

# *Dudley* Housing Authority

22 Joshua Place Apartments  
Dudley, Massachusetts 01571  
(508) 949-0522

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Revision: Final Approved Rev0

## **Dudley Housing Authority Parking Policy**

### 1. Purpose

The Dudley Housing Authority Administration and the residents of Joshua Place Apartments have received several complaints due to the parking situation at Joshua Place Apartments that have contributed to a number of challenges for both the residents and the Housing Authority Administration. To provide clarification of the Authority's and residents' obligations to maintain resident parking, the Authority has drafted an updated policy to address some of the concerns that have been raised.

### 2. Proposed Policy

- Reserved/Resident Parking:
  - i. Reserved Parking will be assigned at the time of move in. If a space is not currently available, new residents will be requested to park in visitor parking until a space can be assigned.
    - 1. Residents will only receive one (1) reserved space per unit. If a household has more than one vehicle, the second vehicle will need to be parked in visitor parking.
  - ii. Residents are requested to only park in their assigned reserved parking spaces. If their space is unavailable, residents are requested to notify the Housing Authority Office, and to park in the visitor parking spaces until their space is made available.
    - 1. If a vehicle is parked in the resident's space, residents should provide the vehicle's information to the Office so that the Administration can address the owner and advise them of the parking policy.
    - 2. If reserved parking becomes unavailable due to construction, the Housing Authority will notify the residents ahead of time, and coordinate alternatives for parking, until the work is completed.

- iii. Requesting a new parking space: If and when a resident wishes to change their reserved parking space, they are required to notify the Housing Authority in writing.
    - 1. Reserved parking reassignment requests will be reviewed and the decision made within 30 days of the request.
    - 2. Reassignments will be determined by: The tenure of the residents and need. Residents who have lived at Joshua Plc the longest and require ADA accommodation will take priority.
  - iv. Residents are required to maintain their vehicle's registration. Any vehicle that does not hold an active/current/legal registration will need to be removed from the Housing Authority's property within 30 days.
- Visitor Parking
  - i. All visitors to Joshua Plc are required to park in the visitor parking area.
  - ii. Visitors include family/friends, contractors, care givers and resident work vehicles.
  - iii. Any visitors who stay longer than three (3) days need to notify the Housing Authority's office.
  - iv. Residents are requested to notify their visitors of their approved parking locations.
  - v. Visitors are responsible for parking in approved locations.
- Unloading/Loading
  - i. Residents and their visitors are permitted to park along the curb to load/unload residents, groceries and etc., so long as the parked vehicle does not impede traffic, block walkways, or the fire hydrants.
  - ii. Vehicles are allowed to park to load/unload for a maximum of 30 minutes.
- Employee parking
  - i. Housing Authority employees are requested to park in the employee lot. If a parking space is not available, employees will need to park in visitor parking.
- Winter Weather
  - i. Residents are required to coordinate with the Housing Authority the day after a winter weather event, to move their vehicles so that the remaining snow around the spaces can be cleared.
  - ii. Any vehicles that are improperly parked (not in either reserved or visitor parking), will need to be removed immediately so that they do not impede snow and ice removal.
- Enforcement: **Only the Housing Authority is permitted to enforce its policies. Residents and their associates are forbidden to place warnings on inappropriately parked vehicles or request a vehicle's removal.**
  - i. 1st violation – The offending vehicle will receive a notice that they are improperly parked.

- ii. 2<sup>nd</sup> Violation- If the Housing Authority finds that the vehicle is still parked inappropriately, the Housing Authority will request to have the vehicle towed.
  - iii. Vehicles that are illegally parked in the community's fire lines, marked handicapped parking spaces, or are blocking through ways will be ticketed by Dudley Police
- Towing: Dudley Housing Authority will coordinate with the Dudley Police Department when a tow is requested.
  - i. Only the Housing Authority will have the authority to request a vehicle to be towed off the property.
  - ii. A tow will be requested if the vehicle has been found to have repeatedly violated the parking policy, has not followed the vehicle registration requirements, or has been found to abandon.
  - iii. An approved tow-vendor will need to be located, and their information posted
- 3. Stakeholders
  - The Board of Commissioners will review and provide feedback for the proposed policy with final approval scheduled for March 2025.
  - The Parking Policy will be presented to the Tenants Association for feedback, and if there are any reasonable changes are requested, they will be presented to the Board with final revision.
  - The Authority's residents will have an opportunity to provide feedback on the final revision, and presentation with the final revision.