

# **COMPREHENSIVE PARKING DOCUMENT**

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This comprehensive document contains the basic information you will need to drive safely and park properly on the properties of Pasadena City College (PCC), which includes the Foothill campus, and the Pasadena City College Child Development Center (CDC). The regulations were adopted by the Pasadena City College District Board of Trustees, and are designed to facilitate orderly access to the college by students, staff, and guests. By cooperating with these rules, you will contribute to optimum parking conditions and traffic safety at PCC.

Pasadena City College reserves the right to restrict the use of any parking structures or lots at any time.

## **ENFORCEMENT**

Pasadena City College enforces all regulations set forth by the State of California, City of Pasadena, and those set by the Pasadena City College District Board of Trustees pursuant to section 21113(a) of the California Vehicle Code. Violations may result in warning, administrative fine, arrest, discipline, vehicle immobilization device and/or vehicle impound.

## **GENERAL TRAFFIC REGULATIONS**

All persons operating a vehicle on District controlled property are required to comply with the Pasadena Area Community College District Traffic and Parking Rules and Regulations and the California Vehicle Code.

All persons shall obey any sign or signal erected or maintained to carry out PCC parking regulations or regulations set forth by the State of California or City of Pasadena. All traffic regulations are posted at the entrance of every parking lot and enforcement is in effect at all times on campus.

All vehicles that enter the campus properties shall be currently registered, as required by California Law. Unregistered vehicles are subject to citation, immobilization (boot) or removal at the owner's expense.

All persons are required to drive at a safe speed for the conditions and to observe the maximum speed limit on campus (including all parking areas) of 10 MPH.

## **GENERAL PARKING REGULATIONS**

- Parking regulations are enforced 7 days a week, 24 hours a day.
- All faculty and staff members are required to have a valid digital Pasadena City College staff parking permit to park in the staff parking lots.

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- All students are required to have a valid digital Pasadena City College parking permit to park in student parking lots. One day digital parking permits are available from parking permit machines located in every parking lot.
- Guests who are attending special events, or Flea Market Sundays at the college are required to purchase a valid digital daily parking permit.
- Vehicles equipped with car alarms are required to deactivate them in the parking structures due to excessive noise (21113(a) CVC).
- Parking is required within and parallel to painted space boundary lines.
- Overnight parking is not permitted from 12 AM to 6 AM. Overnight parking permits may be obtained at Police & Safety Services.
- Motorcycles and mopeds shall be parked only in designated motorcycle parking areas.
- Persons who possess a disabled placard may park free of charge in any designated disabled parking space.
- There are 6 Electric Vehicle Charging stations on campus, providing a total of 12 charge ports. The charge stations are located in Lot 1, Lot 5, and Lot 7. These spaces are reserved for electric vehicles that need charging. Vehicles parked not actively charging will be cited. (See page 4 for pricing)

### **SHUTTLE SERVICE**

A free shuttle service is available between PCC's main campus (from Lot 6 & 7), the Foothill Campus, and the Allen Avenue Gold Line Station.

Shuttle service begins at 6:30 AM and ends at 10:45 PM, Monday through Thursday. On Friday, the shuttle runs from 6:30 AM to 5:45 PM. PCC Student or staff identification is required to board any PCC Shuttle.

### **LOCAL BUS INFORMATION**

Local bus information and schedules may be obtained by visiting the Metro bus website at <https://www.metro.net/>

### **PERMIT INFORMATION**

The college sells more parking permits than there are spaces available. The purchase of a parking permit does not guarantee or reserve a parking space. Permits are transferrable from vehicle to vehicle. Permits are not transferrable from person to person. **Further, no person may purchase more than two permits per semester.**

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License Plate Recognition (LPR) technology is now being used to enforce the parking lots at PCC and The Foothill Campus (CEC). Instead of patrolling parking lots looking for permits, officers now drive the lots checking that license plates are valid to park. Special cameras are used to take pictures of each license plate and obtain the characters that make up the plate. The license plate is then checked against a database of valid vehicles to determine if the vehicle is allowed to park in that lot.

Actual parking permits affixed to your vehicle will no longer be issued. Instead, semester digital permits can be purchased through your LancerPoint account. You can register up to two vehicles at a time. Verifications are performed when checking license plates to make sure only one vehicle is used per parking permit at a time. Parking both vehicles at the same time will result in a citation.

If you get a new vehicle, rental vehicle, or just need to correct the license plate associated with your parking permit, you can use the Self Service function after your order has been placed.

