



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203
Office: (573) 443-2556 ♦ TTY: (573) 875-5161 ♦ Fax Line: (573) 443-0051 ♦ www.ColumbiaHA.com

Columbia Housing Authority Safety Department CHA Parking Policy and Procedures

Table of Contents

- I. Authorized Parking
 - 1. Residents
 - 2. Temporary Parking Permits
- II. Parking Enforcement
 - 1. Procedure
 - 2. Safety Reports
- III. Definitions
 - 1. Trespass Vehicles
 - 2. Abandoned Vehicles
 - 3. Parking Violations
- IV. Purpose

I. Authorized Parking:

- 1. Authorized Parking: Residents, Employees, Care Providers and Guests of CHA are authorized to park their personal vehicles on specific CHA parking lots when the vehicle displays, a valid, CHA parking permit Hang Tag, in accordance with CHA Parking Policy.
 - a. A resident at the time of the lease signing or any time thereafter may make application with their Site Manager or Safety Officer to register their vehicle with CHA.
 - b. After completing the CHA 165-2018A Parking application and verifying the current vehicle registration, the Site Manger or Safety Officer will finalize the application and issue a Parking Permit Hang Tag.
 - c. CHA 165-2018A Parking application form will be forwarded / scanned to the Safety Department Administrative Assistant and Director of Safety, along with copies of the vehicle registration, for entry onto the Resident Parking Permit Tracking Chart and filing in the ALPHA File – Resident Vehicle file by Hangtag number.
 - d. Residents will be advised to place the Permit (Hang Tag) on the permitted vehicle's rear view mirror so the CHA logo and permit number are visible from the front of the vehicle.
 - e. Hang Tags issued to a Resident / Vehicle, will be scheduled for renewal, 30 days after the vehicle's State registration expiration date. The Safety Department will contact the resident to verify the information on the CHA 165-2018A Parking application is current or make necessary changes to update the permit registration.
 - f. Caregivers who frequent CHA properties, may request a Care Provider Parking Permit Hang Tag from a Site Manger or Safety Officer. After completing the CHA 165-2018B Care Provider Parking

Permit Application and verifying the current vehicle registration, the Site Manger or Safety Officer will finalize the application and issue a Care Provider Parking Permit Hang Tag.

- g. Care Provider Parking Permit Hang Tags will be scheduled for renewal, 30 days after the vehicle's State registration expiration date. The Safety Department will contact the Care Provider to verify the information on the CHA 165-2018B Care Provider Parking Permit Application is current or make necessary changes to update the permit registration. If in person or phone contact cannot be made with the Care Provider, a letter will be sent informing the Care Provider of the need to renew their Vehicle's Parking Permit must be completed within 30 days or their Care Provider Parking Permit will be invalid. A notation of the need to renew / update the permit and it validity will be added to the Care Provider List and ALPHA Vehicle File.
- h. The Parking Permit will expire and no longer be valid when any of the following occurs:
 - i. Effective date of lease termination,
 - ii. Whenever a vehicle is determined by CHA staff to be abandoned or in a dismantled or non-operational status and only then after notice has been given to the resident.
 - iii. Thirty days after the vehicle's State assigned registration (license plate) expires.
 - iv. Upon written notification that the Parking Permit is being terminated for cause.
 - v. Parking Permit is displayed on a vehicle not registered to the Parking Permit.

2. Temporary Parking Permits for Guests of Residents;

- a. Residents who have guests may request temporary parking permits for their guest from their Site Manger or a Safety Officer.
- b. Residents may make application with their Site Manager or a Safety Officer to request a Temporary Parking Permit for themselves or their guest. The Site Manager may utilize The Safety Department in determining, the eligibility of the driver whose vehicle, the temporary permit is requested for.
- c. The Site Manager or Safety Officer will determine the appropriate length of time the temporary permit will be valid, but not to exceed seven consecutive days.
- d. The Temporary Permit must be completed and signed by the Site Manager or Safety Officer to be valid. After the Temporary Parking Permit is completed, it shall be scanned, so a digital version is sent to The Director of Safety. The guest should be advised to place the Permit on the driver's side dash so as to not cover the V.I.N. and so the expiration date is clearly visible. Temporary Permits may be renewed on or after the temporary permit expiration date but only by the Site Manager or Safety Officer.
- e. Guests assume full responsibility for appropriate placement of the Temporary Parking Permit and ensuring their permit is current and displayed properly. Vehicles not having valid permits or not properly displayed permits are subject to ticketing and towing in accordance with the CHA Parking Policy.

