



DOWNTOWN PARKING INFORMATION

City Staff has met several times with downtown business operators to discuss downtown parking issues. Most all participants agreed that the major parking problem downtown is employees parking within the free parking zone. The free parking is provided to encourage customer usage and turnover. Long-term employee usage impedes that objective.

Therefore, the decision has been made to more aggressively enforce violations of the free parking zone prohibitions. The purpose of this mailer is to inform you of the parking restrictions, how enforcement will be conducted and your obligations as a business/property owner or occupier within the free parking zone or the surrounding secondary boundary.

- ✓ **What is the free parking area?** Essentially that area within the core of downtown that does not have parking meters. The area bounded on the
 - ❖ north by Douglas;
 - ❖ south by Lane;
 - ❖ west by mid-block between Rose and Stephens; and
 - ❖ east by mid-block between Main and Kane; including the northwestern corner of Stephens and Cass

- ✓ **What is the secondary boundary?** The area bounded on the
 - ❖ north by Diamond Lake;
 - ❖ south of Mosher;
 - ❖ west by the railroad tracks;
 - ❖ east by Fowler Street to the intersection of Douglas Avenue; and
 - ❖ then by the mid-block between Kane and Chadwick proceeding to the intersection of Cass Avenue, then by Kane Street proceeding to the intersection of Lane Avenue and then by Main Street proceeding to the intersection of Mosher Avenue.

- ✓ **Who is prohibited from parking in the free parking?**
 - Persons employed within the parking zone and secondary boundary;
 - Persons who are contracted service providers working within those boundaries;
 - Persons who employ people within those boundaries; and
 - Persons residing in those boundaries.

- ✓ **When do these prohibitions apply?**
 - Between 9:00 a.m. and 5:00 p.m., Monday through Saturday excepting holidays.

- ✓ **How will the City enforce violation?**
 - Municipal Code Chapter 8.04 requires those impacted by the parking restrictions to provide vehicle ownership information for those prohibited from parking in the free zone. A reporting form, which needs to be submitted to the Roseburg Police Department is enclosed. This data will be transferred to the parking enforcement officers' handheld computer system to help them recognize employee/resident/student vehicles.

✓ **What if a family member uses my car while I am at work?**

Citations are issued only after regular observation and monitoring by parking control employees. In practice, the parking control officers and most everyone who works in the downtown area recognizes parking violators – it is quite clear which vehicles are parked within the free zone on a regular basis. While it would be doubtful that a family member shopping downtown would park the vehicle in the same location with regularity, if they are cited, an explanation can be provided to the Municipal Court Judge.

✓ **What are the fines for violations in the free parking zone?**

First violation – \$29.00
Second violation - \$55.00
Third and all subsequent violations - \$107.00

✓ **What parking options do I have?**

The City rents parking spaces by the quarter; permits may be purchased from Park-Smart at 912 SE Washington. There are a number of private lots available for rental purposes. Long-term parking meters are available around the perimeter of the downtown core (800 block Jackson; 700 block Kane; 800 block Main; 800 block Rose; 500 and 800 block Stephens) *Caution:* Use of parking meters is limited to the maximum time on the meter; it is a violation to “plug” the meter for additional time. City parking lot rental rates are:

Court Street	\$17.00 per month or \$51.00 per quarter
Flegel Center Lot (Kane/Washington – current waiting list)	\$72.00 per quarter
Parking Structure (second floor)	\$66.00 per quarter
Parking Structure (third floor)	\$51.00 per quarter
Phillips Lot (800 Block SE Stephens)	\$60.00 per quarter
Shalimar Lot (700 Block SE Stephens)	\$75.00 per quarter

Discount rates are available for bulk purchases:

10% reduction for renting 10 through 15 spaces
15% reduction for additional spaces over the initial 15

If you have any questions, please feel free to contact Park-Smart at 541-492-7275 or email at info@park-smart.org or City of Roseburg Liaison Brian Davis at 541-492-6750 or email at bdavis@cityofroseburg.org.

