

City of Bend
City Manager Administrative Policy



TITLE: DOWNTOWN DISTRICT PARKING POLICY
POLICY NO. ADM 2021-4



CITY OF BEND

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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:

Reviewed by Legal Counsel:

DocuSigned by:
Eric King
Eric King, City Manager
Dated: 8/15/2022

DocuSigned by:
Mary Winters
Mary Winters, City Attorney
Dated: 8/15/2022

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1. Applicability.

A. This Policy applies to the Downtown Parking District, created by the Bend City Council and, pursuant to Bend Municipal Code 6.20.025.B, contains regulations that:

1. Set the locations, days of the week, and the times of day that parking is restricted to paid parking or parking by permit only in the parking district.
2. Establish the days of the week, the times of day, and duration for time-limited parking areas.

B. This policy is a part of the implementation recommended under the Downtown Parking Strategic Management Plan (DPSMP). The DPSMP was the result of a formal process, the guiding principles, collected data, implementation strategies, and the extensive work, input, and process guided by City Council and a Downtown Stakeholder Advisory Committee, to assess and optimize Bend's public parking resources.

1. City Council supported and adopted the Downtown Parking Strategic Management Plan and all goals, strategies, and recommendations on June 6, 2017.
2. DPSMP outlines 28 Strategies to be implemented within 48-72 months of adoption of plan. The rules in this policy support and implement strategies outlined in the DPSMP.
3. Policies CE-03 and ADM 3-20 are hereby rescinded and replaced with the provisions of this Policy.

2. Compliance with Other Laws.

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

3. Notification to the public

The City will provide notice of this parking policy and regulations to the general public by:

- a. Publicizing new rules and regulation by notification to the media;
- b. Posting the policy on the City of Bend website;

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- c. Providing the policy to the Downtown Bend Business Association (DBBA); and
- d. Installing proper signage in the right-of-way and parking lots informing parkers about time-limits and other restrictions, as appropriate.

4. Parking Regulations

Within the Downtown Parking District, parking is allowed for all motor vehicles as follows:

A. Zone A (on-street parking)

- 1. Zone A consists of all on-street parking spaces within the Downtown Parking District.
- 2. No owner or operator of any vehicle shall allow or cause a vehicle to be continuously parked longer than two (2) hours on any day between the hours of 8:00 A.M. and 7:00 P.M., except Sundays and holidays, in any parking space posted for two (2) hour parking, unless the vehicle is parked in a Permit Area and the owner or operator has secured a parking permit for the vehicle as described below.
- 3. In accordance with Bend Municipal Code 6.25.020, movement of a vehicle to another time-limited parking space within a 750-foot radius shall not extend the time limits for parking. Vehicle owner/operators may move to a paid-parking space in Zone B to park a vehicle for longer than two (2) hours.
- 4. A parking permit is required to park in Permit Areas (described below) of Zone A in excess of posted time limits.
- 5. Parking permits do not extend posted time limits outside of a Permit Area.
- 6. No owner or operator of any vehicle shall allow or cause a vehicle or any attachments to that vehicle to extend beyond the painted lines of an angled or perpendicular parking stall. Overlength or oversize vehicles may use parallel parking spaces. See Policy EDD-02.

B. Zone B (off-street parking)

- 1. Zone B consists of off-street parking on surface lots within the Downtown Parking District, including:
 - a. The Greenwood/Wall Lot
 - b. The Newport Lot, located off NW Newport Ave

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- c. The South & North Mirror Pond Lots, located off Brooks Alley
- d. The Troy Field Lots, located between NW Louisiana and Kansas Avenues
- e. The Centennial Parking Garage, located off NW Lava Rd.
- f. Monthly parking permits are available for all off-street parking lots, as described in Section 3, below.