3. Temporary Parking Permits for Caregivers

- a. Residents who have Care Providers may request temporary parking permits for their Care Providers from their Site Manger or a Safety Officer.
- b. Residents may make application with their Site Manager or a Safety Officer to request a Temporary Parking Permit for their Caregiver. The Site Manager may utilize The Safety Department in determining, the eligibility of the driver whose vehicle, the temporary permit is requested for.

- c. The Site Manager or Safety Officer will determine the appropriate length of time the temporary permit will be valid, generally one year from issuance.
- d. The Temporary Caregiver Hangtag must be issued by the Site Manager or Safety Officer to be valid. After the Temporary Caregiver Parking hangtag is issued, it shall be scanned, so a digital version is sent to The Director of Safety. The Caregiver should be advised to place the hangtag on the permitted vehicle's rear view mirror so the CHA logo and permit number are visible from the front of the vehicle. Temporary Caregiver hangtags may be renewed on or after the hangtag expiration date but only by the Site Manager or Safety Officer.
- e. Caregivers assume full responsibility for appropriate placement of the Caregiver Hang Tag and ensuring their hangtag is current and displayed properly. Vehicles not having valid hangtags or not properly displayed hangtags are subject to ticketing and towing in accordance with the CHA Parking Policy.

II. Parking Enforcement

- 1. Vehicles in violation of State Statute, City Ordinance or the CHA Parking Policy shall be issued a CHA Parking Violation, City / State Summons and / or towed in accordance with the CHA Parking Policy, City Ordinance and State Statute.
- 2. Vehicles that do not meet the criteria to be registered or are violating the parking guidelines, potentially create health hazards, constructive nuisances or eye sores and in general distract from the appearance of CHA properties and the quality of life of CHA residents.
- 3. CHA Safety Staff will therefore enforce parking on all CHA off-street parking lots and have vehicles towed when appropriate in accordance with the CHA Parking Policy.

III. Procedure

- 1. Vehicles in violation of the CHA Parking Policy will be issued a CHA Parking Violation. A Parking Warning Notice will also accompany the CHA Parking Violation.
- 2. A Tow Date will be set three business days from the date of Parking Violation issuance or a later date determined by a resident's time frame needed to comply with the CHA Parking Policy, not to exceed two weeks. Reasonable attempts will be made to identify, locate and notify, the vehicle in violation's registered owner / driver of the parking violation and pending tow date by at least one of the following;
 - a. In person contact.
 - b. Mailing a letter to the last known address of the vehicles registered owner or CHA permit holder.
 - c. Contacting residents in the immediate area in hopes of location a person with authority over the vehicle.
 - d. A Parking Violation Towing Notification will be place under the windshield wiper so as to be easily seen by a driver of the vehicle.
- 3. When a Tow Date for a Vehicle in violation has passed, the following should take place:

A second CHA Parking Violation will be issued, a City of Columbia Summons will be issued by The Columbia Police Department and the vehicle will be towed when the original CHA Parking Violation was issued more than three (3) CHA business days earlier.

