



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

FAX 349-4307

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

September 11, 1995

To The Honorable, The City Council:

In response to Awaiting Report Item No. 50, regarding the policy for residents who wish to reserve parking spaces for functions held at their homes, Susan Clippinger, Director of the Traffic, Parking & Transportation Department reports the following:

For the past ten plus years, the Department has been giving consideration to any resident who notifies them in writing, at least 24-hours in advance, that they are having a function at their home. The notice should include the following:

- Their names, address and phone number;
- the date and time of the function; and
- an approximate number of cars (this allows us to estimate the size of area in which consideration is required).

The Department also requests the resident to send a copy of the notice to the Police Department for their records. This information is then confirmed with the resident and the parking control officer(s) in that area is notified of the date and time of the event. The officer(s) is instructed not to tag that area for resident parking violations only. All safety violations will continue to be enforced which the resident is informed of prior to the function.

Over the years, this procedure has worked well.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mec

Consent Agenda # 2

S-263

Response to Awaiting Report Item Number  
Fifty regarding the policy for residents  
who wish to reserve parking spaces for  
functions held at their homes.

for original order  
see 1995 City Manager  
Requests # 297

In City Council,

Sept. 11, 1995

Placed on file