Digital Daily Permits can be purchased from the permit machines located in all student lots. You will need to enter your vehicle license plate. Cash, Credit or Debit cards are accepted. If the permit machine in the area you have parked is inoperable, it is the responsibility of the purchaser to find a permit dispenser that is operational in order to purchase the required permit.

## **PARKING PERMIT FEES**

### **STUDENTS**

PCC & CEC Daily Permit	\$2/DAY
PCC Fall/Spring Permit	\$64
Financial Aid Students Fall/Spring	\$30
PCC Winter/Summer Permit	\$20
Foothill Campus Winter/Summer Permit	\$15
*Motorcycle Permit Fall/Winter	\$10
*Motorcycle Permit Spring/Summer	\$10
Permit Refund Processing Fee	\$5

### **STAFF**

Full-Time Academic (1) Fall/Winter	\$20
Full-Time Academic (1) Spring/Summer	\$20
Full-Time Academic (1) Annual	\$40
Full-Time Classified (2A) Fall/Winter	\$20
Full-Time Classified (2A) Spring/Summer	\$20
Full-time Classified (2A) Annual	\$40
Hourly Unclassified (2C) Fall/Winter	\$10
Hourly Unclassified (2C) Spring/Summer	\$10
Adjunct (3) Fall/Winter	\$10
Adjunct (3) Spring/Summer	\$10
Motorcycle Permit Fall/Winter	\$10
Motorcycle Permit Spring/Summer	\$10

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## Electric Vehicle Charging Stations on Campus

The total number of charging stations on campus is 6, providing a total of 12 charge ports. Charging stations are located in the following lots:

Staff Parking Lot 1 (Includes 4 charge ports)

Student Parking Lot 5, Level 3 (4 charge ports)

Staff Parking Lot 7 (4 charge ports)

The electric vehicle charging stations are a self-supported program - fees charged to users of the stations covers costs such as purchasing stations, maintaining stations, and electricity consumed by the stations. Fees will be assessed to users through their ChargePoint account beginning on August 27, 2018 as follows:

\$1.00 per hour, or fraction thereof, for the first four hours.

\$2.00 per hour, or fraction thereof, for each hour beginning in the fifth hour of charging.

Please note that there are a limited number of charging stations and if a vehicle is parked at a charging station but not actively charging, the vehicle will be subject to citation. Once a vehicle has completed charging, it must be moved to the parking area for which a valid digital permit has been purchased.

## **Motorcycle Permit Valid at PCC and The Foothill Campus**

Hourly Classified (2C) employees who have purchased a 2C parking permit may not park in any staff lot before 12:30 PM, but may park at the Foothill Campus. Prior to 12:30 PM with a permit, you may park in lots 5, level 1, and student lots 10 or 11.

Students and staff are strongly encouraged to purchase parking permits online through their LancerPoint account. Staff, students and visitors may also purchase digital daily parking permits for \$2.00 a day from the parking permit machines located in all parking areas.

Parking permits for PCC are valid at the Foothill Campus. The Foothill Campus parking permits are **NOT valid** for the PCC main campus. A free shuttle is available for students wishing to travel between the two campuses.



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Rosemead Campus does **NOT** require a parking permit.

### **GUEST PARKING PERMITS**

Guest parking will be provided to invited guests of Pasadena City College. The parking permit code will be issued by Police & Safety Services.

A Guest parking code will only be issued to: volunteers, guest lecturers, donors and invited guests. Staff members requesting a guest parking code must notify Police Services at least forty-eight (48) hours in advance to allow time for processing. Guests who have not received their guest parking code from the requesting department in advance, and who arrive on campus during hours the Information Booths are not staffed, must purchase a digital parking permit.

### **AUTOSHOP PARKING PERMITS**

Automotive shop parking permits can be obtained from the assigned class instructor. Each permit must be signed by the instructor and be properly displayed.

### **OVERNIGHT PARKING PERMITS**

Students or staff/faculty members who attend a college related function may obtain permission from Police & Safety Services for each vehicle to be parked overnight on PCC properties. Each permit is dated and must be visibly displayed on the dashboard on the drivers side.

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## **PARKING AREAS**

Lots 3, 4, 5, 10 and 11 are reserved for students who have purchased a semester or a daily digital parking permit. Lot 5, Level 1, and Lots 1, 6, and 7 are reserved for faculty/staff members who have purchased a digital semester or annual permit. Hourly Classified (2C) employees who have purchased a 2C digital parking permit may NOT park in staff Lot 1, 6 or 7 before 12:30 P.M., but may park in Lots 5, level 1, 10 or 11 prior to 12:30 P.M. They may also park at CEC prior to 12:30 P.M. with any permit and use the shuttle to the main campus. Guests/visitors may park in any student lot as long as they have purchased a digital daily parking permit.

