



CITY OF BEND

PARKING BENEFIT DISTRICT POLICY

Policy No. ADM 2020-3

Bend Code Chapter 1.30.005 provides for ‘City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.’ All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:
Eric King
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Eric King, City Manager

Dated: 1/27/2023

Reviewed by Legal Counsel:

DocuSigned by:
Mary Winters
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Mary Winters, City Attorney

Dated: 1/27/2023

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I. APPLICABILITY

This Policy applies to the following Parking Benefit District, created by the Bend City Council, and may be updated to include additional Council-adopted parking districts:

- A. The Old Bend Neighborhood Parking Benefit District ("OBNPBD") as defined in Bend Municipal Code Section 6.20.035

This Policy contains general provisions applicable to every Parking Benefit District, as well as provisions applicable only to certain Districts, as specified.

II. COMPLIANCE WITH OTHER LAWS

A parking permit issued pursuant to this Policy does not excuse compliance with any other provisions of state law or the Bend Code relating to parking, including but not limited to, parking meter payment, "no parking" signs, and restricted parking for persons with disabilities.

III. PERMITS.

A permit issued under this Policy authorizes motor vehicles including cars, trucks, SUVs, motorcycles and RVs, with the exception of un-motorized trailers, to park in designated areas restricted to permit parking in a Parking Benefit District during the days and times as established in this Policy or City Code.

IV. PARKING REGULATIONS.

Within an established Parking Benefit District, parking is allowed for all motor vehicles (cars, trucks, SUVs, motorcycles, and RVs) under the following conditions:

1. With a valid parking permit. The types of parking permits are listed in Section V.
2. Without a valid permit consistent with posted time limits.:

V. PARKING DISTRICT PERMIT APPLICATION; ISSUANCE

There are five types of parking permits available in a Parking Benefit District: (A) residential; (B) business; (C) visitor; (D) short-term rental; and (E) contractors/service providers for residences and businesses. Such parking permits will be available to persons who meet the criteria set forth in this Policy and the Bend Municipal Code.

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A. Residential Permits

Any person who resides in a Parking Benefit District or owns a vehicle registered at a residential address in a Parking Benefit District may submit an application for one residential parking permit for each vehicle owned or leased by such person in a form promulgated by the City for that purpose, which shall include the following:

1. The applicant's name, telephone number, and the residential address within the Parking Benefit District.
2. Proof that the applicant resides in the Parking District in the form of:
 - a. A valid Oregon driver's license showing the applicant's current residential address within the Parking District; or
 - b. Proof of residency showing the applicant's address within the Parking District (e.g., lease, utility bill, etc.).

B. Business Permits

Any person who owns or is employed by a business in the Parking Benefit District may apply for one business parking permit for each vehicle owned or leased by such person in a form promulgated by the City for that purpose, which shall include the following:

1. The applicant's name, telephone number, and the business address within the Parking Benefit District.
2. Proof that the applicant is a business owner or employee in the Parking Benefit District in the form of:
 - a. A valid certificate of occupancy of the applicant's business within the Parking District; or
 - b. A recent utility bill showing the applicant's business address within the Parking District.
 - c. For employees, proof of employment.

C. Visitor Permits.

Holders of an active residential permit can purchase a visitor permit in the online permit portal for the fee as specified in the City's fee schedule.

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D. Short-Term Rental Permits

Owners or managers of short-term rentals (“STR”) within a Parking Benefit District may apply for a number of parking permits based on the maximum STR occupancy provided for in the STR licenses as follows: (1) for maximum STR occupancy up to and including four persons, one STR permit; (2) for maximum STR occupancy at or above five persons, two STR permits. Proof of valid STR license is required.

E. Construction/Business Services

Construction and other businesses servicing residences or businesses within the Parking Benefit District may apply and pay for up to one construction or business service parking permit per vehicle used to provide services within the Parking District. The following proof is required:

1. The applicant's name, telephone number, and at least one residential address within the Parking Benefit District at which services are being provided.
2. A valid and non-expired business license

F. Upon submission of a complete application for a permit and payment of the fee prescribed in the City Fee Resolution, an applicant shall receive no more than one parking permit for each vehicle affiliated with the residential or business address described in the application.

G. Permit applications take approximately seven business days to process. It is the responsibility of the applicant to apply for a parking permit at least seven days in advance.

H. No permit shall be issued to any applicant that is a habitual parking offender under Section 6.25.045 of the Bend Municipal Code.

VI. PERMIT VALIDITY

A. Parking Benefit District Permits are valid as follows:

1. Residential, Business, and STR Permits. Residential permits expire on the last day of the calendar year in which the permit is issued. Permits are not prorated and are not transferable.
2. Visitor Permits. Visitor permits will be valid for a period of up to fourteen (14) consecutive days.

