

**ZONE M  
NORTHWEST DISTRICT  
SUPPLEMENTAL PLAN DESCRIPTION**

Effective September 1, 2017

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**SPD 1**

These are the policies which guide the issuance and use of Northwest District (Zone M) APPP permits as approved by the members of the Northwest District Stakeholder Advisory Committee (NW SAC).

Any appeals for special exceptions are to be put in writing to the Northwest District Stakeholder Advisory Committee, c/o APPP Administrator, Bureau of Transportation, 1120 SW Fifth Ave, Room 800, Portland OR 97204. The NW SAC's Exception & Reformatting Subcommittee will review and respond within four weeks of receipt of any requests.

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**SPD 2**

The permit program shall operate Monday through Friday, 7 AM to 9 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 Administrator

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 Northwest District area shall be September 1<sup>st</sup> through August 31<sup>st</sup>.**

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### **SPD 3**

Permits are the property of the City of Portland. Zone M permits will be 80% FTE for 2017-18. The permit fee is \$180 per permit for 2017-18. Residents may qualify for a reduced permit fee based on financial hardship or reduced income. There will be a low income provision available. If you meet 80% of the Area Median Income (AMI) identified by the Portland Housing Bureau [here](#) then you are eligible for a \$60 Zone M permit. 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 Northwest 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. Parking and travel behavior surveys are required for employers who purchase more than 30 permits prior to permits being issued. The Transportation Demand Management (TDM) requirements for those employers with more than 30 permits:
  - a. Must complete parking and transportation survey.
  - b. Must meet with PBOT's Active Transportation staff to discuss TDM opportunities and implementation.
  - c. Must inform employees about transportation information and incentives available at least once annually
3. Business permits will be \$180 per permit for 2017-18.
4. The business permits will be limited to 80% FTE.
5. 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.
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.
7. Business permits will not be replaced free under any circumstances.
8. A replacement business permit is \$15

#### **SPD 3 (B)**

Anyone resident who currently has a 16/17 permit would be eligible for a 17/18 permit. Reduction to residential permits would occur by attrition.

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. 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.
3. Parking and travel behavior surveys are required for residential buildings with more than 30 permits prior to permits being issued. For buildings that pass the 30 permit threshold during the year, they will also be required to fill out the parking and travel behavior survey.
4. There is a Transportation Demand Management (TDM) requirement for buildings with more than 30 permits:
  - a. Must complete parking and transportation survey.
  - b. Must meet with PBOT's Active Transportation staff to discuss TDM opportunities and implementation.
  - c. Must inform residents about transportation information and incentives available at least once annually and for each new tenant during the year.
5. Residential permits will be \$180 per permit for 2017-18. There will be a low income provision available. If you meet 80% of the Area Median Income (AMI) identified by the Portland Housing Bureau [here](#) then you are eligible for a \$60 Zone M permit.
6. The following permit total limit will be placed on residential buildings:
  - a. No limit on residential buildings that have less than 30 units
  - b. Existing buildings with 30 units or more:
    - i. Eligible to receive permits up to 60% of units/addresses.
    - ii. Required steps:
      1. Must complete parking and transportation survey.
      2. Must meet with PBOT's Active Transportation staff to discuss TDM opportunities and implementation.
      3. Must inform residents about transportation information and incentives available at least once annually and for each new tenant during the year.
      4. Permits will be issued on a first come, first serve individual basis. If a resident, who wants a parking permit, lives in a building that is at or above the limit they will be placed on a waiting list. If the resident is selected from the waiting list and contacted by City staff that they are now eligible for a permit the resident will have 7 business days for the City to receive the required application and payment. If the City doesn't receive the application within the required timeframe the resident will fall to the bottom of the list and the next resident on the waiting list will be called.
      5. Permits will be issued by The City to individuals.
  - c. Permit totals for new buildings with 30 units or more that receive their certificate of occupancy on or after September 1, 2017
    - i. Eligible to receive permits up to 40% per units/addresses
    - ii. Required steps:
      1. Must complete parking and transportation survey.
      2. Must meet with PBOT's Active Transportation staff to discuss TDM

opportunities and implementation.

3. Must inform residents about transportation information and incentives available at least once annually and for each new tenant during the year.
  4. Residents apply to the City for parking permits. If the resident lives in a permit restricted building and there are no permits available, the resident may be added to a waiting list following the procedure in SPD 3 (B) 6.b.ii.4.
  5. Permits will be issued by The City to individuals.
7. A replacement resident permit is \$15

### **SPD 3 (C)**

The following policy guides the issuance and usage of guest permits.

1. Annual guest permits will no longer be available. (Daily scratch off permits will still be available for purchase for employers and residents who qualify for annual permits. See SPD 4.)

### **SPD 3 (D)**

If a resident chooses to not renew their parking permit, they can opt to participate in the incentive program which includes \$100 TriMet HOP card and 1 year of BIKETOWN membership OR receive a half price annual TriMet pass. This incentive program applies only to annual residential permits.

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### **SPD 4**

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

1. Area businesses and residents who qualify for annual permits 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.
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### **SPD 5**

The permit restrictions are the following:

1. Zone M permits are not allowed in the paid parking only areas on and around NW 21<sup>st</sup> and NW 23<sup>rd</sup> from 9:00AM–7:00 PM on Monday–Saturday.
  2. All meters will automatically decrease to two-hour time limits during Portland Timbers home matches in the Restricted Event Parking area.
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