



# HANSON HOUSING AUTHORITY

80 Meetinghouse Lane  
Hanson, Massachusetts 02341  
Telephone 781-293-7474

## **Hanson Housing Authority Parking and Towing Policy**

Since it is the mission of the Hanson Housing Authority (HHA) to provide a safe and pleasant environment for all its residents, it is necessary that the HHA develop and implement a comprehensive parking and towing policy for all developments. It is essential for the safety of our residents that we provide fire lanes that are clear in times of emergency and resident parking spaces are not taken by unauthorized visitors. We also need to be sure that our residents have first priority for parking and that they are safe as they enter and leave the property. It is important that we establish a sense of fairness and equally important that we establish a process of knowing who belongs on HHA parking lots by establishing a set of rules. Therefore....

Residents of the Hanson Housing Authority must register all motor vehicles belonging to those members of the household who are on the lease. Each vehicle registered must be insured and inspected as required by law. Stickers will be issued to no more than one (1) vehicle per licensed operator. All vehicles must be parked in accordance with the rules of the parking and towing policy, especially as it relates to fire safety, snow removal and trash collection. All residents who violate any part of the parking code will have their vehicle removed from HHA property at their own expense or will be fined.

### **Resident Parking**

There will be designated resident parking.

There will be designated parking for residents with an official handicapped placard from the Registry of Motor Vehicles. (A copy will be kept on file at the Management Office.)

The processing for registering vehicles with the HHA and receiving a sticker:

1. Registration will take place at the Management Office of the HHA.
2. A copy of the registration of each vehicle to be registered and a driver's license is requested.
3. Vehicles must be registered to the resident at their HHA address.
4. All new residents will have thirty (30) days to make appropriate change of address on their registration.
5. For those thirty (30) days they will be issued a temporary parking permit with an expiration date.
6. If the change in registration is not made within 30 day the resident will be notified that the parking permit has been rescinded and they will not be able to park their vehicle on site until all information is returned to the HHA
7. Residents will place the sticker in the upper left corner of the rear windshield.

## **Visitor Parking**

There will be a designated appropriate parking area in each development for our visitors. Each of these areas may vary according to limitations of each development.

Visitors may not park in designated resident parking.

Resident parking is restricted to vehicles with a HHA issued sticker. All others will be towed at their own expense.

## **Overnight Guests**

Guests who stay longer than three (3) days need to obtain a visitor's pass from the Management office.

Guests must park in the designated visitor's parking area.

## **Work Vehicles**

Work vehicles are vehicles that residents bring home at night and are essential for their job. They must be parked in the designated visitor's parking lot. Work vehicles will be given temporary parking permits if they meet the criteria below and there is available parking space at the development. If a resident has a work vehicle **only** the vehicle may be parked in residents parking

In order to register the vehicle, the HHA residents need to bring the following documentation to the Management Office.

Letter from employer with the following information:

Type of vehicle (under three ton)

Name and address of Company

Phone number for verification

Emergency phone number

Permission to have the vehicle overnight.

When all paperwork is verified, the vehicle will be registered and allowed on the property for overnight parking.

Any questions regarding this Policy on appropriate appeal, areas to park should be brought to the attention of the Property Manager.

## **Staff Parking**

HHA staff need to park in designated staff parking areas as determined on a site-by-site basis whenever possible.

## **Enforcement of the Parking and Towing Policy**

Vehicles will be ticketed or towed for the following reasons:

- Fire lane violations
- Handicapped parking place violation
- Improperly registered non-registered vehicle
- Uninsured vehicle
- Vehicle not properly inspected. All vehicles must have current and valid inspection stickers
- Inoperable vehicles (leaking fluids, flat tires)
- Improperly parked as outlined in the parking and towing policy

For these and all other town and state code violations, vehicles will be towed at the Owner's expense. The HHA will make efforts to provide warnings prior to towing a vehicle except in instance where it is determined the vehicle is posing a safety, environmental or left at the site the vehicle will cause damage to the property.

### **Fines**

Any unauthorized vehicle found to be using the emergency access road in the interior of the Meetinghouse lane complex, also known as the walk way, or the walk ways located at the L Z Thomas complex as well as non paved areas will be subject to the following action.

- |   |  |
|---|--|
| 1. <b><u>First Offense.</u></b>           | Written warning to the resident who vehicle or to whom the owner is visiting |
| 2. <b><u>Second Offense.</u></b>          | \$25 fine to resident  |
| 3. <b><u>Third Offense.</u></b>           | \$50 fine to resident  |
| 4. <b><u>Any subsequent offense .</u></b> | \$100 fine and court action will be taken against the resident.              |

### **Towing Procedure**

When a car is towed for any of the violations outlined in this policy, designated Personnel must adhere to the following process:

1. Determine who the owner of the vehicle is, either by plate number, the VIN or by the HHA registration information

2. Ensure that towing company complies with local and state regulations, such as notifying the local police of the vehicle that has been towed and where it will be stored.

### **Appeal Process**

Any resident who is denied a parking sticker has the right to appeal to the Chief Executive Officer within (10) ten business days of the denial. Upon request the Hanson Housing Authority will provide the facts upon which the determination was made.

It is in the interest of all residents to know about and to understand the need for a comprehensive parking policy. It is the purpose of this policy to provide legal and safe parking for all HHA tenants.