

**TOWN OF ARLINGTON  
MASSACHUSETTS  
SELECT BOARD**

**PARKING POLICIES AND  
REGULATIONS**



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## **Select Board Duties and Responsibilities & Other Parking Personnel**

The Select Board serves as the Traffic and Parking Commissioners for the Town under the General Laws, setting all policies within the discretion afforded to local governments. Broadly defined, “parking” rules and regulations are multi-tiered; including state laws, Town bylaws, and Board issued regulations known as “Traffic Rules and Orders.” However, the majority of parking rules and regulations of significance for day-to-day residential and business concerns are set forth in Article “V” of Traffic Rules and Orders (available on the Town website).

While the Police Department is charged with enforcing most parking rules and regulations, the Board is charged with appointing and supervising a Parking Clerk to oversee the day-to-day processing of parking tickets pursuant to G.L. c. 90 §§20A and 20A ½. Said Parking Clerk may hire or designate such staff as necessary to effectively carry out the duties of the Clerk. At present, the Parking Clerk receives a \$20,000 stipend for him or herself. While the Parking Clerk maintains independence in all of his or her duties in such position, it must be noted that as Parking Clerk, he or she reports to the Select Board who are the Parking Commissioners. Tradition in Arlington is that the Town Treasurer is appointed as Parking Clerk on a term concurrent with the Treasurer position.

### **I. Overnight Parking**

There is an On Street Overnight Parking Ban: Between the hours of 1:00 A.M. to 7:00 A.M. no vehicles shall be allowed to park on any public street in the Town for more than one (1) hour, unless such parking is for good cause as determined and authorized by the Arlington Police Department (Police Chief, or in their absence, the on-duty Senior Superior Officer/Shift Commander) and/or the Select Board.

Furthermore, residents with permanent disabilities and/or demonstrated economic hardship warrant exemption from the parking ban where sufficient immediate access to overnight parking resources is unavailable to them.

Thus, the Town recognizes distinct categories of circumstances where a resident may need an:

- Overnight parking waiver provided by the Police Department for short-term parking relief;
- Discretionary overnight parking permit provided by the Treasurer’s Office or Office of the Select Board for long-term and short-term parking relief; and
- Overnight parking exemption permits provided by the Select Board Office for long-term parking relief for qualifying disabled and/or low-income residents.
- The Treasurer’s Office Waivers.

*A. Overnight Parking Waivers (Short-term)*

An overnight On-Street Parking Waiver (Temporary/Maximum 14 per calendar year) is provided by the Police Department with no fee for the following circumstances:

1. Expecting an overnight guest
2. Disabled motor vehicle
3. For a driveway out of service: contact the Inspectional Services office at 781-316-3390 for a pod, dumpster, or other building related circumstances.

*Requesting an Overnight Parking Waiver from the Arlington Police Department:*

1. Make a Request online at: [www.arlingtonma.gov](http://www.arlingtonma.gov) via the Request/Answer Center (login required).
  - Select Make a Request
  - Select “Overnight Parking Request” (login or create an account) and fill out form; or
2. Call the Overnight Parking Request Hotline at 781-316-3960

Overnight Parking Waiver requests require the following information:

- Address (your address, car must be parked in front of your house)
- Car registration # and State
- Phone number (to best reach you)
- Reason (one of three only: overnight guest, disabled vehicle, driveway maintenance)
- Date of Request (Note: Saturday at 10:00 P.M. is the latest you can request a parking waiver for Sunday 1:00 A.M. to 7:00 A.M., and so on)

If you submit your Overnight Parking Request before the deadline, your waiver will automatically be approved, unless you have previously used your 14 per calendar year waivers.

*Waivers are at the discretion of the Arlington Police Department*

These limited Overnight Parking Waivers are approved at the discretion of the Arlington Police Department and are granted as a courtesy for the above mentioned circumstances. The APD feels these guidelines will be sufficient for most residents and provides a balance between upholding the overnight parking bylaw and providing some relief to residents. This process will also eliminate abuses of this courtesy and allow police dispatch to focus on emergency calls and other higher priority tasks. If you have an extenuating circumstance not listed above, please contact the Office of the Select Board at 781-316-3020.

*B. Discretionary Overnight Permits Temporary and Annual (Short-term & Long-term)*

Discretionary Permits to Park Overnight in Arlington, either in Municipal Lots and On-Street are provided to those residents who cannot otherwise accommodate demonstrable parking needs either because they warrant long-term relief for a more specifically tailored long-term circumstance other than a qualifying exemption.