ROSEBURG MUNICIPAL CODE CHAPTER 8.04

PARKING IN DOWNTOWN DEVELOPMENT DISTRICT

8.04.005 Definitions.

For purposes of this Chapter, the following words and phrases shall have the meaning set forth as follows:

- A. "Attending school" means attendance for more than three hours per day:
 - 1. At a school which is located in the parking district and which is accredited by the State of Oregon; or
 - 2. At any other instructional class within the parking district which provides academic, professional or job credits to attendees.
- B. "Parking district" means the primary area and the secondary area.
- C. "Primary area" means the Downtown Development District established in Chapter 3.08.
- D. "Secondary area" means the area having boundaries on the north by Diamond Lake Boulevard, on the south of Mosher Street, on the west by the Southern Pacific Railroad tracks, and on the east by Fowler Street proceeding to the intersection of Douglas Avenue, then by the mid-block between Kane and Chadwick Streets proceeding to the intersection of Cass Avenue, then by Kane Street proceeding to the intersection of Lane Street, and then by Main Street proceeding to the intersection of Mosher Avenue. (Ord. 2952 § 1 (part), 1996)

8.04.010 Prohibition.

Except when allowed under Section 8.04.020, no person who is employed, or is a contract service provider, or is attending school in the parking district, or employs another or resides in the parking district shall park a vehicle on the public way in the parking district while in his place of employment, in his residence, or attending school, or between nine a.m. and five p.m. on any day excepting Sundays and holidays. (Ord. 3190 § 1, 2005; Ord. 2952 § 1 (part), 1996)

8.04.020 Exceptions.

The following are exceptions to the prohibition in Section 8.04.010:

- A. Parking a vehicle on a public way within the secondary area where there are no restrictions posted or parking meters installed. Restrictions include but are not limited to: "free parking," time limits, restricted use, permit parking, prohibited use;
- B. Parking a vehicle on a public way under a monthly rental by the City;

- C. The City Manager is given authority to grant exemptions to the prohibition contained in Section 8.04.010 if the Manager finds that special circumstances warrant such exemption. For purposes of this Subsection, special circumstances shall include, but are not limited to, special events and promotional activities that are beneficial to the primary area or to the downtown community as a whole; and
- D. Exceptions to the student parking prohibition may be made by the City Manager provided that those students excepted shall be permitted to park in the primary area only in specified areas of the overpark structure and must properly display any parking permit that may be required by the City Manager. (Ord. 3190 § 2, 2005; Ord. 2952 § 1 (part), 1996)

8.04.030 Reports

- A. By the 15th of January each year, and in case of a business, occupation, tenancy or profession being commenced within the primary and/or secondary areas, within ten days after the commencement:
 - 1. An employer of a person employed part-time or full-time or as a contracted service provider in the primary and/or secondary area shall furnish the City the full name of the employer, the employees, and the service providers and the vehicle license number of each vehicle they own; and
 - 2. A person self-employed part-time or full-time in the primary and/or secondary area shall furnish the City his full name and the vehicle license number of each vehicle he owns.
 - 3. A person(s) residing within the primary and/or secondary areas shall furnish the City his full name and the vehicle license number of each vehicle he owns.
- B. Except as required each year under the above Subsection A, the person required to file the report under the above Subsection A shall indicate if there has been a change in the information previously filed under such Subsection A and, if there is a change, shall update the required information.
- C. The information required by this Section shall be supplied in a mode and on forms prescribed by the Finance Director.
- D. No person who receives or has knowledge or possession of information required to be given by this Section may divulge in any manner such information to any person not associated with the administration or enforcement of the parking program in the parking district. (Ord. 3190 § 3, 2005; Ord. 3150 § 1, 2003; Ord. 2952 § 1 (part), 1996)

8.04.040 Penalty.

Violations of Section 8.04.030 shall be punishable by fine set by Council resolution. (Ord. 2952 § 1 (part), 1996) Currently set at \$100.00

DOWNTOWN FREE PARKING ZONE

VEHICLE REPORT EXPLANATION

In accordance with Roseburg Municipal Code Chapter 8.04, occupants of facilities within the Downtown Parking District and the surrounding Secondary Boundary must provide information regarding vehicles owned by those attending school, residing, employing or working as an employee or contracted service provider within those boundaries.

Due to changes in staffing and parking control issues, it has been quite some time since the City has distributed these forms for completion. We ask that you return the following form to Park-Smart (Police Department designee) as soon as possible. In the future, these reports will be due by January 15th of each year. There is a \$100.00 penalty for failure to file the information.

Please note, that the code also requires changes in tenancy or persons/information listed on this form to be reported to the department within ten days after that change.

The information shall be downloaded onto the parking control officer computer system. It shall not be used for any other purpose other than parking enforcement and shall not be provided to any other persons or entities.

To assist you, this entire information packet and the reporting form are included in the Business Registration section of the City's website at www.cityofroseburg.org.

Please, make additional copies, if necessary

