

## TRN-3.309 - Carsharing Administrative Rules

### CARSHARING ADMINISTRATIVE RULES

*Administrative Rules Adopted by Office of Transportation Pursuant to Rule-Making Authority*  
ARB-TRN-3.309

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#### I. POLICY

The City of Portland recognizes that carsharing provides benefits to the City and its residents. Carsharing contributes to reduced air and water pollution, congestion and increases transit ridership, biking and walking. In order to support carsharing in Portland, the Office of Transportation provides on-street parking spaces for the exclusive use of carsharing vehicles.

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#### II. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

**"Carsharing"** is a shared-use vehicle program that provides a geographically distributed fleet of vehicles to serve its members.

**"Carsharing organization"** is an organization that provides pre-approved members with access to self-drive vehicles at geographically distributed locations for an hourly rate that includes fuel, maintenance, and insurance.

**"Carsharing parking permit"** is the permit issued by the City Traffic Engineer to identify carsharing vehicles that may park in designated on-street spaces. Permits must be displayed so that the effective date of the permit is clearly visible from outside the vehicle.

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#### III. PURPOSE

The Carsharing Parking Permit Policy is intended to fulfill the following purposes:

Establish a transparent, fair and consistent policy for the carsharing parking permit program in Portland.

Ensure a balance is achieved between City revenue and the reduction of vehicle miles traveled goals.

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#### IV. GENERAL REQUIREMENTS

To be eligible for the parking permit program, carsharing organizations must meet the definition of "carsharing organization" above.

The Carsharing Parking Permit program will make available up to 50 reserved metered on-street spaces for each of two carsharing organizations, for a total of 100.

Requests to reserve unmetered on-street spaces are not limited by a maximum cap. Requests for reserved metered and unmetered spaces will be reviewed and approved at the discretion of the City Traffic Engineer.

All carsharing vehicles parked in reserved on-street carsharing spaces shall obtain and properly display a carsharing parking permit at all times when parked in said spaces.

Parking spaces are reserved for the exclusive use of one carsharing organization at all times, and may not be used by any other carsharing organization.

Carsharing permits shall be valid for one year and may be renewed on an annual basis.

With 30 days written notice, permits may be relocated at the discretion of the City Traffic Engineer.

Consistently low utilization rates over a six month period for any carsharing vehicle using a City reserved on-street space may result in relocation of that permit by the City Traffic Engineer.

If a construction or maintenance project necessitates the removal of an existing reserved carsharing parking space, the Office of Transportation will work with the affected carsharing organization to find a suitable alternative location.

Placing brochures or other advertisement media in the public right-of-way is prohibited.

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## **V. FEE STRUCTURE**

The Bureau of Transportation System Management (BTSM) is authorized to establish fees based on cost-of-service and recovery of foregone meter revenue for the installation and maintenance of any on-street carsharing space.

The carsharing parking permit fee for reserved metered spaces will be equivalent to the average annual cost of foregone parking meter revenue per space in the meter district, plus the administrative cost of installation and maintenance.

The carsharing parking permit fee for reserved unmetered spaces will be equivalent to the administrative cost of installation and maintenance only.

The fee for relocating an existing on-street space at the request of a carsharing organization will include the administrative cost of removal of the existing space, in addition to the cost of installation and maintenance of the new space.

In the first year after adoption of these rules, permit fees will be 50 percent of full cost. In the second and subsequent years, the permit fees will be 100 percent of full cost.

Carsharing permit fees will be reviewed and adjusted as part of PDOT's periodic Cost of Service study by the Parking Operations Manager to set parking permit fees, based on the latest meter revenue and cost of service information.

If a carsharing organization provides the City approved "Options Zone" bike rack required for each reserved carsharing space, the value of the bike rack, less the cost of installation, will be accepted as an in-kind contribution towards the one-time installation fee for the car share space. Once installed, bike racks become City property.

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## **VI. LOCATION OF SPACES**

Carsharing organizations may submit requests twice yearly to install new on-street spaces or move existing on-street spaces. Approved carsharing spaces will be installed or relocated within 4 weeks. Requests for exceptions to the schedule or expedited service on installation or relocation will be considered on a case by case basis.

Carsharing spaces will not be installed in the downtown retail core, defined as the 17-block area bounded by SW Alder and SW Taylor and SW 3<sup>rd</sup> and SW 9<sup>th</sup> Streets.

Parking Operations staff will conduct a site evaluation of each requested location and provide written notice to property owners and tenant(s) directly adjacent to a requested space 30 days prior to installation.

The Office of Transportation will complete its review and installation of approved spaces in a timely manner, promptly notifying the requesting carsharing organization of delays.

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## **VII. RESPONSIBILITIES OF CAR SHARING ORGANIZATIONS**

Permits for parking spaces will be issued upon receipt of permit fees. Fees can be paid by credit card or check made out to Portland Office of Transportation.

Carsharing organizations shall survey their membership on an annual basis and provide the survey results to the Office of Transportation at the beginning of each fiscal year. Carsharing surveys will gather data on changes in travel behavior, costs and benefits and shall be jointly developed with and approved by the Office of Transportation.

Carsharing organizations shall also report monthly to the Office of Transportation the utilization of its public parking spaces during paid parking hours, membership and vehicle fleet size.

Carsharing organizations are responsible for paying all citations and towing fees.

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## **VIII. ENFORCEMENT**

PDOT and its contractors are responsible for notifying carsharing organizations in advance of

events, street cleaning or street repairs that require on-street vehicles to be moved. Parking Enforcement will attempt to notify the carsharing organization prior to citing or towing carsharing vehicles in assigned spaces.

Carsharing organizations are responsible for promptly moving vehicles upon notification or may face enforcement action, including citation or towing.

Enforcement service requests will be accepted only from designated individuals at each carsharing organization.

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## **HISTORY**

Rules adopted by Transportation Director October 25, 2006.  
Filed for inclusion in PPD October 25, 2006.