“On-Street Permits” are generally limited to residents who specifically require parking at or near their residence because of an articulable and urgent need.

1. Discretionary Municipal Lot Parking Overnight Permits are provided by the Treasurer’s Office for a fee for residents who do not have permanent off-street parking available for all vehicles in their household. Residents are advised that there is limited space in municipal lots, and conditions and limitations apply.
2. Discretionary Overnight On-Street Parking Permits (short-term and long-term are provided by the Select Board for the following limited circumstances:

- a. Engineering impossibilities for having a driveway (permanent)

Example: utilities running through property disallowing construction.

- b. Medical Services (temporary and permanent) Example of temporary: Hospice care and rehab care

Example of permanent: Daily medical care

- c. Driveway construction (temporary)

Example of temporary: driveway and/or side walls being built

- d. Non-exempt Extenuating circumstances (temporary and permanent)

Example of temporary: family living arrangement transitions

Example of permanent: family living arrangement for safety (ie. restraining order)

On-street permits are valid only for space immediately in front of or adjacent to the permit holder’s residence.

How to Request Regular Overnight Parking Permit To request a Municipal Lot Permit:

- Buy permits at the Treasurer’s Office with proof of Arlington residence for one of multiple municipal lot locations (see attached Parking Map).

The fee is \$365.00 annually and prorated every three (3) months.

How to request a Discretionary On-Street Permit (Long-term or temporary)

- Request in writing to the Select Board’s Office. This request will be processed and the applicant will be scheduled as an agenda item within four (4) to six (6) weeks after submittal.

Inspection reports will be requested from Police and Fire Departments for recommendations and input may be sought from the Safety Officer and Parking Clerk is necessary.

The fee is \$160.00 for an annual permit the initial year and renewable yearly for \$75.00.

The fee is determined on an individual basis per circumstance.

C. *Overnight Exemption Permits (Long-term)*

Permits to Park Overnight in Arlington, either in Municipal Lots and On-Street are provided to those residents who cannot otherwise accommodate demonstrable parking needs either because they qualify for the Overnight Parking Exemption because they ....

Under both categories, “On-Street Permits” are generally limited to residents who specifically require parking at or near their residence, usually because of an identifiable disability or other pressing need.

3. Overnight Parking Exemption Permits

Pursuant to Traffic Rules and Orders Section 14(B), Arlington residents who can establish *both* that off-street parking is unavailable to them; *and* that they:

- a. Have a long-term or permanent disability; or

- b. Cannot afford off-street parking due to economic hardship.

Residents qualifying for exemption permits based upon a disability will be afforded on-street parking permits at no-cost.

Residents qualifying for exemption permits based upon economic hardship will be afforded municipal lot or on-street parking permits at no cost depending upon the reasonable proximity of lots, availability, and other as otherwise merited by cause.

All on-street permits are valid only for space immediately in front of or adjacent to the permit holder's residence as identified by the Board Office.

How to apply for an Overnight Parking Exemption Permit:

- Request in writing to the Select Board's Office. This request will be administratively processed to ensure qualification for exemption with recommendations from the Police and Fire Departments, including the Safety Officer, but without requiring appearance at a public hearing.
- For applicants claiming an exemption on the basis of disability, written proof of qualification may be demonstrated by proof of registration of a handicap parking plate, enrollment in SSDI (demonstrated by a disability benefits letter), or a letter identifying the resident as disabled on a physician's/medical professional's letterhead stationary.
- For applicants claiming an exemption on the basis of economic hardship, written proof of hardship may be demonstrated proof of eligibility for SNAP, Medicaid, SSI, or other eligibility for need-based which demonstrates income below 80 % AMI.
- Information submitted for exemption qualifications will be kept confidential to the maximum extent allowed by law.
- Denial of qualification for exempt status may be appealed to the Select Board.

### **Snow Operations & Snow Emergencies**

No waivers will be granted during snow emergencies, in snow removal operations as defined by Public Works, or when other parking restrictions are in place. This will allow Public Works to conduct their snow removal operations more effectively. This applies to all residents; *even those*

*with parking permits must be off the street.* You can read more about Snow Emergency Declarations on the Snow & Ice Information page on the Town's website.

