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**HOUSING AUTHORITY OF THE CITY OF SEATTLE**  
**MANUAL OF OPERATIONS**

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**SUBJECT:** Resident Owned Vehicles and Parking in SHA Communities

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**SCOPE:** This policy shall apply to all housing programs administered by the Seattle Housing Authority.

**POLICY:** The Seattle Housing Authority (SHA) provides limited off-street parking for resident-owned and staff vehicles at its buildings and communities. In addition to SHA's policies for parking lots owned by SHA, the Housing Authority shall abide by appropriate City Ordinances outlined in the Seattle Municipal Code for on and off street parking. SHA owned parking lots may be operated on an assigned parking stall basis, or on a first come first park basis. Parking of towed recreational equipment on Housing Authority property will be allowed for a limited time only. Parking of vehicles which unreasonably restrict access and egress by the City of Seattle, SHA or other resident vehicles is strictly prohibited.

**IMPLEMENTING POLICY:**

**A. Vehicle Registration.**

If residents wish to park in SHA owned parking lots, they will be required to register their vehicle with the management office, before they park in SHA owned parking lots. The head of household will also be required to sign the SHA Parking Policy (Exhibit 1, SHA-50 (A-10)).

To register a vehicle, residents shall provide a current vehicle registration, proof of insurance and a valid Washington State Driver's License. Registered vehicles shall be permitted to park in an SHA owned parking lot ***only*** if the vehicle meets SHA established standards: 1) currently licensed; 2) operable; and 3) with no extensive damage.

Residents may register one vehicle per household. If a resident or household owns more than one vehicle, the resident must determine which vehicle they will register with the Property Manager. The Property Manager or designee shall issue the resident a 'Registered Vehicle Parking Permit', if requirements are met, (Exhibit 2, SHA-1116) to post on the dashboard of their registered vehicle. Residents shall display this permit whenever they park in the SHA owned lot.

Resident vehicles not registered with the management office shall not park in the SHA owned lot at any time.

**B. SHA Owned Parking Lots.**

1. **Assigned Parking Stalls.** If stalls are assigned, residents shall be expected to use only the stall assigned to them, unless they have obtained permission from their neighbor to use his/hers.

- a. Property Manager or designee shall maintain wait lists for parking stall assignments based on date of vehicle registration. If a resident is assigned a stall and replaces their vehicle, they will receive an exception, and be permitted to continue to park in that stall, once the new vehicle is properly registered with the management office.
  - b. Property Manager or designee shall maintain a wait list for disabled parking stall assignments based on date of request and medical verification. If a resident is currently parking in an assigned stall that is not designated for disabled parking and the resident requires disabled parking, they may choose to continue to park there until such time a disabled stall is available.
2. **Unassigned Parking Stalls.** If stalls are not assigned, residents may park on a first come first park basis. However, residents shall still be required to register their vehicle before parking in the SHA owned lot. If no stalls are available in the SHA owned lot, the resident will need to park on the City street. The parking of vehicles on sidewalks, parking strips, yards or common areas is strictly prohibited.
3. **Disabled Parking Stalls.** SHA owned parking lots shall maintain a minimum of one disabled parking stall for every 24 parking stalls. In addition, the Property Manager may designate stalls for disabled parking to accommodate residents with disabilities. Whenever possible, the Property Manager should attempt to designate these stalls on level areas and close to an entry or exit door.

For first come first park parking lots, residents shall park in the designated disabled stalls on a first come basis. If a disabled parking stall is not available, the resident shall park in the first available stall.

The Property Manager shall, in response to a resident request, make an effort to modify a parking lot to accommodate the special needs of a resident. The resident shall provide documentation and a copy of their Washington State disabled parking sticker when making such a request. The resident shall complete a "Request for Special Accommodation or Modification" (SHA-1003) to initiate the review. Property Manager shall process the SHA-1003 to make a reasonable accommodation in accordance with established procedures in Section L17.1-1.

