

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Chloe Eudaly Commissioner Chris Warner Interim Director

NW Zone M Proposed Changes

May 22, 2019

The target average occupancy rate for on-street parking in NW is 84% (this is industry best practice). To achieve this 84% goal the SAC and PBOT work to find a balance and fine-tune the numbers of permits issued with the available on-street parking in the district. The parking study data from fall 2018 showed many areas are above that goal most of the time. There were 7,600 permits sold last permit year and the goal to balance supply and demand is to sell 6,400 permits annually.

That means we need to sell at least 1,200 fewer permits in 2019.

Based on data and public input the SAC is likely to recommend the following changes:

1. Permit surcharge

The SAC recommends keeping the **permit surcharge at \$120**. The City raised the permit price citywide in 2018 from \$60 to \$75, so the permit rate would **increase to \$195 annually**.

Low-income households at 80% Area Median Income (AMI) can self-certify and **do not pay the permit surcharge.*

2. Residential permits – *This change may result in a reduction of 300-400 permits.*

Residential applicants will complete an off-street declaration form (attached) with their application. The calculation asks for the number of vehicles owned at the address and considers the number of off-street spaces available to the household to get the number of permits available (# of vehicles - # of off-street spaces = # of permits). The final number determines the amount of permits the applicant may purchase.

- Definition of off-street parking: An off-street parking space defined by the Portland Bureau of Transportation is at least 9 feet wide, 18 feet deep, paved and completely on private property accessed by a curb cut. An off-street parking space includes parking lots, parking structures, garages, carports, driveways with or without carports or garages, and any other reasonably usable parking space on private property.
- This change would apply to anyone regardless of housing type or length of residency.

UPDATES

- *Households would be eligible to receive a minimum of **one permit per residence***, which would be tied to the address and not a vehicle. This would allow flexibility.*
- *Households would be eligible for 20 free daily scratch offs.*
- *Low-income residents who meet the 80% of AMI guidelines at residences with paid parking, would be eligible to buy one permit at low-income rate of \$75.*

3. Business permits - *This change may result in a reduction of 250 permits*

UPDATES

- Maintain the .8 FTE (80%) limit.
- *If a business wants more than 50 permits, those permits would cost \$390 per permit.*
- *Businesses requesting over 30 permits must complete a mandatory survey on their transportation demand management plans and practices, as well as about their off-street parking (if they have any).*

**The rest of the permit guidelines from last year will remain in effect. See Supplemental Plan attached.*



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.



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ZONE M OFF-STREET PARKING DECLARATION

In the interest of preserving the livability of the NW neighborhood, the NW Parking Stakeholder Advisory Committee requires all applicants in Zones M to declare the number of off-street parking spaces available to an applicant. The number of resident permits allowed per address will be reduced proportionately by the number of off-street parking spaces available.

- Definition of off-street parking: An off-street parking space defined by the Portland Bureau of Transportation is at least 9 feet wide, 18 feet deep, paved, and completely on private property accessed by a curb cut or driveway. An off-street parking space includes parking lots, parking structures, garages, carports, driveways with or without carports or garages, and any other reasonably usable parking space on private property.
- If there is parking on-site but it is fully rented out by others at the time of application, then you do not have parking off-street available to you.
- If you live at a property with paid off-street parking and you meet the 80% Area Median Income guidelines, you are eligible for one permit at the income-based rate. Please use the income self-certification form.

Please complete the following information:

Number of vehicles owned at this address: _____ (SUBTRACT FROM)

Number of off-street spaces available to you: _____

Total number of permits available for purchase (max 3 per household): _____

I verified this information and confirm that the information above is true and correct.

| | |
|---------------------|-------|
| _____ | _____ |
| Applicant Signature | Date |

Please complete, sign and return this form along with your completed application, payment, and required proofs. Applications submitted without this information will be returned. Information provided on this form will be subject to verification. If you have any questions regarding this rule or completing this form, please call the APPP Hotline at (503) 823-2777.

PROPOSED

ZONE M NORTHWEST DISTRICT SUPPLEMENTAL PLAN DESCRIPTION

Effective September 1, 2019

SPD 1

These are the policies which guide the issuance and use of Northwest District (Zone M) APPP permits as recommended 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 will review the request and the Program Administrator will respond.

