

Administrative Parking Regulations



Date Revised: August 22, 2022

ADMINISTRATIVE RULE NO. 110-100
ADMINISTRATIVE PARKING REGULATIONS

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SECTION 1 – INTRODUCTION

1.00 Introduction

These Administrative Rules are hereby adopted and promulgated pursuant to the authority set forth in Salem Revised Code (SRC) Chapter 102 – Parking, and SRC Chapter 20J – Administrative Rulemaking, and do hereby supersede all previously issued rules, regulations, and procedures for permit parking and parking in City operated on-street and off-street parking facilities. Administrative Rule 110-100 shall be known as the Administrative Parking Regulations (APR) and shall be so cited and pleaded.

SECTION 2 – GENERAL PROVISIONS

2.00 Definitions

(a) Terms used in this rule are defined in the Salem Revised Code chapters 1 and 102.

(b) Words and phrases shall be construed according to their customary and usual meaning unless the context indicates a special or technical meaning. Words used in the present tense include the future, the singular number includes the plural, and the word "shall" is mandatory and not discretionary.

2.10 Violations

Any person who violates or fails to comply with any regulation herein set forth shall be subject to the penalties as provided in SRC 102.075 – Failure to obey administrative parking regulations.

2.15 Enforcement

It shall be the duty of any enforcement officer to enforce these regulations, charging violations thereof in the manner provided for in the Salem Revised Code and these regulations.

2.20 General

- A. The Director may prohibit or restrict use of on-street parking or an off-street parking facility as the Director determines necessary to do any of the following:
 - 1. Protect the off-street parking facility or section of it from being unduly damaged.
 - 2. Protect public health and safety.

- B. Restrictions that may be imposed under this section include any of the following:
 - 1. Prohibition of the operation of any or all vehicles or any class or kind of vehicle or bicycle or other non-motorized traffic.
 - 2. Imposing any other restrictions that the Director determines necessary to achieve the purposes of APR 2.20 (A) (1) and (2).

3. Restrictions necessary to implement Federal, State, local laws, rules, or orders.

2.25 Prohibited Activity

- A. No person shall occupy or use any City of Salem on-street parking or an off-street parking facility except for the purpose of parking a vehicle unless the City has issued written permission for the specific use. Prohibited activity including but not limited to:
 - 1. Non-emergency business activities without approval.
 - 2. Recreational activities in off-street parking facilities.
 - 3. Engine repair, lube/oil/fluid changes, or car washing.
 - 4. Camping, bicycle riding, skateboarding, or roller skating in off-street parking facilities, except that Police and Enforcement Officers may patrol off-street parking facilities on bicycles while acting in the performance of official duties.
- B. No person shall engage in activity that is an unlawful act in a City of Salem off-street parking facility, including, but not limited to, offenses enumerated in SRC Title VIII.

2.35 Off-street Facility Speed Limit

Unless otherwise posted, the maximum speed limit in any off-street parking facility is 10 miles per hour.

2.40 Loss or Damage

The City of Salem is not liable for loss or damages of any kind including fire, theft, vandalism, or accident when using on-street parking or an off-street parking facility.

SECTION 3 – PARKING PERMITS

3.10 Temporary, Restricted or Prohibited On-street Parking Permits

- A. The parking of vehicles may be temporarily permitted when and where otherwise prohibited.
- B. Any person may make application in writing to the City for a temporary on-street parking permit.
- C. An application provided for in APR 3.10 (B) shall be signed by the applicant or, if the applicant is a corporation or other legal entity, then by a person with authority to sign on its behalf.
- D. An application under APR 3.10 (B) shall be submitted to the City and may be reviewed by other City representatives as necessary.
- E. An application under APR 3.10 (B) shall be accompanied by a processing fee established in the Master Fee Schedule. Upon approval of the application, applicant shall pay a fee for each space, per day provided for in the Master Fee Schedule.
- F. A fee may be required of employees or contractors of a city, county, state, or other government employees who park vehicles in connection with any activity described in this Section.

