

APPENDIX M

MOLINE HOUSING AUTHORITY

PARKING POLICY

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The purpose of this policy:

1. To establish operating procedures to provide safe, reasonable and fair guidelines for each Moline Housing Authority (MHA) property, and
2. To ensure acceptable and convenient parking arrangements for the residents of the Moline Housing Authority.

A. PARKING MANAGEMENT:

The MHA will follow any local, state and federal government codes/laws applicable to Moline Housing Authority properties. MHA authorizes its personnel and the Moline Police Department to issue parking notices, warnings, authorization to tow notices, and parking tickets, as applicable. There is NO FREE parking on MHA properties. As described in this Policy, all residents, guests, and visitors must have an authorized permit or pass on their vehicle in order to park on MHA property. Each resident has been issued visitor passes, so the resident is fully responsible for providing a pass to their visitors AND directing them to the designated visitor parking areas. Pursuant to handicap accessibility, and state & federal laws, the Moline Housing Authority may, in its discretion, assign designated handicap parking spaces to specific units.

1. Resident Parking Permits

a. Resident Registration Procedures and Rules:

- A resident must apply at the MHA Spring Brook Administration Office to register a vehicle. The permit will be registered to a specific vehicle, and the resident must provide information for the make, model and year of the vehicle.
- The following documents are also required to register:
 - Valid state-issued driver's license,
 - Current Illinois vehicle registration (no out-of-state license plates allowed),
 - Proof of vehicle insurance.

b. Permanent Resident Permits:

- Only one (1) vehicle per registered driver on the lease is allowed.
- Vehicles are only allowed to be registered in one complex. If a registered vehicle is parked in a different MHA complex, it will be subject to tow. If you transfer to a different MHA site, please remember to re-register your vehicle for the new site.
- The tenant vehicle will be given a Permanent Parking Sticker and will be entered in our MHA vehicle log. Your parking sticker should be affixed to the lower corner of the passenger-side, rear window. In case of very dark tinted windows or tinted areas, the

decal should be placed in a non-tinted area, or placed in the lower right corner of the front window on the passenger's side in plain view.

- Old and expired parking stickers must be removed from your vehicle. Vehicle stickers are registered to a specific vehicle and are invalid if transferred to another vehicle. At move-out, the parking sticker must be removed because it will no longer be valid. A vehicle is subject to tow if parked on MHA property with an invalid parking permit.

c. Temporary Resident Parking Permits

- Temporary resident parking permits are for residents only, not guests. They may be obtained by visiting the MHA Spring Brook Administration Office during regular business hours. The temporary permit will be registered to a specific vehicle, and the resident must provide information for the make, model and year of the vehicle.
- Temporary resident parking permits are valid for only two (2) weeks, but may be renewed one time with a valid explanation, such as for a resident who has moved in from another state and needs 30 days to complete a new Illinois vehicle registration.
- Temporary resident permits may be used for a tenant's borrowed vehicle or a rental vehicle, and may not be used to substitute for a resident's inability to qualify for a permit on their regular vehicle
- A vehicle with an expired temporary resident permit is subject to tow.
- Residents with a valid, temporary resident permit are allowed to park in tenant parking areas.

2. Overnight Guests/Visitor Hanging Parking Tags:

- Two visitor hanging parking tags will be issued to every tenant at move-in. They are to be used for overnight guests/visitors only, and must not be used for the residents' vehicles.
- Vehicles with valid visitor hanging tags are restricted to parking in the designated VISITOR PARKING areas only. If found in a tenant parking area, the vehicle is subject to tow. All residents are responsible for informing their guests of this important parking restriction.
- Once used, a visitor hanging parking tag is valid for thirty (30) calendar days per year, and no more than fourteen consecutive days with any one vehicle. A visitor parking tag will automatically be invalidated after expiration of either of those time frames. A vehicle discovered with an invalid visitor tag is subject to tow. A lease violation and possible eviction may also result if MHA determines that an unauthorized resident is living in a unit.
- The visitor tag will include the address of the authorized tenant on the front and back of the tag. This will allow MHA staff to locate the tenant whose visitor's vehicle is parked on the premises in case of an emergency, or for other reasons deemed necessary by housing staff.
- If a visitor parking tag is lost or invalidated, there will be a \$5.00 fee for a replacement tag.

3. Caregiver Parking Permits/One-Day Passes:

- If a resident has a registered caregiver, they must contact the MHA Spring Brook Administration Office for parking instructions. Upon request, special permits may be issued to caregivers on a monthly basis.
- Caregivers must provide the name and address of the unit they will be visiting. They must also provide information for the make, model and year of their vehicle. Caregivers are allowed to park in tenant permit parking areas or visitor areas as long as a valid caregiver parking permit is visible on the windshield. The permit should be clearly displayed on the dashboard at the bottom of the front window on the driver's side.
- Residents reserving a community room must obtain one-day passes for their visitors when the resident picks up the community room key. One-day passes will not be issued outside of regular MHA business hours and will not be provided by Maintenance Staff. Event visitors with a one-day pass MUST park in designated visitor parking lots only, and clearly display the pass on the dashboard at the bottom of the front window on the driver's side.

