



Corvallis Police Department

Gary D. Boldizar
Chief of Police
180 NW 5th Street
PO Box 1083
Corvallis, OR 97339-1083
(541) 766-6924, Fax 754-1720

September 22, 2010

Dear Employer/Resident:

You have received this letter because you have been identified as a Employer, Resident, or Educational Institution located within the Downtown customer free parking reporting area. Per Corvallis Ordinance 6.11.310, the Corvallis Police Department is charged with collecting the names, addresses and vehicle license plates of all employees and residents of the downtown reporting area on a quarterly basis (January 1, April 1, July 1, and October 1 each year). This data assists the Police Department in enforcing the ordinances related to the Free Customer Parking area and helping to ensure a turnover in parking spaces available for customer use. Please remind your employees this ordinance is enforced Monday through Saturday from 9:00 AM to 5:00 PM.

The Police Department will accept the information via mail, fax and e-mail.

In order to comply with Corvallis Ordinance 6.11.310, submit the following information:

- EMPLOYERS: provide the employer's and employees' names and vehicle license numbers of all vehicles owned, operated or controlled by each employer and employee.
- RESIDENTS: provide your name and vehicle license numbers of all vehicles owned, operated or controlled by the resident.
- EDUCATIONAL INSTITUTIONS: provide the names and vehicle license numbers of all vehicles owned, operated or controlled by each student.

If you are unsure if you are required to report this information, contact Laura Gatica for clarification.

For the next quarter, the information required by Corvallis Ordinance 6.11.310 must be provided no later than October 1, 2010, to:

Laura Gatica
Corvallis Police Department
PO Box 1083
Corvallis Oregon 97339-1083
Phone: (541) 766-6400 Fax: (541) 754-1722
email: Parking@ci.corvallis.or.us or Laura.Gatica@ci.corvallis.or.us.

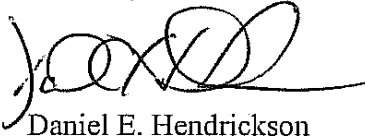
If you do not receive a response to your email by the next working business day please assume your email was not received and resubmit.

Any business, resident, or educational institution which does not comply with the reporting requirements may be cited after the due date without further warnings.

This letter is your notice to respond by the deadline and is the only reminder you will receive. Failure to comply with Corvallis Municipal Ordinance 6.11.310 by submitting the required information to the Police Department may result in the issuance of a citation. The penalty for violation, upon conviction, is a fine of not more than \$300.00 for each offense.

Thank you in advance for your cooperation.

Sincerely,



Daniel E. Hendrickson
Captain
Community Service Division

For information about the Free Customer Parking area, please contact Lisa Namba, Corvallis Public Works, at (541) 754-1759 or by e-mail at Lisa.Namba@ci.corvallis.or.us. Please do not contact Lisa Namba with compliance information.

NOTICE

EFFECTIVE OCTOBER 1, 2010, THE CORVALLIS POLICE DEPARTMENT WILL NO LONGER DISTRIBUTE REPORTING REMINDERS TO EMPLOYERS, RESIDENTS, OR EDUCATIONAL INSTITUTIONS LOCATED WITHIN THE DOWNTOWN CUSTOMER FREE PARKING REPORTING AREA.

Per Corvallis Ordinance 6.11.310, employers, residents, or educational institutions located within the downtown customer free parking reporting area must submit the names, addresses and vehicle license plates of all employees and residents no later than the following dates each year:

- January 1
- April 1
- July 1
- October 1

Refer to "Municipal Code" (Title 6 - Traffic - 6.11.310) on the City of Corvallis website at <http://www.ci.corvallis.or.us/> for further information regarding downtown customer free parking reporting. Refer to the "Forms" tab on the Police Department website at <http://www.ci.corvallis.or.us/police> for the required reporting form.

Downtown Parking Compliance Form

Fax Back to CPD 754-1722

Business Name

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Address:

Phone #:

Email:

CURRENT EMPLOYEES

Last Name	First Name	License #	New License #

New Employees

Last Name	First Name	License Plate #