

Zone J
ELIOT NEIGHBORHOOD
SUPPLEMENTAL PLAN DESCRIPTION

SPD 1 These are the policies which guide the issuance and use of Zone J permits as approved by the members of the Zone J Parking Committee.

Any appeals for special exceptions are to be put in writing to the Zone J Parking Committee, c/o APPP Administrator, Parking Operations, 1120 SW Fifth Avenue, Room 800, Portland, OR 97204-1914. The Area Parking Committee will respond of any written requests.

SPD 2 The Permit Program shall operate Monday through Friday, 7 a.m. to 6 p.m. year-round, with the exceptions of New Year's Day, Martin Luther King Day, President's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day. **The visitor time limit is 2 hour.**

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

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

Explanation of citations issued
Reports of program abusers, abandoned vehicles, etc.

Program Administration(823-2777) (M-F 8-5)

Explanation of Program process and procedures
Comments concerning Program design
Appeals for special cases

The Permit Year for Zone J Area shall be September 1st through August 31st.

SPD 3 Complimentary permit hours are being 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 temporary hours, the permit holder may come in person to the Permit Center or, if time permits, may contact the Permit Hotline (823-2777) to obtain the permit by mail. Permit holders must bring some form of identification when applying in person.

SPD 20(d) The Zone J Area Parking Committee will be appointed by the Eloit Neighborhood Association.

SPD 20(f) 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 J Permit Area:
 - a. Nonresident property owners (who need present only a deed or tax statement plus a driver's license).
 - 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. The employee allotment in Zone J is 100% of current employee FTE.

3. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of annual permits must write a letter of request to the Area Parking Committee, c/o Program Administrator, Parking Operations, 1120 SW Fifth Avenue, Room 800, Portland, OR 97204-1969.
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 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.

6. Business permits will not be replaced free under any circumstances. Businesses reporting stolen business permits 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.
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 proof.
 - b. For other employees, according to the business formula and procedures.
 - c. For guest rooms 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.
8. For any permit year, the business permits shall be movable and must be placed 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 proof of current operation dated within thirty days (annual business license or tax statement may be included as proofs).
 - c. Attach to it employment documents as described.
 - d. Attach a check to pay 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 not to 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.

SPD 4(c) The following policies guide the issuance and usage of guest permits:

1. Only one annual guest permit is allowed per address.

2. Each fraternity or sorority or similar communal living facility shall be entitled to purchase one guest permit.
3. The following limitations apply to guest permits:
 - a. The permit holder may assign the guest permit to any vehicle for use while its occupants are actually visiting the permit holder's address. Vehicles displaying guest permits and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.
 - b. The Program Administrator will notify vehicle owners and the permit holder of alleged improper use. The permit holder and the vehicle owner must provide a written explanation within ten days. If no explanation is received, or the explanation is unsatisfactory, the scratch-off guest permit shall be canceled, with notice to the permit holder, and any vehicle found having the scratch-off permit shall be subject to improper use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(E)).

SPD 4(d) 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. 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 to prove current number of residents.
 - d. The permit will be assigned to that resident's vehicle only and is not transferable.
 - e. Any mid-year requests for additional or replacement permits shall require new proofs. Former residents' permits will then be declared void and any vehicle found displaying that permit shall be cited for improper use.
3. Permits are the property of the Portland Bureau of Transportation. Applicants shall sign the following statement:

"In applying for this permit, the undersigned agrees to the following restrictions:

To use the resident permit only on the specific vehicle to which it is assigned.

To assign any guest permit I obtain to persons only while they are **actually** visiting at my address.

To immediately surrender any rights to use any permit(s) if I change my address.

If I move within the permit area, I agree to notify the Program Administrator within 3 days in order to continue using my permit(s).

To pay the appropriate fee for any replacement permit issued as a result of changing address, license plate, or vehicle.

All permit permits remain the property of the City of Portland and may be revoked if improper use is demonstrated.

Violation of any of these understandings shall result in immediate cancellation of the permit(s) in question. After cancellation, any vehicle found parked in the permit area displaying a canceled permit will be cited.