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3. Construction/Business Services. Construction/business services permits will be available in daily, weekly, or monthly increments.

B. A parking permit is valid all days of the week, Sunday through Saturday, 24-hours per day.

C. Renewal.

1. A permit may be renewed by filing an application pursuant to this Policy and paying the applicable fee. A renewal permit application shall be reviewed and approved in accordance with this Policy.

2. A person who has had a permit revoked shall not be reissued a permit for a period of two years from the date of revocation.

VII. DISPLAY OF PERMIT

A. All parking permits in a Parking Benefit District are virtual. License plates of vehicles registered under any permit function as parking permits.

B. Residential, non-residential, and visitor permits will be assigned to a single vehicle. The permit may be transferred. It is the responsibility of the permit holder to update the license plate information in the online permit system to show the active vehicle using the permit. Changes made to permit information take approximately seven business days to process. It is the responsibility of the permit holder to make permit changes at least seven days in advance.

1. Any residential permit holder within a Parking Benefit District may purchase a physical visitor permit at the Parking Management office. All physical permits must be conspicuously displayed in a vehicle so as to be easily visible to any person passing the vehicle on the street or sidewalk while the vehicle is parked in an area designated for parking by permit in a Parking Benefit District. Any failure to display a physical permit shall create a presumption that no permit exists when a physical permit is issued.

C. Contractor/service and STR permits can be transferred among vehicles but only one vehicle may be active on a single permit at any given time. It is the responsibility of the permit holder to update the license plate information in the online permit system to show the active vehicle using the permit.

VIII. REVOCATION

A. All Parking permits may be subject to revocation if the permitted vehicle is found in violation of permit requirements.

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B. Residential and business parking permits shall expire and terminate when the holder of the parking permit is no longer a resident of or associated with a business in the Parking Benefit District and no longer qualifies for a parking permit.

C. All Parking permits may be subject to revocation if the permitted vehicle is found to have five (5) or more outstanding parking violations with the city of Bend

D. In the case of permit revocation, a notice will be issued five (5) days prior to the revocation, informing the permit holder of the upcoming revocation and offering the opportunity to the permit holder to remedy the violation.

E. A permit holder whose permit has been revoked is able to apply for a new permit once all violations that led to the revocation have been resolved.

IX. OBNPBD ADVISORY COMMITTEE

A. Committee Created.

1. An OBNPBD Committee is created to provide feedback to the City Manager and City staff on issues relating to the OBNPBD, including:

- a. recommendation to staff on potential projects to be funded with revenue generated from the OBNPBD,
- b. the timing and order of such projects, and
- c. the allocation and management of permits.

2. The City Manager and City staff will make recommendations to City Council on projects to be funded, based on the input of the OBNPBD Advisory Committee and other information the City Manager deems relevant. Under Bend Code Section 1.20.015 (1) the intent is that the Committee is an advisory group to the City Manager and staff, not City Council, and is not subject to Public Meetings Law

B. Members; Chair.

1. The Committee shall consist of five (5) members.

2. The members shall be business owners and residents within the OBNPBD who have an interest in the parking issues affecting the OBNPBD and who are at least 18 years of age. A majority of the members shall be residents of the OBNPBD. The members shall be appointed by the City Manager. The Committee shall designate a committee chair and vice-chair at the first committee meeting.

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3. The staff support for the Committee may be provided by:
 - a. The City's Parking Services Division Manager or their designee, who shall also serve as secretary to the committee.
 - b. The City of Bend Neighborhood Liaison.
 - c. Other such staff as needed for Committee business and as directed by the City Manager.

C. Terms of Members; Dissolution of Committee.

1. The Committee shall disband no sooner than the date the Parking District is discontinued, if applicable. Committee members may be reappointed at the discretion of the City Manager, on an annual basis for one-year terms, or until the Committee is disbanded by the City Manager.

2. If a Committee member moves from or is no longer a business owner within the OBNPBD or fails to attend three meetings without excuse prior to the 31st day of December of any calendar year that member's position shall become vacant.

3. A vacancy shall be filled for the unexpired term by appointment by the City Manager.

D. Compensation. The members of the committee shall serve without compensation.

E. Meetings; Quorum.

1. The Committee shall meet at least five times at the call of the Committee Chair and City Manager. Fewer meetings may be called if the business of the Committee can be accomplished at the discretion of the City Manager.

2. A majority of the Committee constitutes a quorum for the transaction of business; however, in the event of a vacancy on the committee, a majority of the remaining members of the Committee constitutes a quorum.