- G. The Director may issue a permit wholly or partly granting the application under APR 3.10(B) and permitting, restricting or prohibiting the parking of vehicles upon the street or part of street described in the application if the Director finds that it will be in the public interest to grant the application, unless the Director or designated staff finds that the granting of a request will interfere with the use of the street or part of street for travel by the general public.
- H. The Director or designated staff shall cause signs to be temporarily placed upon such street or part of street, as is covered by an order or permitted which shall contain appropriate words or language to inform the public that the parking of vehicles is temporarily permitted, restricted or prohibited at or between such signs.
- I. When issuing a permit the Director or designated staff may direct the applicant to designate a person responsible to place the temporary parking signs and remove the same at the times set forth in such order or the permit. It shall be unlawful for the designated person or the applicant to permit such signs to be in place on the street or in view of the traveling public at any time except during the hours or days designated upon such signs.
- J. Whenever it comes to the attention of the Director or any enforcement officer that any temporary traffic sign erected for the purpose of permitted, restricting or prohibiting parking as in these administrative regulations provided is set at any place other than that designated in the order or permit authorizing such signs, or is in place on any day or hour or at any time other than that fixed in such order or permit, it shall be the duty of such officers to remove the same.
- K. The applicant for a permit under APR 3.10 (B) shall at all times be responsible for any traffic sign delivered to the applicant. The applicant shall make restitution to the City for any lost or damaged sign.
- L. The operator of any vehicle or any other person parking a vehicle in violation of the directions contained in any temporary sign set up or put in place pursuant to the provisions of these administrative parking regulations or any person who shall unlawfully remove, take away, or destroy any such temporary sign shall be guilty of an infraction (SRC 102.095. Tampering with parking control devices).
- M. Any permit issued pursuant to the terms of APR 3.10 (B) may be canceled by the Director or designated staff, at any time the Director deems necessary to protect the public interest. When cancelled, any temporary parking sign shall be returned to the City.

3.15 Construction and Maintenance Parking Permits

- A. Notwithstanding any other provision of these regulations, a person may park a vehicle at a place, for a time, or in a manner which would otherwise constitute a violation of the provisions of these administrative parking regulations if the person has obtained a permit from the City and:
 - 1. The person parks only at the location, in the manner at the times, and in compliance with the conditions specified in the permit;
 - 2. The person parks at a place, in a manner or for a time which would otherwise be a violation only for so long as the person is actually engaged in one of the activities set forth in subsection (b) of this section; and
 - 3. The permit issued by the City is prominently displayed in or on the vehicle.
 - 4. Construction and Maintenance parking permit shall not be required for placing building material in the parking lane on a local street as described in SRC 76.010(c).

- B. Permits issued pursuant to APR 3.15 (A) may be issued only where such activity is reasonably necessary and could not reasonably be accomplished without parking at a place, in a manner or for a time which would otherwise constitute a violation of these administrative parking regulations:
 - 1. Construction, installation, relocation, maintenance, or repair of streets, sidewalks, alleyways, parking lots, buildings, structures, or landscaping; or other communication, power, gas, water, sewer, or other utility cables, mains, or pipelines;
 - 2. Loading or unloading cargo under circumstances of special necessity and not at a place regularly used for loading or unloading cargo of substantially the same general kind and quantity contemplated in the permit request.

- C. Application for a permit mentioned in APR 3.15 (A) shall specify:
 - 1. The date and time, place, and manner in which the vehicle will be parked;
 - 2. The name and address of the owner of the vehicle;
 - 3. The name and phone number of a person who will be in charge of the vehicle while it is parked under the permit, which person shall remain in the vicinity of the vehicle at all times when it is parked under the permit;
 - 4. The make, model, and license plate of the vehicle or the last five of the VIN if a license plate is unavailable;
 - 5. The purpose in connection with which the vehicle will be parked; and
 - 6. A brief statement of the reasons why otherwise unlawful parking is necessary.

- D. A fee may be charged for each permit issued for each vehicle a fee as prescribed by the Master Fee Schedule. A fee may be charged for employees or contractors of the city.