The Property Manager shall use his/her discretion in processing requests for modification of parking lots. If modification of a parking lot adversely impacts the total number of stalls in a lot, the Property Manager shall consider the value of the additional disabled stall versus the number of resident stalls that will be lost to the community.

4. **Visitor and Guest Parking.** The Property Manager may designate visitor parking/loading stalls with a limited parking time. These stalls shall be used by visitors and shall not be available for resident assignment, or resident parking. Time limitations shall be vigorously enforced and violators shall be issued notices and/or towed.
5. **Recreational Vehicles.** Parking of towed recreational equipment in SHA owned parking lots will generally be limited to two weeks. This time period may be extended to 30 days with Property Manager approval. It will be at the discretion of the Property Manager how long recreational vehicles may park at single family dwellings based upon the acceptable standards of the immediate neighborhood.

6. **Parking at Single Dwelling Units and Small Scattered Site Complexes.** Violations of the parking policy at single family dwellings and small scattered site complexes shall be reviewed on an individual basis. At no time shall a vehicle be permitted to endanger or detract from the appearance of the neighborhood. Hulks shall be towed within 72 hours. Other illegally parked vehicles shall be tagged and towed (as defined below).
7. **SHA Vehicles and Other Staff Cars.** Each community shall have a designated parking stall for the Property Manager. Property Manager may designate additional stall(s) for use by staff, including live-in staff. In designating additional SHA stalls, attention will be given to the needs of the residents.

Designated parking stalls may be used by visiting SHA staff, including Maintenance and shall not be available to residents during normal business hours. When SHA parking stalls are occupied and other SHA staff need to park in the lot, they may park in the limited time stall, or the Property Manager's stall if available. Visiting staff should leave their destination on the dashboard of their vehicles and/or alert the live-in staff of their destination. If necessary, employees will park on City streets.

**C. Illegally Parked Vehicles.** Vehicles shall be considered illegally parked if vehicle is:

1. restricting access and egress;
2. parked on a sidewalk, parking strip, yard, common area or load/unload zone;
3. not registered with the management office;
4. improperly licensed or has expired tabs;
5. parked in an assigned stall without permission;
6. parked in a disabled stall without a Washington State decal;
7. inoperable, in a state of disrepair, and extensively damaged;
8. a hazardous or unattractive nuisance;
9. being used for storage and considered unsightly; and/or
10. abandoned.

For such vehicles, Property Manager or designee shall complete the 'Parking Violation Notice' (Exhibit 3, SHA-599) and post it on the windshield. Depending on the violation, this notice shall give the owner not less than 30 minutes or more than 72 hours to correct the violation or remove the vehicle. A resident may request a special consideration at which time the Property Manager or designee may extend the time period to comply.

If thereafter, the vehicle remains illegally parked, the Property Manager or designee shall notify the appropriate towing contractor assigned to the area under the City of Seattle's Towing Contract, and request the vehicle be impounded. The Property Manager or designee shall also fill out any required impound notices for the towing company.

**D. Shelters and Repairs.**

Residents shall not be permitted to erect garages or other such shelters. Temporary shelters of canvas or other types of removable covering shall remain erected only while work is being performed on the vehicle. (This does not include car covers, e.g. car blankets which are permissible.) Extended periods of parking or major repair work on City streets is a violation of City Ordinance; use of SHA property for such activity will be discouraged and will result in

violation notices being issued and the vehicle towed if it remains in place for an unreasonable period of time.

When major repairs are in progress or vehicles are in a state of disrepair, the Property Manager or designee shall take immediate action to remove the vehicle in not less than seven (7) days.

**E. Abandoned Vehicles.**

Vehicles which appear to be abandoned shall not be permitted to remain parked either on public streets or in off-street parking areas owned by SHA. The Property Manager or designee may determine a vehicle has been abandoned based on the condition of the vehicle (extensive damage, improper license, and if the vehicle has not moved for an extended period of time, etc.).

**F. Towing.**

Vehicles which are illegally parked will be impounded at the owner's expense. Vehicles will be towed immediately when a resident or guest is flagrantly in violation of Housing Authority policy or City Ordinance, is blocking/restricting driveways, fire lanes, alleys, garbage dumpsters, recycling stations, etc.

