



## PARKING POLICY

All vehicles parked on Somerville Housing Authority (SHA) property must display a Somerville Housing Authority parking sticker on the lower left front windshield. SHA parking stickers are valid only at the development in which the resident lives. Cars parked on SHA property without a SHA sticker will be ticketed and/or towed.

SHA permit parking stickers are issued by the Housing Manager. Only authorized household members of a SHA household with a current, valid driver's license can obtain a SHA parking sticker. *Each household may be issued **no more than two (2) parking stickers per household**.* A second parking pass will only be issued for an additional household member with a valid driver's license. *Any household granted more than two (2) parking passes prior to the amendment of this Policy will be allowed to retain their current number of passes. Should any excess passes be revoked, no additional passes will be reissued for any reason.*

**Residents are required to provide a copy of their registration and driver's license annually. Failure to supply the required information will result in revocation of their parking sticker.**

### Parking Pass Eligibility:

- Passenger vehicles
  - Registration must display the insurance carrier and the resident's address as the principal place of garaging
- Rental cars for temporary use
  - Authorized household members, only.
  - Pass will be issued **ONLY** for the duration of the rental.

### Parking Pass Ineligibility:

- Vehicles displaying commercial license plates, registered for commercial use or displaying a business name or logo will not be issued a parking permit and are not allowed to park on SHA property. *Note: Exceptions may be made for vehicles garaged on SHA property or for a business registered from an SHA address.*
- No short-term rentals will be issued a parking permit (e.g., Zipcar, Flexcar).

SHA Management must be notified immediately when a vehicle's license plates are changed or a new vehicle is acquired, even if the household has already been issued a parking sticker. **The SHA reserves the right to revoke parking stickers if the vehicle is unregistered or uninsured, if an inspection rejection sticker has gone beyond the sixty (60) day limit or if there are multiple motor vehicle infractions committed on SHA property.**

### TEMPORARY PERMITS:

Any resident that acquires a car after regular business hours may contact SHA Public Safety for a Temporary Permit, which must be displayed on the rearview mirror of the car. The pass is valid until the expiration date listed on the pass. Upon expiration, residents must notify their Housing Manager to obtain an updated permit or parking sticker. Passes may only be obtained for cars registered to the SHA address or rental cars for the temporary use of an authorized household member. Temporary parking passes will not be issued for short-term

rental vehicles (e.g., Zipcar, Flexcar).

### **VISITOR PARKING:**

Visitors who are in a development must be parked in a posted “VISITOR PARKING” space. Due to space limitations, not all developments have spaces available for visitors. SHA does not provide Visitor Passes nor honor City of Somerville Visitor Parking placards.

### **SNOW EMERGENCY/COMMUNITY PARKING UPDATES:**

All emergency communications regarding parking will be done through a mass notification calling service (ROBO-Call). Vehicle owners must provide a valid telephone number and notify the Housing Manager of any change in phone number.

In the event of a snow emergency or inclement weather, SHA will make every effort when conditions allow to notify residents by posting notices in first-floor hallways as well as by the mass notification calling service to alert residents of snow removal operations.

After major storms, residents should be prepared to move their vehicles the next day. The SHA reserves the option during MAJOR SNOWSTORMS to request that vehicles be moved to a snow cleared location for purposes of snow removal. If this occurs the SHA will notify residents through the mass notification calling service. To prevent the risk of towing, it is advisable for households to keep a spare set of keys available to the household or with a trusted person in the event the primary driver is unavailable to move the vehicle. All residents are required to remove the snow from their vehicles within 24 hours after the end of a storm to display their parking permit and to move the vehicle if necessary. SHA Public Safety and Maintenance staff **ARE NOT AUTHORIZED** to clean snow from any vehicle. Any vehicle not cleaned of snow may be subject to a ticket and/or tow.

### **OVER FORTY-EIGHT HOURS:**

Any vehicle remaining in the same space for a period exceeding 48 hours may be subject to a ticket and/or tow. In case of an emergency or any other valid reason, an exception may be made. Please contact your Housing Manager to notify them of special circumstances. Vehicles must always be in operating condition. The SHA does not allow motor vehicle repairs on SHA property.

### **PARKING TICKETS AND APPEAL PROCESS:**

The Somerville Housing Authority has adopted all ticketing criteria enforced by the City of Somerville. City of Somerville Parking tickets may be issued by SHA Public Safety and by the Somerville Police Department. Any car blocking a dumpster or access to gated areas and fire lanes will be towed.

Any resident who receives a parking ticket has the right to appeal the ticket through the City of Somerville Traffic and Parking Department. SHA staff are not allowed to conduct hearings. If a ticket is given in error and has not been sent to Somerville Traffic and Parking, the ticket will be voided by Public Safety. All tickets are payable to the City of Somerville.

### **TOW COMPLAINT PROCESS:**

Any resident who feels that their vehicle has been towed in error may contact their Housing Manager. If the motor vehicle was towed in error, it will be released at no charge to the resident.

**REASONABLE ACCOMMODATION:**

If a reasonable accommodation is needed, please contact the Somerville Housing Authority's 504 Coordinator at 617-996-0937. For more information, please see the SHA Reasonable Accommodation/Modification Policy on SHA's website at [www.sha-web.org](http://www.sha-web.org).

<b>IMPORTANT CONTACT INFORMATION</b>	
<b>SOMERVILLE HOUSING AUTHORITY OFFICES</b>	
BRYANT MANOR MANAGEMENT OFFICE OFFICE FOR BRYANT MANOR AND HAGAN MANOR 75 Myrtle Street, Somerville, MA, 02145	617-684-5855
CAPEN COURT MANAGEMENT OFFICE OFFICE FOR CAPEN COURT, WATERWORKS, WATERWORKS II One Capen Court, Somerville, MA 02144	617-629-6872
MYSTIC RIVER MANAGEMENT OFFICE OFFICE FOR MYSTIC RIVER AND JAMES J. CORBETT APARTMENTS 15 Memorial Road, 18C Somerville, MA 02145	617-996-0952
MYSTIC VIEW MANAGEMENT OFFICE 5 Canal Lane, Somerville, MA 02145	617-996-0954
PROPERZI MANOR MANAGEMENT OFFICE 13-25 Warren Avenue, 101 Somerville, MA 02144	617-666-0425
PUBLIC SAFETY OFFICE 35 Memorial Road, Somerville, MA 02145	617-625-1152
<b>TOWING COMPANY</b>	
B&B TOWING 50 Mooney Street, Cambridge, MA 02138	617-492-4419

Board Approved