- E. The permit issued by the City shall set forth:
 - 1. The date and time, place, and manner in which the vehicle may be parked;
 - 2. Any reasonable conditions which the Director or designated staff considers necessary for the safe and expeditious flow of traffic upon the streets, including, but not limited to warning signs, signals, flaggers, and barricades;
 - 3. The make, model, and license plate of the vehicle or the last five of the VIN if a license plate is unavailable; and

4. The name and phone number of the person who will be in charge of the vehicle.

3.20 Residential Parking Permits

A. It is hereby found and declared that:

1. There exists within certain residential areas of the city, heavy concentration of vehicles which park all day, or which in the evening hours, are driven therein without specific destination and congregating at various points committing offenses against the peace and dignity of the city and the residents thereof.
2. The presence of these vehicles causes vehicular congestion on local streets, impede the movement of traffic; and unduly restrict entry of residents to their homes.
3. That such vehicular congestion creates polluted air, excessive noise, and trash and refuse.
4. The conditions mentioned in subsections (1), (2) and (3) of this section creates blighted or deteriorated residential areas.
5. The establishment of residential permit parking zones will help to preserve the character of these areas as residential areas and will preserve property values.
6. The establishment of residential permit parking zones will reduce motor vehicle miles traveled in the city by requiring commuters to carpool or to utilize forms of transportation which are less polluting per person than single passenger motor vehicles, will discourage driving motor vehicles into residential areas without a purpose or specific designation, and thereby assist in the attainment of national and state ambient air quality standards.
7. That residential permit parking regulations are necessary to promote the health, safety, and welfare of the inhabitants of the city.

B. For the purpose of this section, the following definitions shall apply:

1. Residential areas shall mean a contiguous or nearly contiguous area containing public streets or parts thereof primarily abutted by residential property or residential and nonbusiness property such as schools, parks, churches, hospitals, and nursing homes. Residential area shall also mean a residential land use within the area generally bounded by Union Street on the north, Trade Street on the south, Winter Street on the east, and Front Street on the west.
2. Commuter vehicle shall mean a motor vehicle operated in or parked in a residential area by a person not a resident thereof.
3. Impacted by commuter vehicles shall mean; (a) A condition whereby the average number of commuter vehicles parking on streets in a residential area is in excess of 25 percent of the number of parking spaces on such streets, and the total number of spaces actually occupied by any vehicles exceeds 75 percent of the number of spaces on such streets on the weekdays of any month; or (b) A condition whereby an undue number of commuter vehicles are being driven into a residential area regularly between the hours of 9:00 p.m. and 6:00 a.m. of the following day, parking therein for purposes unrelated to residential uses.
4. Resident shall mean somebody who lives permanently or for more than 30 days in a particular place.
5. Bona fide Guest shall mean somebody who receives hospitality at a home of somebody else or is entertained in one's house. It shall only include such time that

the person is a guest in the home and shall not extend to periods when the person is in school or the conduct of their profession.

- C. Whenever the Director determines that a residential area is impacted by commuter vehicles the Director may initiate the creation therein of a residential permit parking zone. If determined to be controversial, a report of the Director making such determination shall be referred to the Citizens Advisory Traffic Commission (CATC) for a public meeting. If still determined to be controversial by CATC after the CATC public meeting, then the matter shall be referred to the Salem City Council.
- D. In recommending whether an area shall be designated as a residential permit parking zone, the following factors shall be taken into consideration:
 - 1. The local and area wide needs with respect to clean air and the requirements of federal and state laws and regulations.
 - 2. The possibility of a reduction in total vehicle miles driven in the city.
 - 3. The likelihood of alleviating traffic congestion, illegal parking, littering, nuisances, and related health and safety hazards.
 - 4. The proximity of public transportation to the residential area.
 - 5. The desire and need of the residents for residential permit parking.
 - 6. The need for parking in proximity to establishments located therein and used by the general public for religious, health, or educational purposes.
- E. Following the approval of the designation of a residential permit parking zone, the Director shall cause parking signs to be erected in the zone, indicating the times and locations where parking shall be permitted by permit.
- F. The City shall issue residential parking permits. A permit shall be issued upon application only to the owner or the operator of a motor vehicle who resides on property immediately adjacent to the street or other location within the residential permit parking zone. There shall be no charge for the permit other than a processing fee in an amount set the Master Fee Schedule. The permit shall be renewed annually upon such conditions and procedures as the Director shall specify. The permit shall be displayed on the outside of the rear window in the lower left corner. If the vehicle does not have a window located on the rear of the vehicle, the permit shall be displayed on the left rear bumper of the vehicle. The application for a permit shall contain the name and phone number of the owner or operator of the motor vehicle, residential address, the motor vehicle's make, model, vehicle license plate number or the last five of the VIN if a license plate number is unavailable and the number of the applicant's operator's license. The owner or operator of any motor vehicle applying for a residential parking permit shall have a current and valid Oregon vehicle registration, driver's license indicating residency and/or proof of residency.
- G. The Director or designated staff is authorized to issue:
 - 1. Temporary parking permits to bona fide visitors at residences of designated residential parking zones; and
 - 2. Exemption parking permits to handicapped persons and service or delivery vehicles which are being used to provide services or make deliveries to dwellings in the

