

**ZONE G & ZONE N
CENTRAL EASTSIDE DISTRICT
SUPPLEMENTAL PLAN DESCRIPTION**

Effective May 1, 2018

SPD 1

These are the policies which guide the issuance and use of Central Eastside District (Zone G & Zone N) APPP permits as approved by members of the Transportation and Parking Advisory Committee.

Any appeals for special exceptions are to be put in writing to the Central Eastside Industrial Council Transportation and Parking 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 four weeks of receipt of any requests.

SPD 2

The permit program shall operate Monday through Friday, 7 AM to 6 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 Administration

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 Central Eastside District area shall be May 1st through April 30th.

SPD 3

Permits are the property of the City of Portland. Zone G & N business permit allocation will be set at 70% of the FTE. Future permits issuance may be reduced based on data and best practices for managing the area. Similar reductions may apply to residents if future code allows for this. A maximum of 275 business permits per business. The permit fee is \$300 per permit for the 2018-19 permit year. 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 Central Eastside 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. The total number of permits allowed are capped by the previous year's number of permits that were allocated.
3. 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.
4. A replacement resident permit is \$15

SPD 3 (C)

Annual guest permits are no longer be available in Zone G and N

SPD 4

The following policies guide the issuance and usage of daily scratch off 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.

SPD 5

The permit restrictions are the following:

Nontransferable

- Zone N and G permits will remain nontransferable from one permit holder to another. Since the permit is issued to the tenants and not the building owner, the sale of a building will not impact the building tenant from receiving their Zone N grandfathered permits as long as the tenant remains at the same address.

Attrition

- As permit stalls are replaced with time stays or meters following best practices for managing the parking system, both Zone N and G permit parking spaces will experience attrition. PBOT will conduct occupancy counts of the on-street system and determine blocks that will shift from permit to time stay or meters. Although no sunset date has been set for either zone it is anticipated there will be substantially reduced parking available for permits over the next three years. The TPAC, PBOT and CEIC will review the permit system annually to determine what actions will be necessary to address parking needs district-wide including sun setting the permit system.

SPD 6

The following policies guide the issuance and usage of grand fathering Zone N permits :

- No new Zone N permits will be issued. Businesses cannot increase the number of grandfathered Zone N permits, even with additional employees listed on the roster.
- Zone N permits may only be renewed for residents and employers that bought permits the previous permit year.
- Zone N permits are nontransferable from tenants to building owners.

- If a permit is not renewed, the applicant may not apply for a permit at a later time.
- Zone N and Zone G permits may be used to park in either permit zone area.