



CITY OF BEND

Special Event Parking

DRAFT

Policy No.: EDD - __
Adopted:
Revised:
Revision No.:



TITLE: Special Event Parking
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Bend Code Chapter 1.450 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:

Eric King
City Manager

Mary Winters
City Attorney

Dated: _____

Dated: _____

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PURPOSE: Guidelines for the regulation of Special Event Parking

I. GUIDELINES FOR SPECIAL EVENT PARKING

Special Event Parking for City permitted Special Events

Primary Use. The primary use for the downtown parking district is the circulation and turnover of traffic for businesses and residents located downtown. Special events often include street closures. The event often allows vendors to use the street during the event. Vendors and others associated with the Special Event need to park vehicles during the event. Events shall not unduly burden residents or businesses in the downtown parking district. Dispensation for local businesses and residents shall be included in the required Parking Plan.

Parking Plan. All events shall be required to submit a parking plan. The Parking Plan shall be submitted as part of the special event permit application. The Parking Plan must identify locations of all parking associated with the event, take into consideration any closures or reserved parking areas, and provide accommodation for any displaced business or resident. The plan must be reviewed for approval at least one month prior to the event. The number and location of any permits shall be included.

Special Event Parking Permits. Special Event parking permits are intended for vehicles for event vendors, promoters and other necessary staff and volunteers to secure parking before, during and after the event. The vehicle receives the permit. A particular parking stall is NOT reserved. If particular stalls are requested, and if an event requires parking in a particular location, these must be incorporated as part of the Parking Plan, which should be included in the Special Event permit

Special Event Parking Permit times and dates. All Special Event Parking Permits will state dates and times when the permit is effective. The permit is allowed to be effective twelve hours before the start of the Special Event and extend twelve hours beyond the end of the event.

Special Event Parking Permit – Pricing. Permit pricing will be consistent with existing fees charged for reserved parking. Lots or Streets closed as per the approved Special Event permit, shall not be charged.

Parking Requirements. Events shall adhere to all codes and ordinances governing parking. The Special Event parking permit does not allow the permit holder to exceed any length or location restrictions (i.e. parking in front of a fire hydrant or in an ADA stall) or any other posted parking restrictions.



Parking Enforcement. Parking restrictions will be enforced during events, per policy, where the roads and lots are open to the public for use during the event.

Time limits. Special event parking permits are intended to allow vehicles associated with the permitted Special Event to exceed posted time limits. Parking not included within the approved Parking Plan shall have posted time limits enforced per policy.

Residential & Business Parking. Special Events will provide parking for any downtown residents or businesses displaced by an event. Event organizers will purchase parking permits for affected residents or businesses to park in off-street locations (i.e., Parking Garage).

Loading Zones. Special Events shall adhere to all requirements associated with loading zones. Loading is allowed in designated zones or alleys, unless otherwise identified within the approved Parking Plan.

Other uses. There are instances when businesses in the parking district need to secure extended time or extended length parking for vehicles associated with their event. Extended time is allowed to meet business needs outside of a permitted Special Event. The permits will be assigned to a vehicle and the vehicle directed to a location. The vehicles must be parked according to all other parking restrictions. Location considerations will be taken into account but will not determine the final location for parking the vehicles downtown.

Other Considerations. Other requests for parking will be considered on a case by case basis. The demand for parking (determined by permits or percent occupied) will determine if the requested location or length of time is allowed.