2. Zone B Paid Parking

- a. Greenwood/Wall Parking Lot: No owner or operator of any vehicle shall allow or cause a vehicle to be parked in the Greenwood/Wall Lot without paying for parking for up to four (4) hours, according to the signs posted, between the hours of 8:00 A.M. and 7:00 P.M., except Sundays and holidays. Vehicles parked longer than the time paid for are subject to citation and fines.
- b. South & North Mirror Pond Parking Lots: No owner or operator of any vehicle shall allow or cause a vehicle to be parked in the South & North Mirror Pond Parking Lots without paying for parking for up to six (6) hours, according to the signs posted, between the hours of 8:00 A.M. and 7:00 P.M., except Sundays and holidays. Vehicles parked longer than the time paid for are subject to citation and fines
- c. Centennial Parking Garage: No owner or operator of any vehicle shall allow or cause a vehicle to be parked in the Centennial Parking Garage at any time without paying for parking. Vehicles parked longer than the time paid for are subject to citation and fines.
- d. Troy Field Parking Lot: No owner or operator of any vehicle shall allow or cause a vehicle to be parked in the Troy Field Parking Lot without paying for parking, between the hours of 8:00 A.M. and 7:00 P.M., except Sundays and holidays. Vehicles parked longer than the time paid for are subject to citation and fines.
- e. Newport Ave Parking Lot: No owner or operator of any vehicle shall allow or cause a vehicle to be parked in the Newport Ave Lot without paying for parking, between the hours of 8:00 A.M. and 7:00 P.M., except Sundays and holidays. Vehicles parked longer than the time paid for are subject to citation and fines.

3. Parking shall be charged on an hourly rate, up to the maximum daily rate, as set forth in the City's Fee Resolution.

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4. The restrictions in Section 4.B.2 do not apply to vehicles with a valid monthly parking permit for the specific off-street location.

5. For the downtown parking district.

C. Parking Permits.

1. Monthly parking permits are available for the following Permit Areas:

- a. Centennial Garage
- b. The Greenwood/Wall Lot
- c. The South & North Mirror Pond Lots, located off Brooks Alley
- d. Premium Permit Area, defined as:
 - i. NW Franklin Ave between NW Wall St and NW Lava St
 - ii. NW Louisiana Ave between NW Broadway and NW Lava Rd
 - iii. NW Wall St between NW Franklin and NW Louisiana Ave
 - iv. NW Bond St between NW Franklin and NW Louisiana Ave
- e. Basic Permit Areas, defined as:
 - i. NW Hill St between NW Greenwood and NW Franklin Ave
 - ii. NW Irving Ave between NW Harriman and the Parkway
 - iii. NW Hawthorne between NW Harriman and the Parkway
 - iv. NW Greeley Ave between NW Harriman and the Parkway
 - v. NW Franklin Ave between NW Lava and the Parkway
 - vi. NW Harriman St between NW Irving and NW Franklin Ave
 - vii. "Hospital Hill", 27 spaces as posted on private property between NW Lava Rd and NW Harriman St, and between NW Franklin Ave and NW Lava Rd.

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- f. Value Permit Areas, defined as:
 - i. Troy Field Lot
 - ii. Newport Ave Lot
 - iii. NW Wall St between NW Louisiana Ave and NW Idaho Ave
 - iv. NW Bond St between NW Louisiana Ave and NW Idaho Ave
 - v. NW Kansas Ave between NW Bond St and NW Lava Rd
 - vi. NW Lava Rd between NW Kansas Ave and NW Franklin Ave
 - vii. NW Wall St between NW Greenwood and NW Bond St
 - viii. NW Greenwood Ave between NW Bond St and the Parkway

2. Permits are available for the Permit Areas described in subsection 3.a., above, as follows:

- a. Monthly Parking Permits in all permit areas: with compliance with this policy, an owner/operator of a vehicle with a valid monthly parking permit may park in the specified permit area all days of the week, 24-hours per day
- b. Monthly Parking Permits for residents of the Downtown Parking District are available in all permit areas at a reduced rate as specified in the City of Bend Fee Resolution: with compliance with this policy, an owner/operator of a vehicle with a valid monthly parking permit may park in the specified permit area all days of the week, 24-hours per day
- c. A monthly car-pool permit is available for specified car-pool parking spaces: with compliance with this policy, a group of owners/operators of up to four (4) vehicles with a valid car-pool permit may park one (1) of the vehicles listed on the car-pool permit in designated car-pool parking spaces during the enforcement hours as posted.
- d. Contractor Permits: and compliance with this policy, an owner/operator of a vehicle with a valid contractor permit may park in the specified location all days of the week, 24-hours per day.