If the 'Parking Violation Notice' has expired and the violation has not been corrected, the Property Manager or designee shall have the authority to impound the vehicle. The Housing Authority may be required to compensate said towing firm for such impoundment and removal if it is not compensated by the owner or operator of the motor vehicle or through the sale of the vehicle.

**G. Repeated Violations.**

In the case of repeated violations of this policy, permission to park on SHA property will be revoked and will be considered a violation of SHA's rules and regulations. Failure to comply with SHA's rules and regulations is a violation of the Dwelling Lease (Section 5.c.) and cause for termination.

**PROCEDURE:** Managers may designate the individual parking areas and, if necessary, may establish identification for such areas by the use of painted parking lines and numbers.

**RESPONSIBILITY:** The Senior Property Manager in Housing Operations shall be specifically delegated the day to day responsibility for implementing these policies and carrying out the following procedures.

**A. Vehicle Registration.**

1. To register a vehicle, residents shall provide current vehicle registration, proof of insurance and a valid Washington State Driver's License.
2. A current list of registered vehicles will be kept in the management office.
3. For assigned parking stalls the Property Manager shall keep waiting lists for both regular and disabled parking stalls. When a stall becomes available, the resident who has been on the waiting list the longest will be offered the stall. At the time the next available stall is offered, the resident will be required to register their vehicle (as described in A. 1. above). If the resident is unable to provide all of the information required, the next person on the waiting list will be offered the stall.

**B. Illegally Parked Vehicles.**

The Property Manager or designee has the responsibility to monitor parking in SHA owned parking lots and on City street parking within and immediately surrounding SHA properties.

When cars are parked illegally, the Property Manager or designee shall make a reasonable effort to ascertain ownership (e.g. check for registration, contact neighbors in the vicinity, etc.) and immediately initiate action to correct the condition. Such action should include the following:

1. **Cars Parked On City Streets and Parking Areas.**
  - a. Advise owner of City Ordinance that the car is parked illegally and must be moved. (Note: Vehicles may be tagged with SHA's Parking Violation Notice (Exhibit 3, SHA-599) within the boundaries of the garden communities.)
  - b. In the event of noncompliance, or if the owner is unknown or cannot be found, the Property Manager or designee should notify the Seattle Police Department's Parking Enforcement division and request that the vehicle be cited and, if necessary, towed.

2. **Operable Vehicles Parked In SHA Owned Parking Lots.**

Vehicles which have expired tabs shall be tagged with SHA's Parking Violation Notice and given 72 hours to comply or be towed. Vehicles that are unreasonably restricting access and egress, parked in a disabled stall, parked in an assigned parking stall, non-registered vehicle illegally parked (visitor or guest) may need to be towed immediately.

- a. Advise owner that car is parked illegally and must be moved.
- b. In the event of noncompliance, or if the owner is unknown or cannot be found, the Property Manager or designee shall call the appropriate towing contractor

assigned to the area under the City of Seattle's Towing Contract and have the vehicle impounded.

3. **Inoperable Vehicles (HULKS) Parked In SHA Owned Parking Lots.**

If a vehicle is inoperable, in disrepair, extensively damaged, (broken windows, flat tire(s), missing engine/transmission, etc.), or if the vehicle constitutes a hazardous or unattractive nuisance (including being used for storage) it is considered a hulk by the towing company.

- a. Advise the owner that the car is parked illegally and must be moved.
- b. In the event of noncompliance, or if the owner is unknown or cannot be found, the Property Manager or designee shall proceed as follows:
  - (1) Place an SHA Parking Violation Notice (Exhibit 3, SHA-599) on the car and give the owner 72 hours to move the vehicle. Upon discovery of the notice, the resident may request additional time to correct the violation. At the discretion of the Property Manager, the time period may be extended.
  - (2) If after 72 hours (or agreed upon time period), the violation has not been corrected, the Property Manager or designee shall call the appropriate towing contractor to the area (auto wrecker/hulk dealer) to tow the car away.