B. VEHICLE TOWING AND TICKETING:

- Resident satisfaction is an absolute and integral part of our parking control program. As such, vehicle towing is a task not taken lightly, and MHA policies have been created with an emphasis on fairness, prudence, empathy, and a strong regard for property, resident safety, and integrity.
- The Moline Housing Authority contracts with an independent towing company for towing services. In the event the owner or operator of a vehicle in the process of being towed appears on the scene, the towing contractor has been instructed that once the vehicle is engaged, the tow will continue subject to the discretion of the tow contractor.
- Towing expenses and vehicle recovery are the responsibility of the vehicle owner and/or operator.

1. The following situations can result in an IMMEDIATE TOW if noticed by, or brought to the attention of MHA staff:

- Unattended vehicles parked in streets, alleys, or dumpster areas.
- Unattended vehicles parked for over ten (10) minutes in a designated drop-off zone (also subject to ticketing by the Moline Police Department if the vehicle exceeds local parking time limits).
- Vehicles parked in another resident's designated parking space.
- Vehicles with hazardous fluid leaks.
- Vehicles parked in fire lanes, along yellow curbs, or in front of a fire hydrant.
- Vehicles deemed in an unsafe condition (e.g., car on a jack unattended).
- Vehicles parked in posted No Parking Areas.
- Vehicles parked on lawns or sidewalks (including motorcycles).

2. The following situations will result in One (1) WARNING STICKER being placed on a vehicle, followed by a tow the next day or on any later date if the warning is ignored or the violation repeated.

- Any vehicle without a resident parking permit or visitor tag.
- Any vehicle with an invalid or expired resident parking permit or visitor tag.
- Any VISITOR vehicle parked in a resident permit parking area, even if it has a proper visitor tag.
- Any vehicle with expired license plates or license plate renewal stickers.
- Any vehicle illegally parked in a designated handicapped parking space (also subject to immediate ticketing by the Moline Police Department), the striped access aisle adjacent to a handicapped parking space, or in a designated MHA employee-only space.
- Prohibited vehicles such as boats, recreational vehicles, trailers and campers over one ton.
- Vehicles in disrepair or inoperable.
- Stored or abandoned vehicles of any kind.
- Vehicles used for business purpose that carry/contain hazardous materials, such as gasoline tanks/containers, and/or noxious fumes such as roofing tar, acids, etc.

C. GENERAL PARKING RULES

- As a result of limited parking spaces and to minimize vehicle congestion, each licensed resident is permitted to register and park a maximum of one (1) vehicle on MHA property.
- ALL parking on MHA properties requires some type of sticker or temporary tag. There are no free visitor areas to park. Residents and visitors who are unable to park on MHA grounds in accordance with the rules stated in this Parking Policy should park in nearby neighborhoods on a public street rather than risk an expensive tow.
- Residents are responsible for securing valid parking passes for their guests, directing them to the designated visitor parking lots, and informing them of MHA parking rules and restrictions.
- Residents reserving a community room must obtain one-day passes for their visitors when the resident picks up the community room key. One-day passes will not be issued outside of regular MHA business hours and will not be provided by Maintenance Staff. Event visitors with a one-day pass MUST park in designated visitor parking lots only. Any visitor without a pass, or who parks in regular tenant parking areas is subject to immediate tow. Persons waiting to be added to a lease are not residents until they are officially on the lease, and thus, are subject to the rules on visitor parking.
- All vehicles must be licensed and operational according to Illinois State Law. If a resident's driver's license or license plates are not current or valid, their parking sticker can be voided and they can be towed.
- Commercial vehicles, recreational vehicles, boats, trailers and inoperative vehicles must not be parked on PHA premises.

- Notices to temporarily vacate parking areas for maintenance of facilities or special events must be followed. In the event your automobile is not moved after prior written or posted notice, and it interferes with a maintenance or other operation, it will be moved or towed at the vehicle owner's expense.
- MHA is not liable for any damage resulting from failure to move a vehicle, including damage caused by a tow.
- MHA is not liable for, or responsible for removing a Warning Sticker placed on a vehicle.
- No part of the MHA premises shall be used for servicing any vehicle, including changing oil by any resident or their guest. Residents are allowed to change a flat tire and jump start a vehicle, but flat tires must be repaired within five (5) days from the date a warning sticker is placed on a vehicle, or from the date a letter is sent by MHA staff, whichever first occurs.
- MHA has the right to clean the premises of fluids and other discharges from vehicles and charge such cleaning costs to resident(s).
- MHA is not responsible for any vehicle or its contents. Vehicles should be locked at all time while on MHA property.
- No motorcycle or moped is to be stored on patios, balconies, in apartments, under stairways or in any other area except as designated by MHA.
- Only hand washing of vehicles is permitted. No hoses that are attached to Moline Housing Authority property are allowed when washing a vehicle.
- Vehicles will be randomly checked for parking permits/tags at any time, including holidays and weekends.