



Charter, Code and Policies

City of Portland

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TRN-3.210 - Central Eastside Industrial District Supplemental Plan Description

edit content

CENTRAL EASTSIDE INDUSTRIAL DISTRICT SUPPLEMENTAL PLAN DESCRIPTION

Administrative Rule Adopted by Bureau of Transportation Systems Management Pursuant to Rule-Making Authority

ARB-TRN-3.210

SPD 1

These are the policies which guide the issuance and use of Central Eastside Industrial District APPP decals as approved by the members of the Central Eastside Industrial District Area Parking Committee on December 1, 1998.

Any appeals for special exceptions are to be put in writing to the Central Eastside Industrial District Area Parking Committee, c/o APPP Administrator, Bureau of Transportation System Management, 1120 S.W. Fifth Avenue, Room 800, Portland, OR 97204-1971. The Area Parking Committee 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. year-round, with the exceptions of New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

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

Permit Technician (823-6841)

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

Program Administrator (823-5412)

Instructions on how to purchase decals
Descriptions of acceptable identification materials
Explanation of Program process and procedures
Receive comments concerning Program design
Appeals for special cases
Reports of program abusers

Parking Patrol (823-5195) (M-F 7-6)

Explanation of citations issued
Reports of abandoned vehicles

The Permit Years for Central Eastside Industrial District Area shall be May 1st through April 30th.

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 a complimentary Temporary Permit, the permit holder must contact the Portland Transportation APPP office at 823-6841.

SPD 4

The parking committee must be made up of an equal number representatives from the businesses in the area and residents of the neighborhood with an additional member from either business or neighborhood, chosen by the other members. The committee should consist of no more than seven members.

SPD 4 (A)

The following individuals have been appointed to the Central Eastside Industrial District APPP Area Parking Committee:

Genifer Guild - Buckman Neighborhood
Eric Webb - Rodda Paint
Don MacGillivray - Buckman Neighborhood
Jerry Griffin - Sanderson Safety Supply
Bert Geiger - Insulation Contracting, Inc., Committee Chair
*(add two members from the Hoseford Abernethy Neighborhood)

SPD 5

The following policies guide the issuance and usage of decals to Area businesses:

1. The following shall be considered eligible to apply for business decals within the Central Eastside Industrial District Permit Area:
 - a. Businesses operating from commercially zoned properties platted within the APPP Area.
 - b. Nonresident property owners (who need present only proof of ownership, i.e. utility bill showing property owners name and address of property in the APPP area).
2. At the time each area business makes an application for decals for program years beginning on or after May 1, 1997, it shall present sufficient information as requested by the Program Administrator to establish its maximum annual allotment of decals.
3. 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. To know the total allotment, calculate the following:
Total hours worked, per week, of full or part time workers (maximum 40 hours per employee per week) divided by 40. Multiply that number by .75 to determine total allotment. If the final number is not a whole number, round up to the next whole number (example: 4.01 would become 5).
4. Businesses which choose to ask for a hardship exemption in order to be able to purchase a larger number of permits allotted must write a letter of request to the Area Parking Committee, c/o Program Administrator, Bureau of Transportation System Management, 1120 SW 5th Avenue, Room 800, Portland OR 97204-1971. The Area Parking Committee will consider such requests and notify applicants within three weeks of receipt of any written request.
5. It shall be the responsibility of the area business to supervise the assignment and use of decals issued to it.
6. Each business is responsible for assigning use of decals among employees, clients, or suppliers for the sole purpose of conducting business at the establishment. Reports of improper use by vehicles bearing decals 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 decal shall be canceled and any vehicle(s) found bearing that decal 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 decal, he shall cancel the decal and notify the business of that action. Any vehicle(s) found bearing that decal after such notice shall be cited for Improper Use.

7. Business decals will not be replaced free under any circumstances. Businesses reporting stolen business decals may purchase replacements after reporting which decal was stolen. That decal shall be canceled. Any vehicle(s) found bearing that decal shall be cited for Improper Use.

8. For any permit year, the business decals shall be movable, laminated paper permit with a suction cup attached. The permit must be placed in the standard permit decal location.

9. Each business shall apply for decal(s) as follows:

a. Fill out the business application in its entirety.

b. Attach to it one proof of current operation dated within thirty days.

c. Attach to it employment documents as described in SPD 5 (3).

d. Attach a check to pay for the number of decals desired.

e. Mail the materials to the Program Administrator.

f. The Program Administrator and/or staff shall review the documentation and mail the decals to the business.

10. Each business shall sign an agreement not to sell off-street parking to non-employees when such sales displace employees, requiring them to park on neighborhood streets. Any business using these practices is engaged in improper use of its decal(s). The business will be notified of the abuse and shall have its decals canceled for the remainder of the program year.

11. The cost of the permits is set by the City of Portland. A specific business may charge their employees more than the cost of the permit when the cost of the permit would undercut alternative transportation programs. The surplus funds can be appropriately used for programs related to wellness and alternative transportation.

SPD 6

The following policies guide the issuance and usage of guest decals:

1. Area businesses may be issued one guest decal as part of their maximum annual allotment.

2. Each business Address may purchase one guest decal per permit year.

3. (Address issues such as the Apollo Pet situation)

SPD 6 (A)

The following limitations apply to all guest decals:

1. The permit holder may assign the decal to any vehicle for use while its occupants are actually visiting the permit holder. Vehicles bearing guest decals and observed to be parking in a commuter pattern will be traced to the permit holder by the Program Administrator.

2. The Program Administrator will notify vehicle owners and the permit holder of alleged Improper Use. The permit holder shall be allowed to provide an explanation within ten business days. If the explanation is unsuitable, the guest decal shall be canceled, with notice to the

permit holder, and any vehicle found having the decal shall be subject to Improper Use penalties, including the administrative penalties imposed upon the permit holder (16.20.860(D)).

SPD 6 (B)

Guest decals will not be replaced free unless a defective guest decal is presented to the Program Administrator. Permit holders reporting stolen guest decals may purchase replacements. The guest decal reported stolen will be canceled. Any vehicle(s) found bearing that decal will be cited for Improper Use.

SPD 7

The following policies guide the issuance and usage of Resident decals:

1. The decals may be used only on the Vehicle of Record. If the Vehicle is sold or demolished, the permit holder may surrender the decal to the Program Administrator for half-price replacement. Residents reporting stolen Resident decals may buy replacement decals if they declare which decal under their control was stolen. The stolen decal will be canceled. Any vehicle(s) found bearing that decal will be cited for Improper Use.

2. Decals are the property of the City Bureau of Transportation System Management. As terms and conditions for use thereof, applicants shall sign the following statement:

"I am agreeing to use any Resident decal(s) assigned to my vehicle(s) only on the specific vehicle to which it is assigned by the Program Administrator, and

That any decals remain the property of the City of Portland and that their use may be revoked if Improper Use is demonstrated, and

That I am agreeing to assign any guest decal I obtain only to persons while they are actually visiting at my home, and

That I immediately surrender any rights to use any decal(s) if I change my address. If I move within the Central Eastside Industrial District Permit Area, I agree to notify the Program Administrator within 30 days in order to continue using my decal(s).

Violation of any of these understandings shall result in immediate cancellation of the decals in question. Any vehicles found parked in the Permit Area bearing said decal(s) shall be cited and I shall be fined as well."

SPD 8

In order to purchase a Temporary Permit, an Area business or Resident must contact the Portland Transportation office at 823-5185.

The Central Eastside Industrial District visitor time limit shall be two hours.

HISTORY

In effect December 1, 1998.

Filed for inclusion in PPD December 5, 2003.

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