Both the online Overnight Parking Waiver System and the Hotline will not be in service during these times. If you previously were granted a waiver, it will automatically be null and void and you may not necessarily be alerted of this fact. To be alerted of snow emergencies via email, you can subscribe to "Town of Arlington Notifications" at [Arlingtonma.gov/subscriber](http://Arlingtonma.gov/subscriber).

### **Appeal a Parking Ticket**

If you have received a parking ticket and want to appeal it, you can find more information on our website.

### **Report Habitual Overnight Parking**

To report habitual overnight parking complaints, please email information about the car, the address it is parked at, and how many nights to: [parkingcomplaints@town.arlington.ma.us](mailto:parkingcomplaints@town.arlington.ma.us).

## **II. Day Time Parking**

No person shall park a vehicle for a period of time longer than two hours, unless otherwise noted, between the hours of 8:00 A.M. and 6:00 P.M. on all week days on any of the streets or parts of the streets herein designated by this Section or as may hereafter be fixed by the Select Board, or by posted sign, on any day. This restriction shall not apply on Sundays or during the hours of legal holidays during which business establishments are required by law to remain closed.

The Select Board adopted the Arlington Center Parking Management Plan. Single space parking meters have been installed on the streets throughout Arlington Center, and multi-space meters have replaced the old meters in Russell Common and Railroad Street parking lots. At the Robbins Library, a multi-space meter has been installed in the side lot, while single space meters were installed across from the front door of the Robbins Library. Single space meters allow for the first 15 minutes free, while a multi-space meter does not. All meters are effective Mon-Sat from 8 a.m. to 8 p.m. and accept credit cards with a \$1.00 minimum.

- Single space parking meters: \$1/hour, 4-hour limit, with the first 15 minutes free (on street and across from the front door of the Robbins Library).
- Multi-space meters at the Russell Common and Railroad Street: \$.50/hour, no time limit.
- Multi-space meter at the Robbins Library parking lot: \$1/hour, 4-hour time limit.



The Town recognizes there are a few circumstances where a resident may need a day time parking permit.

(a) **Municipal Lot Day Time Parking Permit:**

Buy permits at the Treasurer's Office with proof of Arlington residence or Arlington employment for one of the municipal lot locations (see attached Parking Map). The fee is \$50.00 monthly.

(b) **On Street Day Time Parking Permit (temporary):**

Request in writing to the Office of the Select Board. This request will be processed by the Office with input from the Safety Officer and Parking Clerk when necessary. The fee is determined on an individual basis per circumstance.

(c) **On Street Day Time Parking Permit (permanent):**

Request in writing to the Office of the Select Board. This request will be processed and scheduled as an agenda item within four (4) to six (6) weeks after submittal. Inspection reports will be requested from Police and Fire Departments for recommendations. The fee is \$160.00 for the initial year and renewable yearly for \$75.00.

### **III. Regulations in Municipal Public Parking Places**

All existing statutes, rules, orders, or regulations relative to the operation or use of vehicles shall apply insofar as they are applicable to Municipal Parking Places leased, owned, or in any way under the control of the Town.

**TRANSFERRING MERCHANDISE IN MUNICIPAL PUBLIC PARKING PLACES PROHIBITED** – No vehicle used or designed for the transportation of goods, wares, or merchandise shall park or stop in any parking area owned, leased or in any other way under the control of the Town for the purpose of loading or unloading, exchanging or transferring from or to said vehicle, goods wares or merchandise.

*For more information please see the Town Bylaws and Traffic, Rules, and Orders.*

### **IV. Residential Handicap Parking Sign**

#### **Purpose of Handicap Parking Space**

The Town may grant a designated on-street handicap parking space to a resident who can demonstrate that the granting of such a space will increase their ability to access/egress their home, given that a demonstrated and substantial hardship exists.

Handicap spaces are for anyone with a handicap plate or placard - they are not reserved parking spaces.

### **Application Eligibility**

In order to apply for a residential handicap parking sign, a resident must possess a Handicap Plate or Placard, issued by the Massachusetts Registry of Motor Vehicles.

