

Northwest Parking- Zone K
SUPPLEMENTAL PLAN DESCRIPTION

Began May 5, 1999 updated June 2019

SPD 1 These are the policies which guide the issuance and use of Northwest Zone K Area Parking Permits (APPP).

Any appeals for special exceptions are to be put in writing to the Northwest Zone K Area Parking Committee, c/o APPP Administrator, Bureau of Transportation System Management, 1120 SW Fifth Avenue, Room 800, Portland, OR 97204. The Area Parking Committee will respond within four weeks of receipt of any written requests.

SPD 2 The Permit Program shall operate Monday through Saturday, 7 a.m. to 7 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.

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

Area Parking Permit Hotline (823-2777)

Instructions on how to purchase permits
Descriptions of acceptable identification materials
Explanation of Program process and procedures
Reports of program abusers
Instructions on how to purchase permits
Descriptions of acceptable identification materials
Explanation of Program process and procedures

Program Administrator (823-0214)

Receive comments concerning Program design
Appeals for special cases
Reports of program abusers

Parking Enforcement (823-5195) (M-F 7-6)

Explanation of citations issued
Reports of abandoned vehicles

The Permit Years for North West Zone K Area shall be Aug 1st through July 31th.

SPD 3

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 K boundaries:
 - a. Businesses operating from commercially zoned properties platted within the APPP Area.
 - b. Nonresident property owners (who need present only proof of ownership, i.e. utility bill showing property owners name and address of property in the APPP area.
2. At the time each area business makes an application for permits for program years shall present sufficient information as requested by the Program Administrator to establish its maximum annual allotment of permits.
3. The number of employee 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 worked, per week, of full or part time workers (maximum 40 hours per employee per week) divided by 40. Multiply that number by .70 to determine total allotment. If the final number is not a whole number, round up to the next whole number (example: **4.01** would become **5**).
4. Businesses which choose to ask for a hardship exemption 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 Avenue, Room 800, Portland OR 97204-1971. The Area Parking Committee will consider such requests and notify applicants within four weeks of receipt of any written request.
5. It shall be the responsibility of the area business to supervise the assignment and use of permits issued to it.
6. 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.
7. Business permit will not be replaced free under any circumstances. Businesses reporting stolen business permit 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.
8. For any permit year, the business permit shall be movable paper permit with a suction cup attached. The permit must be placed in the standard permit location
9. Each business shall apply for permit (s) as follows:
 - a. Fill out the business application in its entirety.
 - b. Attach to it one proof of current operation dated within thirty days.
 - c. Attach to it employment documents as described in SPD 3.
 - d. Attach a payment for the number of permit/s desired.
 - e. Mail the materials to the Program Administrator.
 - f. The Program Administrator and/or staff shall review the documentation and mail the permit/s to the business.
10. Each business shall not sell off-street parking to non-employees when such sales displace employees, requiring them to park on neighborhood streets. Any business using these practices is engaged in improper use of its permit(s). The business will be notified of the abuse and shall have its permits canceled for the remainder of the program year.

SPD 4

The following policies guide the issuance of a single day scratch-off permits:

1. Single day scratch-off permits are available in books of 10, with a maximum of 10 books per year per businesses and residential address.

SPD 5

The following limitations apply to scratch-off permits:

1. The permit holder may assign the permit to any vehicle for use while its occupants are actually visiting the permit holder. Vehicles bearing scratch-off permits, and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.
2. The Program Administrator will notify the permit holder of alleged Improper Use. The permit holder shall be allowed to provide an explanation within ten business days. If the explanation is unsuitable, the scratch-off permits shall be canceled, with notice to the permit holder, and any vehicle found using the canceled permit shall be subject to a citation and the permit holder will be assessed Improper Use penalties described (16.20.860(D)).

SPD 6

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

1. The permit may only be used on the vehicle of record. If the vehicle is sold or demolished, or the permit is lost or stolen, the permit may be replaced at the current replacement rate.
2. Permits are the property of the City Bureau of Transportation. As terms and conditions for use thereof, applicants shall sign the following statement:

"I am agreeing to use any Resident permit (s) assigned to my vehicle(s) only on the specific vehicle to which it is assigned by the Program Administrator, and

That any permit remain the property of the City of Portland and that their use may be revoked if Improper Use is demonstrated, and

I immediately surrender any rights to use any permit (s) if I change my address. If I move within the Northwest Zone K Permit Area, I agree to notify the Program Administrator within 30 days in order to continue using my permit (s).

Violation of any of these understandings shall result in immediate cancellation of the permits in question. Any vehicles found parked in the Permit Area bearing said permit (s) shall be cited and I shall be fined as well."