- parking zone; and
3. Temporary parking permits to other persons with the approval of the Salem City Council.
 4. Where a group home or assisted care provider or facility is operated in a single-family dwelling located in a residential permit parking area, the dwelling shall be entitled to no more than three (3) annual guest passes provided that the home or provider/facility applies for a residential parking permit and pay all fees required for any other resident for such permit.

3.25 Carpool Parking Permits

- A. It is hereby found and declared:
 1. That there are a significant number of persons employed in the area of Salem bounded by Markets Street on the north, 17th Street on the east, Mission Street on the south, and the Willamette River on the west.
 2. That a significant percentage of these persons so employed drive to their places of employment.
 3. That because of a lack of off-street parking places the vehicles are being parked all day on city streets.
 4. That the presence of these vehicles causes vehicular congestion on residential streets, impede the movement of traffic, and unduly restrict entry of residents to their homes.
 5. That such vehicular impaction creates polluted air, excessive noise, and trash and refuse.
 6. That giving preference to persons in carpools for on-street parking, will reduce the number of vehicles being driven to work thus reducing air pollution and conserving energy.
 7. That a preferential on-street carpool parking program is necessary to promote the health, safety, and welfare of the inhabitants of the city.
- B. Whenever the Director determines that a carpool permit parking area is needed, the Director may initiate the creation therein of a carpool permit parking zone. If determined to be controversial, a report of the Director making such determination shall be referred to the Citizens Advisory Traffic Commission (CATC) for a public meeting. If still determined to be controversial by CATC after the CATC public meeting, then the matter shall be referred to the Salem City Council. Any such area so recommended shall be located within that area bounded by Market Street on the north, 17th Street on the east, Mission Street on the south, and the Willamette River on the west. Upon the filing of said report with the Salem City Council, the Council may by resolution proceed to establish on-street preferential carpool parking spaces as it shall determine. Any such resolution shall specify the on-street parking spaces that may be used by persons with carpool permits, and that the appropriate signing be erected.
- C. No carpool parking space shall be located abutting:
 1. Residential property; or
 2. Property with a need for short term high turnover parking.
- D. Issuance of carpool parking permits. The City shall issue carpool parking permits to

qualified individuals upon application and payment of the applicable fee. Each application for a carpool parking permit shall be made on a form prescribed by the City and shall contain all of the following information for each person participating in the carpool arrangement:

1. Name, home address, and telephone number.
 2. Address of work, days, and hours of employment.
 3. Driver license number.
 4. vehicle license plate number or the last five of the VIN if a license plate number is unavailable and description of the vehicles participating in the carpool arrangement.
- E. Each application for a carpool parking permit must be signed by all persons participating in the carpool. The carpool parking permit shall be renewed annually. The fee for each permit shall be as prescribed by the Master Fee Schedule. The number of permits issued shall be limited to the number of spaces that are established by Council. Permits shall be issued on a priority basis. A maximum of two permits shall be issued to each approved application. If carpool spaces are not available, a waiting list will be established for each carpool zone. When spaces become available, permits will be available to persons on the waiting list.
- F. Persons holding valid permits shall be given the right of renewal priority over persons on the waiting list.