SPD 2

The permit program shall operate Monday through Saturday, 9AM to 7PM year-round with the exceptions of New Year's Day, Martin Luther King Jr. 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:

Parking Enforcement

Contact: (503) 823-5195

Availability: Monday – Saturday, 7 AM - 5 PM

Requests: Explanation of citations issued and requests 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 1st through August 31st

SPD 3 (A)

The following policies guide the issuance and usage of permits to businesses in Zone M:

1. The following shall be considered eligible to apply for business permits within the Northwest District permit area:
 - a. Businesses operating within the district boundary
 - b. Nonresident property owners
2. Business permits will be limited to 80% FTE.
3. The first 50 business permits will be \$195 per permit for 2018-19.
4. Any business requesting more than 50 permits will pay a higher rate, each permit above 50 will be \$390 per permit.
5. Businesses requesting more than 30 permits must complete a mandatory survey on their transportation demand and parking management practices.
6. Permits are issued to businesses, not to individual employees. It shall be the responsibility of the business, as the permit holder, to supervise the assignment and use of permits issued to employees, clients, or suppliers for the sole purpose of conducting business at the establishment.

SPD 3 (B)

The following policies guide the issuance and usage of resident permit renewals:

1. All residential permit applicants must complete an off-street parking declaration form. This form would apply to anyone regardless of housing type or length of residency.
 - a. The number of resident permits allowed per address will be reduced proportionately by the number of off-street parking spaces. The calculation asks for the number of vehicles owned at the address and considers the number of off-street spaces available to that household to get the number of permits available. The final number determines the number of permits that household can purchase.
 - b. Definition of off-street parking: An off-street parking space defined by the Portland Bureau of Transportation is at least 9 feet wide, 18 feet deep, paved and completely on private property accessed by a curb cut. An off-street parking space includes parking lots, parking structures, garages, carports, driveways with or without carports or garages, and any other reasonably usable parking space on private property.
 - c. All addresses will be eligible for a minimum of one permit. Only addresses in buildings with CO's prior to 8/07/2013 would get the minimum of one permit. *
 - d. A permit must be tied to at least one licensed driver.
 - e. A permit can also be tied to an address to be used for multiple vehicles (one at a time) at that address
 - f. If an existing permit holder is eligible for multiple permits based on their off-street form, they can renew a permit issued in 2018-19, any permit over one will be at a tiered price
 - \$195 for first permit, \$390 for second permit, \$585 for each permit thereafter
 - g. If a resident moves with Zone M during the permit year, they are not guaranteed a permit based on the building restrictions below.

2. New Residents:

- a. All residential permit applicants must complete an off-street parking declaration form.
- b. Limit of one permit per licensed driver, maximum of three permits per address.
- c. Permits cost \$195.
- d. *Permit restrictions will be applied to buildings that received certificates of occupancy (CO) after August 7, 2013 in the following manner:
 - Buildings with CO prior to 08/07/2013 – no permit restrictions on building.
 - Buildings with CO between 08/07/13 – 08/31/17 – restricted to .6 permits per number of units in the building.
 - Buildings with CO between 09/01/17 or later – restricted to .4 permits per number of units in the building

3. Residents apply for permits through the City. If the resident lives in a permit restricted building and there are no permits available, the resident may be added to a waiting list

SPD 3 (C)

The following policy guides the issuance and usage of daily scratch off permits which are available for purchase by employers and residents who qualify for annual permits.

1. Area businesses and residents may apply for 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 daily scratch off permits with a maximum of 10 books per permit year per address.
3. All scratch off permit holders must follow all rules in Title 16 and rules printed on the back of 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.

SPD 3 (D)

- Current residential permit holders who choose not to renew their permits can opt to receive a Transportation Wallet which includes a \$150 TriMet Hop Card, \$25 in Car2Go credits, an annual BIKETOWN Membership, and an annual Portland Streetcar Pass.
- Businesses can opt out of their eligible permits up to their FTE (details forthcoming).

