

October Parking Overlay Regulations

Application Requirements

The Traffic and Parking Director shall take applications on a rolling basis and shall not issue a permit to a business with any outstanding code violations, unpaid taxes, water/sewer or tax liens, or other existing judgments or penalties imposed by the city so long as the matter remains unresolved, as provided in City ordinance. The Director shall verify with the Collector's Office as well as the Engineering and Building Departments to confirm if there are any outstanding violations. Permits must be renewed annually at a cost of \$100.¹

Parking Areas

- Lots seeking permits for this use must meet requirements identified in Sections 5.1.3 through 5.1.7 of the Zoning Ordinance "Off Street Parking"
- Lot shall be adequately lit for public safety. As indicated in Section 5.1 of the Zoning Ordinance, any light used to illuminate said parking area shall be so arranged as to reflect light away from adjoining premises and streets¹
- No parked vehicle shall obstruct any public ways
- Lot shall comply with MAAB or ADA regulations, whichever is more stringent, relative to handicap parking requirements
- Queuing Vehicles entering the lot to park shall not impede the flow of vehicular, pedestrian or bicycle traffic on public ways

Hours of Operation

- Hours of active operation shall be permitted between Monday-Sunday 8AM-6PM
- Applicants shall provide proposed days and hours of operation on its application and all permits shall state the approved dates and hours
- Permitted properties shall cease accepting incoming vehicles at 6PM unless such vehicles are parking for the purposes of conducting business at the permitted property itself
- Permitted properties shall staff lots during active operating hours, however, permitted lots with more than 50 spaces shall have staff present until all vehicles vacate the premises. If a permitted lot has less than 50 spaces, customers must be instructed to vacate the lot by 11PM.
- Lots shall notify customers of when vehicles must be removed from the lot

Signage

- No signs shall be placed within a public right of way or upon a municipal light pole or signpost

Enforcement

- The Traffic and Parking Director shall enforce the October Parking Overlay Regulations and shall assign parking enforcement staff to monitor permitted properties during regular enforcement hours (Monday-Sunday 8AM-6PM). Enforcement will notify Director when violations have been observed, including noise and nuisance complaints, in order to issue the appropriate response or notify the Zoning Officer when observed violations falls under their jurisdiction.

¹ Permit amount covers costs associated with reviewing the application as well as ongoing monitoring and responding to any issues throughout the month of October.

- Outside regular enforcement hours, issues shall be submitted to the Police Department's non-emergency line (978-744-1212).
- The Zoning Officer shall enforce Massachusetts Architectural Access Board (MAAB) regulations, signage, and any unpermitted lots operating in violation of the zoning ordinance.
- Violations shall be addressed in the following manner:
 - Property owner shall be issued a warning for the 1st observed violation in a given year.
 - Property owner shall be issued a \$300 citation for the 2nd observed violation in a given year.
 - Permit shall be revoked for a 3rd observed violation in a given year.