Students may be dropped off at the northern boundary of the campus on Colorado Blvd. near Harkness Ave. and on Colorado Blvd., near Sierra Bonita Ave. The drop off areas are designated by a painted white curb.

At the Community Education Center (CEC), Lot C is restricted to Staff, Faculty and handicapped parking only. Lot D is designated for all parking permit types. Guests of the CEC may also park in the visitor's parking, Lot A, by permission only, after obtaining a parking permit code issued by Police Services, or displaying a Handicap Placard.

## **DISABLED PARKING**

Disabled placards/license plates issued by the Department of Motor Vehicles (DMV) may park at any vehicle parking space on PCC properties with the exception of the electric charging stations. Designated disabled spaces are located in all student and staff lots and students and staff may park in any disabled parking space in any lot. Vehicles with a valid disabled placard/license may park free of charge.

A person shall not use a disabled placard for the purpose of parking unless the person is disabled, or the driver of a vehicle is with a disabled person who is a passenger. Misuse of the placard may result in, but not limited to, the confiscation, citation, and removal of the vehicle, and/or arrest. Misuse of the placard is defined in section 4461(c) of the California Vehicle Code and is classified as a misdemeanor.

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## **MOTORCYCLE PARKING**

Motorcycle parking is designated in certain areas on Level 1 of Lot 4 (north side), Lot 5 (northeast corner) and Lot 1 (east side). Motorcycles parking in these areas require digital permits.

Motorcycle Parking is located in Lot D at the Foothill Campus.

Exception: Because of the wide profile of 3-wheeled motorcycles, these motorcycles may park in any automobile parking space for which the owner is permitted to use.

## **BICYCLE PARKING**

Bicycle racks are conveniently located throughout the campus. Bicycles are required to be secured to these bicycle racks only, not to handrails, poles, trees or posts. Bicycles that are secured to anything else aside from a bicycle rack may be subject to removal. It is recommended that "U" shaped "kryptonite" style locking bar be used to secure your bicycle.

## **RESTRICTED AREAS**

### **Disabled Turnaround - Lot 8**

Lot 8 is restricted for the drop off and pick up of disabled persons only. Vehicles found in this area not picking up or dropping off disabled persons may be in violation of 22507.B(a) CVC and will be cited and/or towed.

### **Police Vehicle Parking**

Only emergency response vehicles may park in areas marked "Police Vehicles Only".

### **Shuttle Drop Off**

The turnaround between Lots 6 & 7 is for shuttle service use ONLY. Passenger drop offs and pick-ups are not permitted.

### **Inside of the Campus**

Vehicles are not permitted to drive about the interior of the campus unless given prior permission by Campus Police.

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## **Loading Zones**

The loading zone west of Lot 5 and zones at 150 South Hill Ave. are designated for commercial vehicles loading and unloading only. Loading zones are posted and may be occupied for a maximum of 30 minutes.

## **Bus Parking**

Bus parking is provided on the west side of Lot 5.

## **PARKING REGULATIONS**

The following parking rules and regulations were adopted by the Pasadena City College District Board of Trustees to facilitate vehicular movement and parking, and to provide safety of all persons using the campus.

### **310 - "No Valid Permit" - Fine \$45.00**

No person shall stop, park, or leave standing, any vehicle (attended or unattended) in any place on campus without having purchased a digital parking permit.

### **320 - "Permit Not Valid for This Area" - Fine \$45.00**

No person may park a vehicle in any area, with a valid permit, that is not specifically issued for that area.

### **360 - "Parked in Electric Vehicle Charging Station" - Fine \$45.00**

It is unlawful for any person to park, or leave standing, any non electric vehicle or electric vehicle not actively charging, in parking spaces designated for electric vehicles.

### **761 - "Expired Meter" - Fine \$45.00**

The parking, stopping or standing of any vehicle in a parking meter space at which the parking meter displays a flag, signal or sign indicating that the permitted or paid time has expired shall constitute a presumption that the vehicle has been parked in violation of this section.



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### **810 - "Not Parked within Marked Stall" - Fine \$45.00**

Vehicles shall be parked within single marked stalls only.

### **820 - "Red Curb" - Fine \$70.00**

Red Painted Curbs indicates no stopping, standing or parking, whether the vehicle is attended or not. Stopping, standing or parking in a red zone is not permitted

### **821 - "Loading Zone" - Fine \$45.00**

It is unlawful for any person to park or leave standing any vehicle in a loading zone.