SPD 5

The permit restrictions are as following:

1. Zone M permits are not allowed in the paid parking only areas. These pay to park only areas are primarily on and around NW 21st and NW 23rd and some future block faces on NW 18th and 19th from 9:00AM–7:00 PM on Monday–Saturday.
 2. During Portland Timbers home matches in the Restricted Event Parking Area, all meters will automatically decrease to two-hour time limits during games. Permit holders will not be allowed to park in the paid only parking areas during these games.
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NW Parking District Permit Surcharge

Permit Surcharge funds are estimated for the year ahead and spent the same year

| | | 2018/2019 | | |
|---|---|------------------------|----------------------|----------------------|
| Project/Program | | Budgeted | Funds Billed | Funds Remaining |
| | Streetcar Rolling Stock - 5 year commitment* | \$ 25,000.00 | \$ 25,000.00 | \$ - |
| | Streetcar Passes (buy down for discount)** | \$ 10,000.00 | \$ 10,000.00 | \$ - |
| <i>These are all for the TDM outreach program</i> | Resident Permit Opt Out- TW | \$ 71,050.00 | \$ 37,015.16 | \$ 34,034.84 |
| | Business Opt Outs TW | \$ 71,050.00 | \$ 37,945.16 | \$ 33,104.84 |
| | Transportation Wallet for purchase | \$ 90,400.00 | \$ 37,945.17 | \$ 52,454.83 |
| | TDM Staff time | \$ 19,000.00 | \$ 34,678.91 | \$ (15,678.91) |
| | TDM Outreach (Design, printing, software, etc.) | \$ 24,000.00 | \$ 6,017.49 | \$ 17,982.51 |
| | Circulation Study/NW in Motion Planning (one time commitment) | \$ 75,141.39 | \$ 54,309.00 | \$ 20,832.39 |
| | Pedestrian Lighting Study | \$ 25,000.00 | | \$ 25,000.00 |
| | Private Bike Parking Fund | \$ 25,000.00 | \$ 6,632.00 | \$ 18,368.00 |
| | Total | \$ 435,641.39 | \$ 249,542.89 | \$ 186,098.50 |
| | | 2018/2019 | | |
| Permit Surcharge Revenue Estimate* | | \$ 600,000.00 | | |
| <i>Carryover from last year(s)</i> | | \$ 550,426.70 | | |
| Revenue | | \$ 1,150,426.70 | | |
| Expenditures | | \$ 249,542.89 | | |
| Remaining funds | | \$ 900,883.81 | | |

* based on last year's permit sales

Net Meter Revenue Budget*

*Net Meter Revenue is spent the following fiscal year that it is collected, i.e. meter year 15/16 is spent in fiscal year 16/17.

| Project/Program/Expenditure | Fiscal Year 2018/2019 | | |
|--|-----------------------|------------------------|----------------------|
| | Budgeted | Funds Billed | Funds Remaining |
| Streetcar Rolling Stock (5 year commitment, split w/Permits) | \$ 25,000.00 | \$ 25,000.00 | \$ - |
| Staff | \$ 100,000.00 | \$ 89,181.41 | \$ 10,818.59 |
| Traffic/Parking Analysis (Engineers) | \$ 5,000.00 | | \$ 5,000.00 |
| Paystation(s)& expenses for shared parking | \$ 30,000.00 | | \$ 30,000.00 |
| Shared parking set aside | \$ 100,000.00 | | \$ 100,000.00 |
| Permit Workshop Kimley-Horn | \$ 18,000.00 | \$ 12,009.00 | \$ 5,991.00 |
| RWC Contract Off-street Data Collection & Analysis Summer 2018 | \$ 40,000.00 | \$ 16,712.05 | \$ 23,287.95 |
| RWC Contract Data Collection & Analysis Fall 2018 | \$ 65,000.00 | \$ 57,326.60 | \$ 7,673.40 |
| Wayfinding program (Design, signs installation, map production, and outreach pieces) | \$ 100,000.00 | \$ 718.00 | \$ 99,282.00 |
| General outreach materials- printing, graphic design, email/software licenses, etc. | \$ 25,000.00 | \$ 8,438.22 | \$ 16,561.78 |
| Total | \$ 508,000.00 | \$ 209,385.28 | \$ 298,614.72 |
| | | Fiscal Year 2018/2019 | |
| Total Net Meter Revenue (FY 2017/2018) | | \$ 1,065,555.00 | |
| <i>Carryover from last year(s)</i> | | \$ 871,156.72 | |
| Total | | \$ 1,936,711.72 | |
| Expenditures | | \$ 209,385.28 | |
| Remaining funds | | \$ 1,727,326.44 | |