4. Vehicles which, are known to be owned/driven by non-residents who have been arrested on CHA property and/or were issued Columbia Housing Authority Trespass Warnings may be issued CHA Parking Violations and City summons for Trespassing and immediately towed.
5. A vehicle, without a CHA Parking Permit, whose driver or sole occupant flees and abandons the vehicle with the apparent intent to avoid CHA Safety or law enforcement may be immediately issued a CHA Parking Violation, City summons for trespassing and Towed.
6. Vehicles with CHA Parking Permits:
 - a. Confirmation will be made, to determine if, the CHA Parking Permit is current to the vehicle.
 - i. When the CHA Parking Permit is determined to be registered to the vehicle and a current signed CHA Tenant Parking Permit Application is on file, a CHA Parking Violation may be issued with an appropriate date for the vehicle to be brought into compliance. Communication with the CHA Resident will be attempted to determine a reasonable date compliance shall be completed, after which further action by CHA will take place, up to and including the CHA Parking Permit being terminated rendering it invalid, followed by the issuance of a City Parking Summons and towing of the vehicle at the owner's expense.
 - ii. If the CHA Parking Permit is determined to not match the vehicle, or a current signed CHA Tenant Parking Permit Application is not on file, a reasonable attempt will be made to notify the CHA Parking Permit holder to determine if the CHA Parking Permit is being displayed on another vehicle owned by the individual the permit was issued to so, they may complete/sign a Columbia Housing Authority Tenant Parking Permit Application within three (3) CHA business days, remove the CHA Parking Permit from the vehicle and return it to the appropriate Site Manager or Safety Officer or remove the vehicle from CHA property and to be informed of any other violations and a date the vehicle/CHA Parking Permit needs to be brought into compliance. When any vehicle is determined to be owned/driven by a CHA Resident, communication with the CHA Resident will be attempted to determine a reasonable date compliance for violations other than a CHA Permit violation shall be completed, after which further action by CHA will take place, up to and including the requested issuance by The Columbia Police Department of a City Parking Summons and towing of the vehicle at the owner's expense 72 hours after the first City summons is issued.
 - iii. Vehicle's parked in Fire Zones and or illegally parked in handicapped parking spaces, will be issued a CHA Parking Violation and a request for the Columbia Police Department will be made for them, to respond to issue a City Parking Summons for the violation(s) and determine if immediate tow is appropriate.
4. Towing Vehicles:
 - a. When the above criteria have been met to tow a Vehicle (and only after a City summons has been issued), the Station Master or Boone County Joint Communication (BCJC) will be notified and the police on-call wrecker service will be requested through the Columbia Police Station Master or BCJC.
 - b. In general, non-resident vehicles which have been issued a CHA Parking Violation and a City summons may be towed three business days after the CHA Parking Violation was issued.
 - c. Resident vehicles may be towed three (3) days after the date previously determined, to have been enough reasonable time for the resident, to obtain a valid parking permit or bring the vehicle into compliance with the CHA Parking Policy and a City summons has been issued.

5. Safety Reports – Parking Violations/Towed Vehicles

- a. Anytime a vehicle is issued a CHA parking violation or City Summons and/or towed, a Safety Department ALEIR report will be completed detailing the incident. A copy of the CHA ticket will be scanned into the computer and given a file name associated to the Date and ALEIR case number.

6. Definitions

- a. Trespass Vehicle - Any vehicle, parked on CHA property, not displaying a current, properly displayed Columbia Housing Authority parking permit.
- b. Abandoned Vehicle – Any partially dismantled, non-operating, wrecked, junked, or discarded vehicle not repaired within 72 hours so it may be issued a Columbia Housing Authority Parking Permit.
- c. Parking Violations – Vehicles parked in violation of the Columbia Housing Authority Lease, Parking Policy or Local, State parking violations.

7. The Purpose of Parking Enforcement is;

- a. To not create undue hardships on residents who need a reasonable amount of time to bring their vehicle into compliance with the Parking Policy,
- b. To identify person associated to vehicles parked on CHA property;
- c. To remove vehicles potentially creating health hazards, constructive nuisances or eye sore and in general detract from the appearance of CHA properties and the quality of life of CHA residents;
- d. To deter those persons who are not authorized to be on CHA property from entering upon or parking vehicles on CHA property.
- e. To provide adequate parking for residents when possible.
- f. To help identify unauthorized guests.

8. Appendix

CHA 165-2-18A Tenant Parking Permit Application

CHA 165-2018B Care Provider Parking Permit Application

Parking Warning Notice

Parking Violation Towing Notification