

# UHCL PARKING AND TRAFFIC SAFETY SUBCOMMITTEE MINUTES

Tuesday, February 22, 2022

10 – 11 am Zoom

**Approval of January 25, 2022 minutes**-minutes were unanimously approved.

- New AVP FMC, Steven Kitchen, was introduced.

## A. OLD PROJECT:

1. Barnacle System (Chris Baker - See Attached). Items covered:

- Anticipate equipment cost will be covered by Release fees. Example: 5 cars @ \$50 result in 12K per year. Money is being lost waiting on tow truck arrivals.
- Will require UHCL Administrations approval.
- How many violations before barnacle? Currently, violations receive 1<sup>st</sup> and 2<sup>nd</sup> citation (3<sup>rd</sup> tow). Would likely follow same path. Towing Policy would need to be updated once decision is confirmed to move forward and develop.
- Anticipate need for 3 recovery boxes, two for Clear Lake and one for Pearland
- Initial Barnacle purchase will be: minimum of three; four or five preferable. First box placement: SSCB; one at Pearland campus.
- MNO has enough money to move forward with this initiative.
- Parking Department is looking at filling field coordinator to place barnacle on vehicle.
- What role will Marketing play in implementation? How will the student community be made aware, has there be any feedback? Should include a method of notice of violation levels and benefit over towing; modifying notifications of those who have account holds. Tows are \$160 and impounding \$160. Add additional sticker of level of violation...warning barnacle installation will be next.
- MarCom would be used for campus notifications. It was recommended utilizing the UHCL Signal.
- H Glass mentioned UH uses the Barnacle system on campus. Students initially pushed back on implementation but it has moved forward successfully for that campus.
- Decision was made to table; Police will meet with AVP FMC to review and also discuss their participation in the process.

## B. NEW PROJECTS:

1. Hawk Express Services Policies and Procedures (Thu Le - See Attached). Items covered:

- Eligibility
- Requirements to Ride and Enforcement
- Rules to Ride
- Routes: Main Campus route, Pearland route, Electric route and Grocery trip
- (B Huss Keeler recommended revising policy to *No eating or open containers permitted*.)
- Rec Center agreement

- Members recommended Parking and Traffic Sub-Committee meet with Associate VP for FMC to further review and edit areas for clarity:
  - III. Rules to Ride: point to UHCL policy (link)
  - #4 ...Engage in Professional Behavior
  - Grocery guidelines numbers are not consistent; add clause (policies based on current conditions, subject to change)
  - Revise IV: Add .... To route services all on-campus
  - Government name (instead perhaps state UHS IDs)
  - Chief Russell recommend meeting with Dean Rachita regarding student misconduct actions.
    - It was confirmed shuttle drivers have been trained on the Maxient report

**Motion was approved to table item:**

The policy wording will be updated and return to the March 29 meeting for review.

2. UHCL Charters Guidelines and Pricing (Thu Le - See Attached)

- Reserve shuttles for special events
- Price including driver's salary, wear and tear on the vehicle and gas usage

**Tabled until March meeting.**

3. Update Parking Rules and Regulations (Sofian Abassi - See Attached)

- Barnacle policy will be added, if implemented.
- Guest permits are available for community members. Initially, these guest permits were created for the Clear Lake High School Students to park on UHCL lots. (if not available, will need to pay Visitor permit).
- Pandemic has affected increase in students using Visitor lots.
- An agreement has been made for Library visitors.

**Tabled until March meeting.**

Meeting was adjourned. Roster below.

Attachments (4)