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Contractor permits are available in daily, weekly, monthly, or annual increments

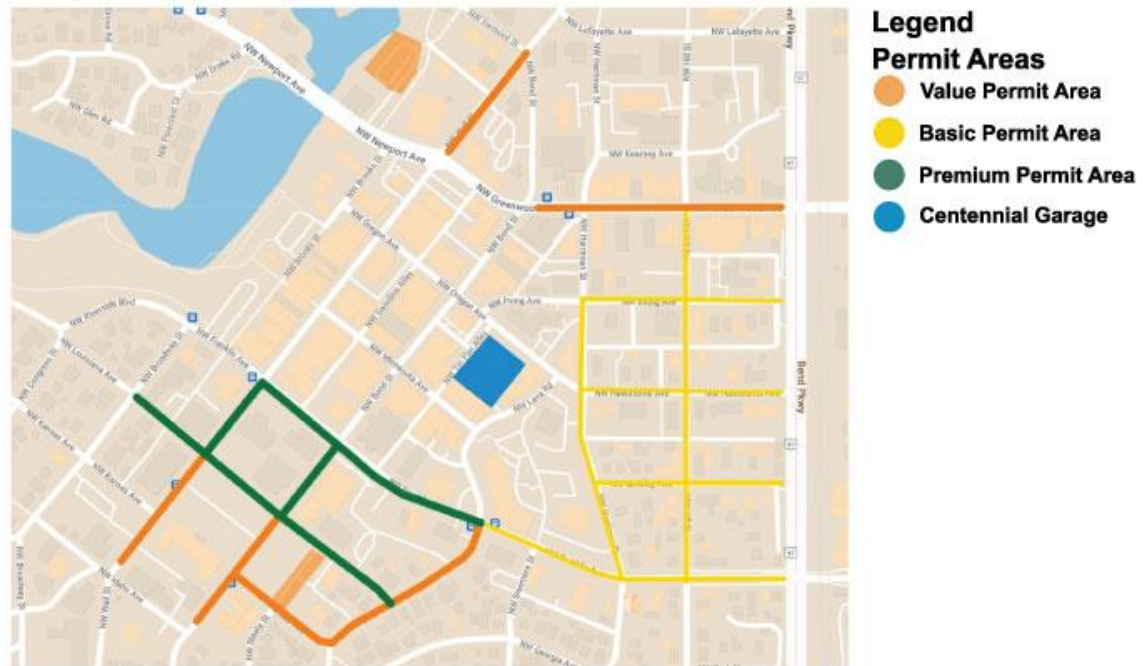
e. Visitor permits for residential parking permit holders are available as follows:

i. 1-Day Visitor Permit: a one-day visitor permit is available for the fee set forth in the City of Bend Fee Resolution and is valid for any 24-hour period from the issue date and time, and is valid within the permit zone it is issued for.

- A parker can use 1 day visitor passes for a maximum of three (3) consecutive days.

ii. 14-day Visitor Permit: a 14-day visitor permit is available for the fee set forth in the City of Bend Fee Resolution and is valid for any 14-day period from the issue date and time, and is valid within the permit zone it is issued for.

3. Parking Areas and Zones Map



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5. Parking District Permit Application; Issuance.

A. Monthly Parking Permits application process:

1. Application must be made in a form promulgated by the City's Parking Services Division Manager for that purpose, which shall include the following:

2. The applicant's name, telephone number, and address.

3. Vehicle information including license plate, make, model, and color.

a. Two (2) vehicles can be added to each monthly parking permit including reduced rate permits.

4. Payment of the fee set in the City's Fee Resolution

B. Group rates and income qualified permit rates are defined in policy ADM 2021-3

C. Monthly parking permit for residents of downtown Bend are available in all permit areas at a reduced rate as set forth in the City of Bend Fee Resolution.

1. In addition to the parking permit application process outlined in section 5.A, proof that the applicant resides in the Downtown Parking District is required in the form of:

a. A valid Oregon driver's license showing the applicant's current residential address within the Downtown Parking District; or

b. Proof of residency showing the applicant's address within the Downtown Parking District (e.g., lease, utility bill, etc.).

6. Display of permit.

All parking permits within the Downtown Parking District are issued as virtual permits, except residential permits. No physical permit or decal is needed to display the permit.

7. Enforcement.

Enforcement shall be as provided in the Bend Municipal Code and policies promulgated by the City Manager.

8. Revocation.

A. All parking permits are subject to revocation if the permitted vehicle is found in violation of permit requirements.

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B. All parking permits are subject to revocation if the permitted vehicle is found to have five (5) or more outstanding parking violations with the City of Bend, in addition to any other fines or penalties, including immobilization, at the sole discretion of the City and subject to any other applicable ordinances, laws, or policies.

C. 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.

D. 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.

E. The revocation of a permit also revokes all associated temporary, visitor or guest permits.