### **The Review Process**

After a resident has filed an application for a designated handicap parking space, representatives of the Police Department will review the actual site. Based upon this review, they will make a recommendation to the Select Board as to whether to grant the sign. The recommendation will be based upon the following criteria:

### **Off-Street Parking**

- Does the applicant's residence, whether rented or owned, have off-street parking, and if not, is it structurally feasible for off-street parking to be constructed?
- Can structural improvement be made to already available off-street parking to improve accessibility?
- If off-street parking exists, how many cars in depth and in length can park in the driveway or garage?
- Does the applicant rely upon the use of mobility apparatus, i.e., wheelchair lift or oxygen tank that renders existing parking inadequate? Applicants need not necessarily make use of such apparatus to be granted a designated space.
- Will the requested space provide the most direct and convenient access between home and car?
- If the applicant is the property owner and resident in a multiple unit building, are a certain number of off-street spaces included in their tenant's lease?
- If the applicant is a tenant, does the property owner provide off-street parking in the lease?
- Is the applicant's street consistently congested and likely to present on-going difficulty to the applicant in finding on-street parking?

### **Public Safety:**

- Does the granting of the designated space alter the existing ability of fire apparatus to access the area?
- Will the designated space adversely impact the existing traffic flow?

## **Application Process**

Residents desiring a residential handicap parking permit should complete the application and return it to the Office of the Select Board. Within a two-week time period, the Police Department will make a recommendation to the Select Board as to whether the space should be granted. If the recommendation is in support of granting the space, the matter will be placed on the agenda of the next regularly scheduled meeting of the Select Board. The applicant or a representative is required to appear before the Select Board. **Please note that the permit does not allow for on street overnight parking. It is also noted that the vehicle must be removed during “Snow Emergencies”.**

## **Appeal Process**

If the recommendation is against granting the space, the applicant will receive a notice of such with a copy of the adverse recommendation. At this time the application is considered to have been denied. In the event that the applicant wishes to appeal the decision of the Police Department, the applicant may send written correspondence to the Town’s Americans with Disabilities Act (ADA) Coordinator. This correspondence should outline the reasons why the applicant disagrees with the adverse recommendation of the Police Department. Within a two-week time period the ADA Coordinator must inform the applicant as to whether he/she supports the decision of Police Department.

If the ADA Coordinator supports the adverse recommendation then the application is denied. The Select Board will then receive a complete copy of the application, the Police Department report, and the ADA Coordinator’s report.

If the ADA Coordinator is in disagreement with the Police Department, then the ADA Coordinator will convene a meeting with the Police Department to determine if any other options meet the approval of the Police Department. If the result is the placement of a sign, then the matter is placed before the Select Board at their next regularly scheduled meeting for approval; the applicant is not required to attend this meeting. If no agreement is reached between the Police Department and the ADA Coordinator, a special meeting of the Select Board’s Parking Subcommittee will be convened for the purpose of resolving the matter.

In all circumstances the Select Board as an amendment to the traffic rules and orders must approve the placement of a sign.

### Review of Permit

All signs will be subject to an annual review by the Police Department and approval by the Select Board. In the event that the applicant has moved from the premises the Town will immediately remove the sign.

### V. Private Way Parking

Parking on private ways is controlled by abutting property owners. Pursuant to the requirements of G.L. c. 266 sec. 120D, said property owners may object to others parking on the portion of the private way abutting their homes, but must both notify the person or persons parking without their consent of their objection, and notify appropriate police department staff of their intention to have a vehicle removed before any parked vehicle may be towed.

Property owners abutting private ways are encouraged to read and understand their obligations and potential liabilities under sec. 120D before having any vehicles towed.

### VI. Penalties

The established fines for parking violations are:

Meter (expired or no voucher):	\$15.00
Overtime Parking:	\$15.00
Not within designated parking area:	\$15.00
Wheels over 12" from curb:	\$15.00
Wrong direction parking:	\$15.00
Improper angle parking:	\$15.00
All night parking (over 1 hr. between 1 a.m.-7 a.m.)	\$25.00
Sidewalk	\$25.00
Restricted area	\$25.00
Double parking:	\$25.00
Within 20' of intersection:	\$25.00
Crosswalk	\$25.00
Bus stop	\$100.00
Taxi Cab Stand	\$25.00
Hydrant (within 10')	\$100.00
Obstructing driveway	\$25.00
Obstructing private way	\$25.00
Failing to leave an unobstructed 10' lane of traffic	\$25.00
Alongside or opposite any street excavation that would obstruct traffic	\$25.00
Interference with plowing or removal of snow and/or ice	\$25.00
Fire lane	\$25.00
Handicap/Ramp	\$200.00