

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Steve Novick Commissioner Leah Treat Director

## ZONE A (GOOSE HOLLOW) SUPPLEMENTAL PLAN DESCRIPTION

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### SPD 1

These are the policies which guide the issuance and use of Goose Hollow APPP permits as approved by the members of the Goose Hollow Area Parking Committee.

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

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### SPD 2

The permit program shall operate Monday through Friday, 7 a.m. to 6 p.m. with a 2-hour visitor time limit and 6 p.m. to 10 p.m. with a 90 minute visitor limit, Saturdays and Sundays 1 p.m. to 10 p.m. with a 90 minute visitor time limit. The program will be in effect every day except the following holidays; New Year's Day, Martin Luther King Day, President's 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 (503-823-5195) (M-S 7-6)

Explanation of citations issued

Request for cancellation of citations issued

Reports of program abusers, abandoned vehicles, etc.

Parking Operations Permit Hotline (503-823-2777) (M-F 8-5)

Explanation of Program process and procedures

Comments concerning Program design

Appeals for special cases

**The Program Year for Goose Hollow Area shall be February 1st through January 31st.**



*The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.*

### **SPD 3**

Complimentary permit hours are offered to any permit holder on record for the current permit year. Each permit holder may obtain up to 99 free hours (up to nine Program days) of permit time to use for parties, funerals, service calls, or other needs. To obtain complimentary permit hours, the permit holder may come in person to the 1134 SW 5<sup>th</sup> Ave, if time allows, you may contact the Parking Operations Permit Hotline at 503-823-2777 to obtain the permit by mail. Permit holders must bring some form of identification when applying in person.

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### **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 permit/s within the Goose Hollow permit area:
  - a. Non-resident property owners (who need present only a deed or tax statement).
  - b. Bed-and-breakfast/guest house proprietors.
  - c. Other businesses operating from commercially zoned properties platted within the permit area.
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 an employee roster showing number of hours per employee. To know the total allotment, calculate the following:

Total hours of full or part time workers (maximum 40 hours per employee) divided by 40. Multiply that number by .5 to determine total allotment. If the final number is uneven, round up to the next number.

The maximum number of permits per business is 40 permits per permit year.

3. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of permits must write a letter of request to the Area Parking Committee, c/o

Program Administrator, Bureau of Transportation System Management, 1120 SW 5th Ave., Room 800, Portland, OR 97204. The Area Parking Committee will consider such requests and notify applicants within three weeks of receipt of any written request.

4. It shall be the responsibility of the area business 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 a determined time frame to respond in writing to the Program Administrator.

b. If no response is received within determined timeframe the permit shall be canceled and any vehicle(s) found displaying 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/she shall cancel the permit and notify the business of that action. Any vehicle(s) found displaying that permit after such notice shall be cited for improper use.

6. Business permits will not be replaced free under any circumstances. Businesses reporting lost or stolen business permits may purchase replacements after reporting which permits was lost or stolen. That permit shall be canceled. Any vehicle(s) found displaying 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 form of proof.

b. For other employees, according to the business formula and procedures as listed.

c. For guestrooms 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. Each business shall apply for permit(s) as follows:

- a. Fill out the business application in its entirety.
- b. Attach proof of current operation dated within thirty days (annual business license or tax statement may be included as proofs).
- c. Attach employment documents to show the names and hours worked of all employees
- d. Include payment for the number of permits desired.
- e. Mail the materials to the Program Administrator.
- f. The Program Administrator shall review the documentation and mail the permits to the business.

10. Each business shall sign the application, which states that they may not sell off-street parking to non-employees 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.

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#### **SPD 4(b)**

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 5 books of daily scratch off permits per purchase with a maximum of 12 books per permit year.
  2. All scratch off permit holders must follow all rules in Title 16 and printed on the daily scratch-off permits.
  3. 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 4(c)**

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

1. The license number on the permits 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 half price. Any vehicle(s) found displaying the lost or stolen permit will be cited for improper use.

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 and pay current replacement fee. Former residents' permits will then be declared void and any vehicle found displaying that permit shall be cited for improper use.

3. Permits remain the property of the Bureau of Transportation and must be surrendered by an authorized officer.