

Management Plan for the Relocation of Cars Parked in the Flood Plain During a Major Flood Event

NOTE: The following plan was developed in consultation with several property management companies. However, this plan is being provided only as a representative plan highlighting how flood management issues could likely be addressed. A final plan will be established during construction and only after a property management company has been formally retained.

The final car relocation plan will be reviewed and approved by the Ashland Fire Department as a condition of an occupancy permit.

1. Refer to Exhibit titled “Parking Flood Plain Plan” to identify those parking spaces located within, and outside of, the FEMA flood plain.
2. As a requirement of executing a lease, all apartment residents that have executed a Parking License Agreement, will be required to provide a cell phone number(s), emergency contact phone number, and an email address. This expectation will be written into the Parking License Agreement.
 - a. Residents with Parking License Agreements will be required to certify every year to the management company the make and model of their vehicles and confirm the management company has all current and relevant information.
3. The property management company will identify (in advance of the certificate of occupancy) the weather channel/service (likely the National Weather Service – the source used by the Ashland Fire Department) that will be the source of identifying any major flood event. The announcement of a Major Flood Event by this source, and confirmed by the Ashland Fire Department, as a MAJOR flood event will serve as the “trigger event”. The property management company will work with the Town of Ashland to identify the entity that will serve as the source for this trigger event.
4. The Property Manager will have a software program that will allow the Manager to send out a “blast” to all residents 24 hours prior to any Major flooding event. This software will also contact all owners by both email and phone. This blast will notify the vehicle owners as to when they will need to move their car(s) into one of the designated parking spots out of the flood plain.
5. The Property Manager will also notify and confirm with the Ashland Fire Department that they have received the Major Flood Event notification and that the Property Manager has begun the process of relocating vehicles. The Property Manager will call the Ashland Fire Department at a phone number to be determined by the Fire Department.
6. The 24 hour on-call maintenance supervisor will be the individual responsible for assisting tenants to move their cars out of the flood plain to demarcated spaces.

7. Residents, whether with cars in the garage or in surface spaces, will be expected to move their own car during the designated period as instructed by the property management company.
8. Once all of the available spaces in the garage above the flood plain are occupied, as well as the 18 parking spaces in front of the building above the flood plain, residents will be instructed to move their cars temporarily to publicly available spaces on Main Street, Pleasant Street, or the MBTA lot.
9. The 24 hour on-call maintenance supervisor will be responsible, as well as the property manager, for instructing people where to move their vehicles.

NOTE:

The Property Management Company will be required to review the vehicle relocation plan with the Ashland Fire Department on an annual basis to make any necessary adjustments or modifications based upon past experience and history.