3.30 Off-street Facility Parking Permits

A. Part-time Parking Permits:

Persons working or going to school 25 or less hours per week, may be eligible for part-time parking permits. Before a part-time permit may be issued, the applicant's employer must verify part-time employment or classes on forms to be provided by the City. A permit shall not be issued unless the employer and applicant have fully completed the application for, or renewal of a permit. Failure to provide required information at the time of application, or renewal, may result in the denial or revocation of the permit. Only one (1) permit may be issued to part-time applicants.

B. One-Day Parking Permits:

Daily parking permits may be purchased from the City. Daily permits are only valid at locations designated on the permit. The City reserves the right to control and restrict the availability of one day permits, based upon the parking demand of the individual off-street facilities.

C. Volunteer Permits:

The Parking Services Division is authorized to issue and track volunteer parking permits for Marion County DA interns, jurors, and Riverfront Carousel volunteers. A volunteer parking permit may not be used by anyone other than the specific person to which the permit issued, and only when performing the intended volunteer activity.

D. Temporary Off-street Parking Permits:

Parking Services may issue a temporary permit for temporary off-street parking not otherwise described in these regulations when it is reasonably necessary to do so. In determining whether to issue a temporary permit, the availability of existing parking resources will be considered, the circumstances of the applicant, and the best interest of the City. Temporary parking permits are only valid at times and locations designated on the permit.

SECTION 4 – PARKING PERMIT PROCESSING AND ADMINISTRATION

4.10 Application, Issuance and Collection of Fees:

- A. Parking permits are valid at the particular off-street parking facility designated on the permit and are not valid in other facilities or areas.
- B. One permit per permit number shall be issued (except carpools). A maximum of two permits shall be issued for any one carpool. If more than one vehicle belonging to a common carpool/ permit is in the parking facility at the same time, both vehicles shall be cited.
- C. Voluntary termination is the individual's responsibility and permits shall be returned to the City. While a valid permit is in the permit holder's possession, the permit holder is responsible for payment whether or not the parking space is used.
- D. In case of loss, duplicate permits may be obtained by making application to the City for a charge set by the Master Fee Schedule.
- E. The City reserves the right to terminate a parking permit at the end of any month. SAIF personnel will comply with policies established by their organization.
- F. If the City terminates a parking permit for non-payment for the third time, the individual will lose their parking privilege permanently.
- G. Individual permit holders who lose parking privileges may not transfer their permit to another person. The City reserves exclusive right of assignment and will make such assignments to the first eligible applicant on the appropriate waiting list.
- H. If notification of termination and return of permit is made on or before the 5th of the month, there is no charge for that month. A refund of one-half ($\frac{1}{2}$) of the monthly fee will be made if notification of termination and return of permit is made after the 5th but before the 15th of the month. No refund will be made for permits received after the 15th of the month. If the 15th falls on a Saturday, Sunday, or holiday, return of permit will be accepted only on the first working day following, to qualify for a refund.
- I. City and SAIF employees may pay by payroll deduction. All other permit holders will be billed

monthly on or about the 1st day of the month for that month's fee. Payments other than payroll deduction will be made in advance. Payments are due no later than the 15th of each month. If payment is not received by the last working day of the month, the permit will be canceled.

4.15 Priority in Issuance of Permits

- A. Where parking demand exceeds the supply for any off-street facility, applications shall be kept, and vacancies filled based on the chronological order in which they are received.
- B. An employee dissatisfied with an assigned Civic Center parking space may have their name placed on a waiting list for the next available parking space. A processing fee will be charged for changing spaces. If the employee does not want the next available space the employee must still pay the processing fee.

4.20 Displaying Permit

All vehicles parked in parking permit restricted areas shall display a valid permit on their rearview mirror which is clearly visible from outside the vehicle. Any vehicle parked without displaying such a permit will be issued a citation for prohibited parking.

4.25 Revocation of Permit

- A. The Parking Services Operations Supervisor is authorized to revoke the on-street parking permit of any permittee found to be in violation of these administrative parking regulations. Upon written notification thereof, the permittee shall surrender such permit. Failure, when so requested, to surrender an on-street parking permit so revoked shall constitute a violation of this section.
- B. A permit holder subject to revocation of a parking permit shall be given notice and an opportunity to present his/her case in person or in writing to the Code Compliance Manager. The Code Compliance Manager will review the case and issue a recommendation to the Director. The decision of the Director will be the City's final decision.

