

# RESIDENTIAL PERMIT PARKING PROGRAM

A COMMUNITY ENFORCEMENT EDUCATION PROJECT—“Dedicated to Service”

## What is the Residential Parking Permit Program?

The Residential Parking Permit Program prohibits nonresidents from parking for extended lengths of time on designated residential streets.

## Why do we have it?

The City Council wants to preserve the livability of our residential neighborhoods. By prohibiting non-residents (commuters) from parking for long periods, there should be reduced traffic congestion, improved air quality, less excessive noise, and a better appearance to the residential neighborhoods.

## What areas are eligible for residential permit parking?

The authorizing ordinance, in part, defines residential areas as being “...primarily abutted by residential property or residential and non-business property such as schools, parks, churches, hospitals, and nursing homes.” The Code also requires that the following findings be made: 25 percent or more of

the total parking spaces are used by commuter vehicles and that a total of 75 percent or more of the total spaces are occupied, or a finding that a residential area is regularly impacted by a substantial number of nonresidential vehicles between the hours of 7 p.m. and 6 a.m. (Social problems caused by continuing activities such as the “gut” cruisers).

## How do I get a Residential Permit District?

There are several ways of beginning the Residential Permit (RP) process. It often begins with a petition from the residents of an impacted area, by a request from a neighborhood association, or by letter from one or more residents. Traffic Engineering Division staff then makes a preliminary investigation; and if the area meets the requirements of the ordinance, staff begins the process of creating a residential permit parking district.

A typical request would be processed in a manner similar to the following schedule:

**Traffic Engineering Staff Receive a Request**— Within a few days of receiving a request, traffic staff review the area for compliance with the Salem Revised Code (SRC 102.542 through 102.544). This will include the determination of whether the area is primarily residential and if 75 percent or more of the parking spaces are occupied, etc.

**Parking Use Survey** – Selecting a typical midweek period, Traffic staff would then conduct at least three license plate surveys of vehicles parked in the subject area. These surveys are taken in both the morning and afternoon to determine typical use. The license numbers of the residents/ owners living adjacent to, or within the boundaries of the proposed RP district are verified to identify if they are commuter vehicles.

The results of the parking survey and license number checks are tabulated. Based on the license numbers gathered, the number of non-resident or commuter vehicles is computed. Staff then compares the results of this survey to the minimum requirements of the Code. Non-resident vehicles must occupy 25 percent of the parking spaces and a total of 75 percent or more of the spaces must be occupied. If the requirements are not met, staff notifies the requestor.

If the requirements are met, staff notifies the requestor and all residences within the RP district are notified of the proposal and of the Citizen’s Advisory Traffic Commission (CATC) public hearing (Notices are mailed or hand delivered).

CATC then holds a public hearing for the RP district. At the public hearing, the following factors are considered (SRC 102.550):

1. The local area wide air quality;
2. Possible reduction in traffic volume and congestion;
3. Possible reduction on health hazards;
4. Proximity of public transportation;
5. Desire and needs of the affected residents;
6. The results of the license plate survey;
7. Staff then prepares a report of the CATC recommendation for Council. If approved by Council, a resolution is adopted creating the RP district.

If approved, signs are erected and permits are issued to residents.

## When is a Residential Parking Permit required?

If you live within a Residential Parking District and you wish to utilize on-street parking for yourself or your guests during the monitored hours, you must obtain a Residential Parking Permit. Monitored hours vary from Residential Parking District to Residential Parking District, however, the majority of the districts are monitored from 8:00 a.m. to 5:00 p.m. Monday through Friday.

## How am I issued a Residential Permit?

The Permit Application Center (PAC) notifies the residents by letter and begins issuing RP permits. A permit shall be issued upon receipt of a completed application, and only to the owner or the operator of a motor vehicle who resides on property immediately adjacent to a street or other location within the RP parking zone (SRC 102.552). The application for a permit shall contain the name of the owner or operator of the motor vehicle, residential address, the motor vehicle’s make and model, and the number of the applicant’s operator’s license. The owner or operator of any motor vehicle applying for a RP permit shall have a current and valid Oregon driver’s license and vehicle registration unless not legally required to have them.

## What about house guests?

Temporary parking permits are available for bona fide visitors at residences of designated RP zones. A bona fide visitor is a temporary house guest who uses the permit for parking while visiting the residence. It does not include a student or employee who knows the resident and then uses the permit to park to attend school or work at their place of employment.

Temporary permits are issued at the Permit Application Center and are valid for one year. They are issued upon request at the time of the original application, and then at the annual renewal period. Typically, the City will issue three temporary permits per dwelling unit; however, under special circumstances additional permits can be requested.

If you do not drive but desire guest passes, you must present two pieces of identification (other than a rental receipt) showing your current address. These could include an utility bill or bank statement.

## Where do I apply for a Residential Parking Permit?

Permits are purchased at the Permit Application Center, Room 320, Salem Civic Center, 555 Liberty Street SE. The telephone number is (503) 588-6256.

The owner or operator of any motor vehicle applying for a RP permit shall have a current and valid Oregon driver’s license and vehicle registration unless not legally required to have them.

## How much does a Residential Parking Permit cost?

Residential parking permits are \$7.50 per vehicle plus a \$2.50 automation fee. There is no charge for guest passes.

## How long is the permit valid?

Each residential parking district expires at a different time throughout the year, i.e. Residential Parking District 1 may expire in January and Residential Parking District 2 may not expire until July. Residential Parking Permits are renewed on a yearly basis.

## What about permit fraud?

Permit and visitor permit fraud can be a problem around large schools and businesses. Such fraud perpetuates the very conditions that the RP District was designed to prevent; therefore, the City of Salem prosecutes permit fraud to the fullest extent of the law. Violators are often issued a criminal citation for fraud and a \$250.00 infraction citation for each day in violation. To report suspected fraud, please contact Community Enforcement at 588-6471.