

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

Effective May 1, 2019

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**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 to all requests.

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**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 1<sup>st</sup> through April 30<sup>th</sup>.**

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### **SPD 3**

The annual permit fee is \$370 per permit for the 2019-20 permits year. Zone N and G permits may be used to park in either permit zone area. Annual guest permits are not available in Zone G and N.

#### **(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
2. Permits are issued to businesses, not 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 may be replaced at the current replacement fee in PBOT's schedule of fees.
5. Zone G & N business permit allocation will be set at 70% of the full-time employee equivalency.
6. Only employees working at the business address within the zone are to be considered in the 70% FTE permit allocation, this does not include students and volunteers.
7. There is a maximum of 275 business permits per business.
8. The total number of Zone N business permits allowed will not exceed the previous years' total number of permits issued.
9. Zone N permits may only be renewed for employers that bought permits the previous year. If a Zone N permit is not renewed, the application may not apply for a permit at a later time.

#### **(B) Transportation Wallets for businesses:**

- Businesses can opt-out of parking permits and receive Transportation Wallets for 2019-20 which include a \$150 TriMet Hop Fastpass, an annual BIKETOWN membership, an annual Portland Streetcar Pass and \$25 in car share credit. If a business chooses to receive a Transportation Wallet in lieu of a parking permit, the Transportation Wallets will count against their permit allotment for the 2019-20 permit year and cannot be returned for a parking permit even if the contents of the Transportation Wallet remain unused. Any business in Zone N that opts out of parking permits will not be able to apply for those permits the next permit year.

#### **(C) The following policies guide the issuance and usage of resident permits:**

1. Residents may qualify for a reduced permit fee based on financial hardship or reduced income, proven by an award letter such as subsidized housing or SNAP.
2. The license number on the permit must match the license number on the vehicle using the permit.
3. The total number of Zone N resident permits allowed will not exceed the previous years' total number of permits issued.
4. 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.
10. Residential permits will be replaced at the current replacement fee in PBOT's schedule of fees.
11. Zone N permits may only be renewed for residents that bought permits the previous year. If a Zone N permit is not renewed, the resident may not apply for a permit at a later time.

**(D) Transportation Wallets for residents:**

- Residents with permits in the 2018-19 permit year, who choose not to renew their permits can opt to receive a Transportation Wallet which includes a \$150 TriMet Hop Fastpass, an annual BIKETOWN membership, an annual Portland Streetcar Pass and \$25 in car share credit. If a resident chooses to receive a Transportation Wallet in lieu of a parking permit for the 2019-20 permit year, they will not be able to purchase a parking permit during the 2019-20 permit year and cannot return the Transportation Wallet for a parking permit even if the contents of the Transportation Wallet remain unused. If a resident in Zone N opts out of their parking permit for 2019-20, they will be ineligible to receive a permit at a later date.

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**SPD 4**

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

1. Area businesses and residents, whom are eligible for annual zone G or N permits, may purchase no more than 10 books of daily scratch off permits per address, per permit year.
2. Hostels and bed-and-breakfast/guest host proprietors (e.g. Airbnb) may purchase no more than 10 books of daily scratch off permits per address, per permit year.
3. All scratch off permit holders must follow instructions 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 visiting the permit holder's address.

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**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.

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## **SPD 6**

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

1. 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.
2. Zone N permits may only be renewed for residents and employers that bought permits the previous permit year.
3. Zone N permits are nontransferable from tenants to building owners.
4. If a permit is not renewed, the applicant may not apply for a permit at a later time.
5. Zone N and Zone G permits may be used to park in either permit zone area.