SECTION 5 – OFF-STREET PARKING FACILITIES

5.10 Civic Center Complex

- A. First Level (Under City Hall) - The area on the first level under City Hall shall be reserved for the City Manager Permit-issued parking, Disabled Parking Placards and as otherwise indicated on appropriate signs posted in that area.
- B. Parking Levels 1 and 2 - This area shall be designated as "City Hall Parking Only, Library Parking Prohibited, 8:00 a.m. to 6:00 p.m., Monday through Friday, Holidays Excepted." Except as otherwise set forth herein, all Civic Center/Library employees, interns, tenants, and volunteers

are prohibited from parking on levels 1 & 2 without a valid permit between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, while on duty, or while performing any activity related to their employment or volunteer work.

1. Off-duty employees conducting business with the City of Salem as a citizen may park in this area provided they are off-duty, are not involved in any activity related to his or her employment or volunteer work, and they are conducting the business in an area that is open to the general public, e.g., paying a water bill, purchasing a permit from the PAC, attending a community meeting as a citizen, and other similar activities.
 2. Employees with motorcycle permits may park at all times in designated motorcycle areas on levels 1 and 2.
 3. Employees who work outside the Civic Center, but who are required to come to the Civic Center on temporary official city business must display a special red permit or be driving a marked City of Salem vehicle. Temporary special red permits can be used to park in any City on or off-street, restricted, or paid parking space. These permits are issued by Parking Services upon request.
- C. Parking Levels 3 and 4 - This area shall be reserved for city employees with properly displayed permits. City vehicles are prohibited.
- D. Library Parking Garage - The Library Parking Garage has 10-hour metered parking, and permit parking in designated areas.

Official city vehicles, library volunteers, city hall volunteers, and private vehicles displaying a valid permit may park in the designated permit area on the roof level. If the designated permit area is full, the Roof Level meters may be used without depositing coins.

All levels are head-in parking.

- E. Library Parking East Lot – The East lot has 10-hour metered parking and 3-hour EV charging spaces. Permit holders may use the EV chargers a maximum of three (3) hours per day. The vehicle must be plugged in and the permit must be displayed. All spaces are head-in parking.
- F. Patios/Peace Plaza - Vehicle use is prohibited except when related to Civic Center programs and then only with the approval of the City.
- G. Window to the West - This area is reserved for City vehicles and other vehicles displaying valid permits or other City uses.
- H. Fire Station No. 1 - All spaces shall be assigned to Central Fire Station personnel except those designated for visitor parking.
- I. Civic Center permit holders may not transfer, assign or allow another person to use his or her permit or assigned parking stall for more than 14 days in any calendar year without prior City

approval.

- J. In an effort to promote alternative modes of transportation (walking, bicycling, etc.), the City will allow Civic Center permit holders to place permits in an inactive for use by the NEXT person on the Civic Center waiting list provided that billing arrangements are made through the PAC and the period of surrender is for at least one full month, starting at the beginning of the billing cycle, and then continues through full month increments, not to exceed six consecutive months. There will be no processing fees charged if the arrangements are made at least 10 days prior to the beginning of the billing cycle.

5.15 Pringle Parking Structure

- A. The priority for the number of parking spaces and priority issuance of permits is memorialized in agreements between City of Salem and State Accident Insurance Fund (SAIF) and City of Salem and SANGENE GROUP, OREG., LTD.
- B. The entire Off-street parking facility is designated as head in parking only.
- C. The Open Roof Level is used for Salem Convention Center overflow parking, permit holder and official City vehicles which remain overnight and on weekends.

5.20 Chemeketa Parkade

- A. Levels 3, 4 and roof are designated for permit parking only.
- B. Permit holders may use the EV chargers a maximum of three (3) hours per day. The vehicle must be plugged in and the permit must be displayed.
- C. The entire Off-street parking facility is designated head in parking only.

5.25 Liberty Square

- A. Levels 2, 3, 4, 5, and the roof are designated permit parking only.
- B. Permit holders may use the EV chargers a maximum of three (3) hours per day. The vehicle must be plugged in and the permit must be displayed.