### **830 - "Car Alarm Activation" - Fine \$45.00**

Vehicle alarms shall be disabled while parked on campus. Excessive alarm sounds or repeated triggering of alarms may result in a citation for failing to disable the alarm, physical disabling of the alarm, and or removal from campus at the owner's expense.

### **840 - "Motorcycle Not Parked in Designated Stall" - Fine \$45.00**

Motorcycles are required to purchase a digital motorcycle permit, and may only be parked in stalls designated for motorcycle parking.

### **930 - "Parked Causing Obstruction" - Fine \$45.00**

The length of a vehicle in any stall shall not extend into adjacent travel lanes or cause any obstruction. Only compact vehicles shall be parked in stalls labeled "compact"

### **944 - "No Stopping or Parking in a Disabled Drop Off Area" - Fine \$45.00**

It is unlawful for any person to park or leave standing any **vehicle**, including a **vehicle** displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 2251 1.59 **in any area designated as a handicapped drop-off area, except while in the process of loading or unloading disabled persons.**

### **950 - "Unregistered Vehicle" - Fine \$55.00**

No person shall drive, move, or leave standing upon any campus facility any motor vehicle, trailer or semi-trailer unless it is registered and the appropriate fees have been paid under the requirements of the California Vehicle Code.

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### **951 - "No Current Tabs Displayed" - Fine \$45.00**

It is unlawful for any person to park or leave standing any vehicle without a current tab displayed.

### **952 - "No License Plate Displayed" - Fine \$45.00**

It is unlawful for any person to park or leave standing any vehicle without a valid license plate displayed.

### **960 - "Overnight Parking Prohibited" - Fine \$45.00**

It is unlawful for any person to park or leave standing any **vehicle** on campus facilities between the hours of 12:00 am and 6:00 am.

### **CVC 22507.S(a) - "Parked in Handicapped Zone" - Fine \$330.00**

(a). It is unlawful for any person to **park or leave standing** any **vehicle** in a stall or space designated for disabled persons and disabled veterans pursuant to California Vehicle Code (CVC) Section 22511.7 or 22511.8, unless the **vehicle** displays either a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section CVC 22511.55 or 22511.59.

### **CVC 22507.S(b) - "Obstruct Handicapped Zone" - Fine \$330.00**

It is unlawful for any person to **obstruct, block, or otherwise bar access** to those parking stalls or spaces except as provided in section 22507.8 (a).

### **CVC 22507.S(c) (1) - "Parked on Stall Lines of Handicapped Zone" - Fine \$330.00**

It is unlawful for any person to park or leave standing any **vehicle**, including a **vehicle** displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 22511.59 **on the lines marking the boundaries of a parking stall or space designated for disabled persons or disabled veterans.**

### **CVC 22507.S(c) {2} - "Parked on Crosshatched Lines in Handicapped Zone" - Fine \$330.00**

It is unlawful for any person to park or leave standing any **vehicle**, including a **vehicle** displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 22511.59 **in any area of the pavement adjacent to a parking stall or space designated for disabled persons or disabled veterans that is marked by crosshatched lines.**

You may qualify for a Citation Payment Plan. For more information please call 1-866-353-5867 or visit [www.paymycite.com](http://www.paymycite.com) (<http://www.paymycite.com/>).

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\* - All parking fees and fines are subject to change without notice.

## **PARKING CITATIONS**

Parking citations must be paid within 35 days of issuance without penalties. Citations that are not paid within that time period will incur a \$20.00 late charge. Persons wishing to contest parking citations may appeal the citation, but only within 21 days of issuance. Unpaid citations will result in increased fines and additional assessment to the vehicle's registration with the Department of Motor Vehicles (DMV).

Citations may be paid directly at Police & Safety Services, by mail to the Phoenix Group via the envelope that was attached with the citation, or the website: [www.paymycite.com](http://www.paymycite.com).

## **CITATION REVIEW/APPEAL PROCESS**

There are three levels that may be involved in contesting a parking ticket issued at Pasadena City College. The three levels are prescribed by the California Vehicle Code with the intention of providing citizens with an opportunity to contest parking tickets that were issued to their vehicles.

Three Level Process:

1. Initial Administrative Review Request
2. Administrative Hearing
3. Appeal Through the Superior Court of California

### **1. Initial Review Request – 1<sup>st</sup> Level**

If you disagree with a parking ticket you received and would like to contest it, you have 21 days from the date the ticket was issued, or 14 days from the mailing of the Delinquent Parking Notice to submit an Initial Review Request. The request for an initial review is free of charge.

