

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Homestead - Zone C, D & E SUPPLEMENTAL PLAN DESCRIPTION

The Program Year for the Homestead Zone C, D & E shall be October 1st thru September 30th.

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

Effective October 1, 2000 the Homestead Area Parking Permit Program will be split into three different Zones: Zone C Zone D, and Zone E. This Supplemental Plan applies to all three zones unless specifically specified.

Any appeals for special exceptions are to be put in writing to the Homestead Area Parking Committee, c/o APPP Administrator, Parking Operations 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204. The Area Parking Administrator will respond within three weeks of receipt of any written requests.

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

The Homestead Neighborhood Association will appoint the APPP Area Parking Committee.

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

Area Parking Permit Hotline (503-823-2777)

Instructions on how to purchase permits
Descriptions of acceptable identification materials
Explanation of Program process and procedures
Reports of program abusers

Program Administrator (503-823-0214)

Receive comments concerning Program design
Appeals for special cases
Reports of program abusers

Parking Enforcement (503-823-5195) (M-F 7-6)

Explanation of citations issued
Reports of abandoned vehicles

SPD 3 BUSINESS PERMITS

SPD 3(a) The following policies guide the issuance and use of business permits in Zone C:

1. No more than one (1) business permit shall be issued per business address in Zone C. No business permits shall be issued at any address where one or more resident permits has been issued (See SPD 5)
2. Businesses in Zone C wishing to obtain a business permit must apply as noted in 3(b)7 and 8 below.
3. Nonresident owners and Bed & Breakfast/Guesthouses in Zone C shall not be eligible for business permits. They are eligible to use resident permits and daily scratch-off permits.

SPD 3(b)The following policies guide the issuance and usage of business permits in Zones D and E:

1. The following shall be considered eligible to apply for business permits within the Homestead permit area Zones D and E:
 - a. Nonresident property owners (who need present only a deed, tax statement or utility bill).
 - b. Bed-and-breakfast/guest houses
 - c. Other City-licensed businesses
2. At the time each Zone D or E business makes an application for permits for program years shall present sufficient information as requested by the Program Administrator to establish its maximum annual allotment of permits.

The number of employee 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. To know the total allotment, calculate the following:

Total hours of full or part time workers (maximum 40 hours per employee per week) divided by 40. Multiply that number by .5 to determine total allotment. If the final number is uneven, round up to the next number.

3. Businesses in Zone D or E which choose to ask for a hardship exemption in order to be able to purchase a larger number of permits must write a letter of request to the Area Parking Committee, c/o Program Administrator, Parking Operations Group, 1120 S.W. 5th Ave., Room 1331, Portland, OR 97204. The Area Parking Committee will consider such requests and notify applicants within four weeks of receipt of any written request.
4. It shall be the responsibility of the Zone D or E business to supervise the assignment and use of permits issued to it 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 displaying 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, the permit shall be canceled, and the business will be notified. Any vehicle(s) found displaying that permit after such notice shall be cited for improper use.
5. Business permits will not be replaced free under any circumstances. Businesses reporting lost or stolen business permits may purchase replacements after reporting which permit was lost or stolen. That permit shall be canceled. Any vehicle(s) found displaying that permit shall be cited for improper use. *(NOTE: This becomes obsolete when digital permitting becomes standard.)*

NOTE: These 1st 2 paragraphs of this section are unnecessary: Owners and residents can get resident permits, therefore don't need business permits. As B&B/Guesthouses have been defined as eligible businesses, the # of permits for them in Zones D & E follow the same rules as other businesses.

NOTE: This paragraph pertains to guest permits and should not be in this section

6. For any permit year, the business permits must be displayed in the standard permit location. *NOTE: This becomes obsolete once digital permits are the standard.*
7. 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 must

be included as proofs).

- c. Attach employment documents as described here within.
 - d. Include payment for the number of permits desired.
 - e. Submit all materials to the Program Administrator.
 - f. The Program Administrator shall review the documentation and mail the permits to the business.
- 8 Each business shall sign the application, which states that they may not 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. GUEST PERMITS

SPD 4(a) The following policies guide the issuance of guest permits in Zone C:

1. In Zone C guest permits will be in the form of daily ("scratch-off") permits.
2. Each address (including fraternity, sorority, or other communal living) will be eligible to purchase a maximum of 6 (six) books of 10 (ten) daily permits.
3. For the purposes of maintenance and operation of their property, nonresident owners of property in Zone C will be eligible to purchase 1 (one) book of 10 (ten) daily permits.
4. A hardship exception to the limit of daily permits may be applied for as follows:
 - a. Medical or childcare needs may qualify for exceptions to the daily permit limitsApplications for limit exceptions must be sent to Homestead Area Parking Committee, c/o APPP Administrator, Parking Operations 1120 S.W. Fifth Avenue, Room 1331, Portland, OR 97204

SPD 4(b) The following policies guide the issuance and usage of guest permits in Zones D and E:

1. Zone D and E businesses may be issued one guest permit per address.
2. Each residential address in Zone D and E may purchase one guest permit per permit year.
3. Each fraternity or sorority or similar communal living facility in Zone D or E may purchase one guest permit, as with any other single unit dwelling.
5. Guest permits will not be replaced free of charge unless a defective guest permit is presented to the Program Administrator. Permit holders reporting lost or stolen guest permits may

purchase replacements at the current replacement rate. The guest permit reported lost or stolen will be canceled. Any vehicle(s) found displaying that permit will be cited for improper use.

SPD 5 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 purchase a replacement permit at the current replacement rate. 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 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. Former residents' permits will then be declared void and any vehicle found bearing such permit shall be cited for improper use.
3. Permits are the property of the City of Portland. 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 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 permit(s) in question. After cancellation, any vehicle found parked in the permit area displaying a canceled permit will be cited."