5.30 Marion Parkade

- A. Parts of level 2 and the Roof are designated for permit parking only.
- B. Permit holders may use the EV chargers a maximum of three (3) hours per day. The vehicle must be plugged in and the permit must be displayed.

- C. The entire Off-street parking facility is designated as head in parking only.

5.35 City Municipal Parking Lots

- A. Other City owned off-street parking facilities include:
 1. 400 State Street (Next to the Willamette Valley Bank)
 2. 600 Church Street SE (Pringle Park Parking Lot)
 3. 200 Water Street NE (North Riverfront Parking Lot)
 4. 100 Union Street NE (PGE/Union Parking Lot)
 5. 600-900 Mission Street SE (Northeast Bush Park/Willamette University Stadium)
 6. 500-600 Leffelle Street SE (Southwest Bush Park)
 7. 1000 Leffelle Street SE (Southeast Bush Park)
 8. 101 Front Street SE (Riverfront Carousel)
 9. 200 Front Street NE (Pavilion)

The general public may contact Parking Services to reserve the 400 State Street lot for special events.

- B. These facilities shall be available to the general public unless otherwise posted. The Downtown Parking District regulations shall apply to all off-street parking facilities located within the Downtown Parking District.

5.40 City Municipal Airport Parking Lots

The two public parking lots at the airport terminal are regulated by deposit requirements posted on a pay-by-plate kiosk located at the north terminal parking lot. Deposit requirements apply in both parking lots twenty-four hours per day, every day of the year. Parking is paid on a 24-hour period from time of purchase; (i.e., if a person arrives at 7:00 a.m. the parking is good until 7:00 a.m. the next day.) There is no short-term parking fee assessed for meetings, picking up passengers, etc. Persons using these lots shall deposit money (by credit, debit or prepaid card only) at the pay-by-plate kiosk and obtain a receipt immediately after parking their vehicle. Any number of days can be purchased, and overtime violations shall be enforced in these lots.

5.45 Riverfront Park

The Riverfront Park permit authorizes employee permit parking Monday through Friday in Riverfront Park areas designated by official parking control signs. Riverfront Park is closed to employee permit parking on weekends, City holidays, and with at least 7 days' notice posted in advance, for special events. When Riverfront Park is closed to employee permit parking, permit holders shall display their Riverfront permit and may park in any covered or roof level permit area of the Chemeketa, Liberty, or Marion Parkades.

5.50 Salem Convention Center

The Salem Convention Center parking structure may require parking for over-sized vehicles for Salem Convention Center (SCC) events.

- A. The SCC manager will give a minimum of 14 days advanced notice prior to the dates requested

for parking oversized vehicles. Notice should be by email and directed to Parking Services, Parking Operations Supervisor. There may be time when large vehicles arrive the day of a SCC event and advance notice may not be possible. The request should indicate the number of vehicles, description and the anticipated length of stay.

- B. Vehicles will display the permit in a visible place that can be seen by parking officers.
- C. Vehicle designated parking areas:
 - 1. Directly south of SCC plaza on 300 Trade Street (5 spaces).
 - 2. Directly south of SCC on the east side of 300 Commercial Street (6 spaces before the bridge).
 - 3. Directly west of SCC plaza on 200 Commercial Street (2 spaces).
- D. In order to ensure the on-street spaces are not occupied the day of the event, "No Parking" signs will be placed on the sidewalk 72 hours in advance.
- E. Vehicles may remain overnight but may not exceed 5 consecutive days.
- F. No sleeping or camping is allowed

5.55 Special Parking Requests

Special Parking Requests for government agencies, churches, business and or events will be submitted to and approved by Parking Services.

SECTION 6 – OFF-STREET FACILITY AUDIT

6.10 Administration

Parking Services shall maintain parking data for all City owned off-street facilities covered by the Administrative Parking Regulations.

SECTION 7 – FEES

7.10 Parking Permit and Meter Fees

All fees shall be set by resolution of the Salem City Council in its Master Fee Schedule.

SECTION 8 – FORMAL APPROVAL

City Manager

Date