For your convenience you may:

1. Contest the citation online by visiting [www.paymycite.com](http://www.paymycite.com). Click on Contest Citation and fill out the Administrative Review Citation Contest Form.
2. Download Administrative Review Citation Contest Form from [www.paymycite.com](http://www.paymycite.com). Mail form to Parking Citation Service Center, Post Office Box 11923, Santa Ana, CA 92711
3. Visit Campus Police at B210. Request an Administrative Review Citation Contest Form and submit form there.

Please complete the form, attach all relevant information and a copy of the parking ticket to the Administrative Review Citation Contest Form and submit. If a citation was given



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for "Valid permit required at all times" and a permit was purchased, please provide proof that permit was purchased.

**Initial Review requests received beyond the date prescribed by the California Motor Vehicle Code will not be accepted.**

The Parking Citation Division will review your request for Initial Review and will make a determination as to its outcome by rendering one of the following decisions.

1. The ticket was determined to be invalid and will be dismissed. No further action will be required on your part. You will receive written correspondence from the Parking Citation Service Center confirming the dismissal of your parking ticket.
2. The ticket was determined to be valid and payment must be submitted in full. You will receive written correspondence from the Parking Citation Service Center notifying you of the decision and advising you that the ticket must be paid.
3. The ticket was determined to be invalid due to failure to display permit properly. Ticket will be dismissed as a **one-time** courtesy. You will receive written correspondence from the parking Citation Service Center confirming the dismissal of your parking ticket. Subsequent citations of this type will **NOT** be able to be dismissed in the future.

Initial Administrative Review requests that were rendered a decision will not be conducted a second time on the same ticket.

### **2. Administrative Hearing - 2<sup>nd</sup> Level**

If you are dissatisfied with the initial review results, you may further contest the ticket by requesting an Administrative Hearing. Unlike the Initial Review request, State Law requires that you pay in advance all fines that are owed on the ticket before you can request an Administrative Hearing.

**Administrative Hearings must be requested within 21 days of the date the decision was reached on your Initial Administrative Review request. If you fail to request the Administrative Hearing within the prescribed time you will lose the opportunity to further contest the parking ticket.**

To request an Administrative Hearing, mail correspondence to Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711 stating why you are requesting a hearing. Send any supporting evidence along with the applicable payment. Indicate in your correspondence if you wish to have your hearing by "MAIL" or "IN PERSON". If "in person", you will be advised of your hearing date, time and location.

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**Your Administrative Hearing request and penalty "AMOUNT DUE" payment must be received within 21 calendar days from the mailing of the decision, or the penalty will be increased and you will not have another opportunity to be heard.**

If the Hearing Officer makes a decision in your favor, the Parking Citation Service Center will refund your payment, if you have no other outstanding parking tickets. If you have outstanding parking tickets the refund will be applied to the unpaid balance.

### **3. Appealing the Administrative Hearing - 3<sup>rd</sup> Level**

If you are not satisfied with the Hearing Officer's decision you may further contest the parking ticket by appeal through the Superior Court of California. You cannot appeal a parking ticket if you have not first obtained the results from your Initial Administrative Review and your Administrative Hearing. Appeals must be requested within 30 days from the date of the Hearing Officer's decision. To file for an appeal, and request a Hearing Date, you must do so in person at the Superior Court of California Small Claims Office located at 111 North Hill Street, Los Angeles, CA 90012. A \$25.00 filing fee must be submitted to the court for each ticket that you are appealing. If the Judge presiding over your case renders a decision to dismiss your ticket, the \$25.00 filing fee along with your parking fine will be refunded to you by the issuing agency.

### **VEHICLE REMOVAL AND BOOTING**

Under the following conditions, the Police Department will implement the Vehicle Immobilization Device (Boot) on vehicles that violate the following Vehicle Code or District parking policies:

- A vehicle that has five (5) or more outstanding parking violations (22651.7 CVC)
- If a vehicle is determined to be of evidentiary value.
- If a vehicle has no license plate and the VIN number is obscured or missing.

There is a \$25.00 fee that must be paid at the time the Vehicle Immobilization Device is removed from a vehicle. This fee is payable at Police Services located in B-210. This fee is in addition to any fines for outstanding parking citations.

A vehicle that is causing a nuisance will also be subject to tow. Vehicles that have expired registration in excess of six months may also be subject to tow. All impound and storage costs associated with impound will be the responsibility of the vehicle owner.