annual allotment of permits.

The number of worker permits issued to a business is calculated from the payroll information submitted by the business owner. They must include a roster of people who work at their business address with their application for permits.

3. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of annual permits must write a letter of request to the Area Parking Committee, c/o Program Administrator, Parking Operations, 1120 SW Fifth Avenue, Room 800, Portland, OR 97204-1969. The Area Parking Committee will consider such requests and the program administrator will notify applicants.
4. Permits are issued to the business, not to individual employees. It shall be the responsibility of the 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 canceled and any vehicle(s) found bearing 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, he shall cancel the permit and notify the business of that action. Any vehicle(s) found bearing that permit after such notice shall be cited for Improper Use
6. Business permits will not be replaced for free under any circumstances. The replacement cost of a business permit shall be determined by PBOT. Businesses reporting stolen business permits may purchase replacements after reporting which permit was stolen. That permit shall be canceled. Any vehicle(s) found bearing that permit shall be cited for improper use.
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 proof.
 - b) For other employees, according to the business formula and procedures in SPD 4(a)2 generally.

- c) For guest rooms or units, the allotment will be determined at one business permit per unit. The number of units shall be demonstrated by presentation of printed sales literature. A site visit will 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.
8. For any permit year, the business permits shall be movable and must be placed in the standard permit location.
9. Each business shall sign an agreement not to sell off-street parking to nonemployees 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 4(b) The following policies guide the issuance and usage of guest permits:

1. Annual guest permits and single day scratch-off permits will be issued to Businesses and Residents. Annual guest permits will be limited to one guest permit per address.
2. The following limitations apply to all annual guest permit and scratch-off guest permits:
 - a) The permit holder may assign the guest/scratch-off permit to any vehicle for use while its occupants are actually visiting the permit holder's address. Vehicles displaying an annual guest or scratch-off permit, 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 the permit holder of alleged improper use. The permit holder must provide a written explanation within ten days. If no explanation is received, or the explanation is unsatisfactory, the scratch-off guest permit shall be canceled, with notice to the permit holder, and any vehicle found having the scratch-off permit shall be subject to improper use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(E)).

SPD 4(c) 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. 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 for the current replacement fee. Any vehicle(s) found displaying the lost or stolen permit will be cited for improper use.
2. Permits are the property of the Portland Bureau of Transportation. Applicants shall sign the following statement:

In applying for this permit, the undersigned agrees to the following restrictions:

To use the resident permit only on the specific vehicle to which it is assigned.

*To assign any scratch-off guest permit I obtain to persons only while they are **actually** visiting at my address.*

To immediately surrender any rights to use any permit(s) if I change my address.

If I move within the permit area, I agree to notify the Program Administrator within 3 days in order to continue using my permit(s).

To pay the appropriate fee for any replacement permit issued as a result of changing address, license plate, or vehicle.

All permit permits remain the property of the City of Portland and may be revoked if improper use is demonstrated.

Violation of any of these conditions shall result in immediate cancellation of the permit(s) in question. After cancellation, any vehicle found parked in the permit area displaying a canceled permit will be cited.