**Next Meeting: Tuesday, March 22, 2022, 10-11am (Zoom)**

## University of Houston Clear Lake

**FY2021 - FY2022 Parking and Transportation Committee Attendance Sheet**

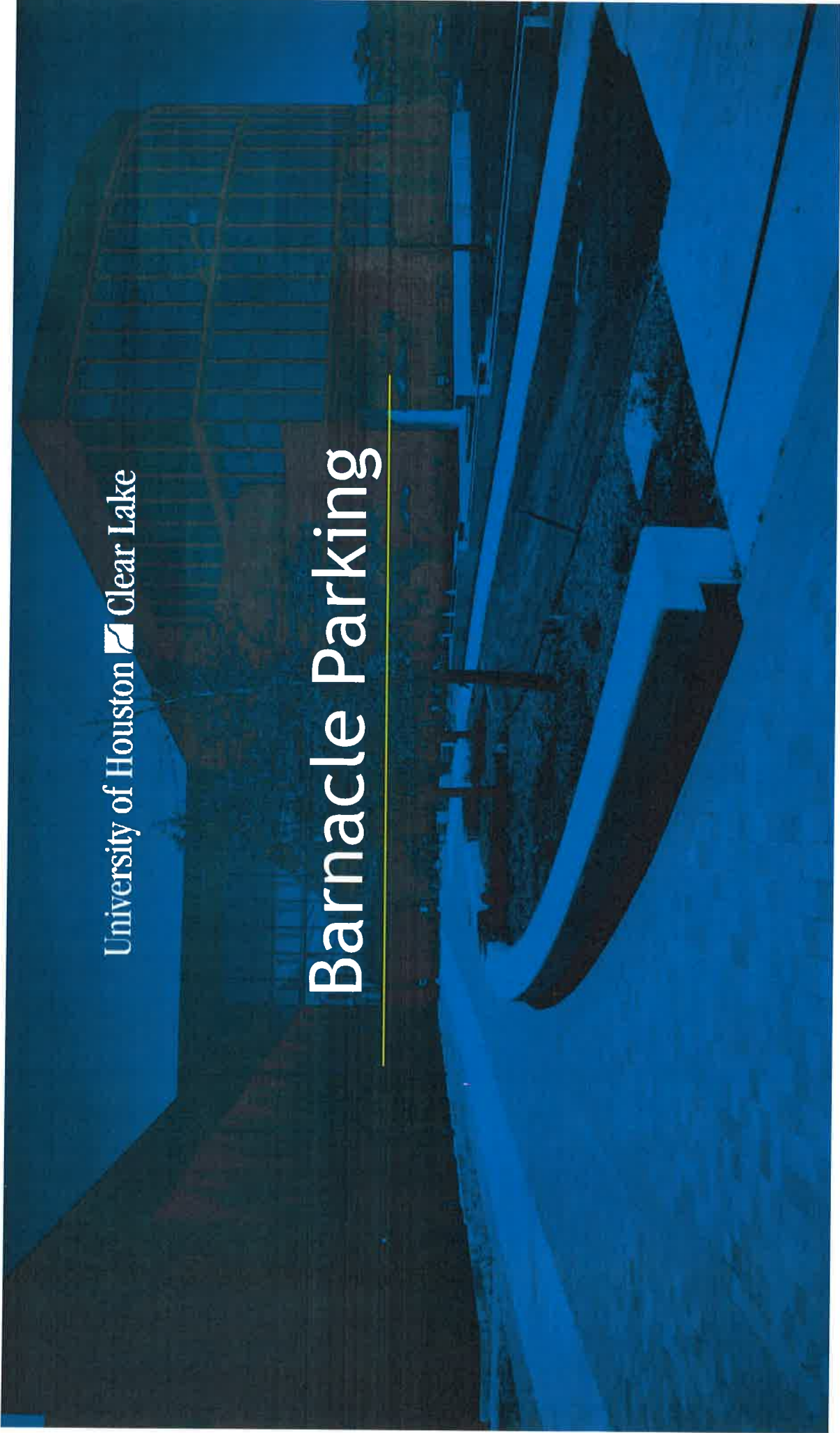
**Meeting Date: 2/22/22 10am-11 am Zoom Link in Calendar**

Members	Role	Email	*Blue = Present
<b>Sofian Abbasi</b>	Student Representative UG	<a href="mailto:AbbasiS3353@uhcl.edu">AbbasiS3353@uhcl.edu</a>	
Kaira Jackson	Student Representative G	<a href="mailto:JacksonK2443@uhcl.edu">JacksonK2443@uhcl.edu</a>	
<b>Kate Carter</b>	Library Representative	<a href="mailto:CarterK@uhcl.edu">CarterK@uhcl.edu</a>	
<b>Rebecca Huss-Keeler</b>	COE Faculty Representative	<a href="mailto:Huss@uhcl.edu">Huss@uhcl.edu</a>	
<b>Samina Masood</b>	CSE Faculty Representative	<a href="mailto:Masood@uhcl.edu">Masood@uhcl.edu</a>	
Bill Amonette	HSH Faculty Representative	<a href="mailto:Amonette@uhcl.edu">Amonette@uhcl.edu</a>	
<b>Steven Kitchen</b>	FMC - Assoc VP	<a href="mailto:Kitchen@uhcl.edu">Kitchen@uhcl.edu</a>	
<b>Soma Datta</b>	Co-Chair	<a href="mailto:Datta@uhcl.edu">Datta@uhcl.edu</a>	
<b>Harry Glass</b>	Co-Chair	<a href="mailto:Glass@uhcl.edu">Glass@uhcl.edu</a>	
Iliana Melendez	Student Affairs Representative	<a href="mailto:Melendezlb@uhcl.edu">Melendezlb@uhcl.edu</a>	
<b>Christopher Baker</b>	Parking Dept Representative	<a href="mailto:Cbakerch@uhcl.edu">Cbakerch@uhcl.edu</a>	
Cierra Davis	USA Representative	<a href="mailto:DavisCi@uhcl.edu">DavisCi@uhcl.edu</a>	
<b>Maricial Contreras</b>	Accessibility Support Center	<a href="mailto:Contreras@uhcl.edu">Contreras@uhcl.edu</a>	
<b>Russell Miller</b>	Police Representative	<a href="mailto:MillerR@uhcl.edu">MillerR@uhcl.edu</a>	
<b>Janice Newsum</b>	University Life Comm	<a href="mailto:Newsum@uhcl.edu">Newsum@uhcl.edu</a>	
Melissa Williams	COB Faculty Representative	<a href="mailto:Williamsmeli@uhcl.edu">Williamsmeli@uhcl.edu</a>	
Guests/Alternates	Role	Email	
Julianna Dean	Alt- HSH Fac Representative	<a href="mailto:DeanJ@uhcl.edu">DeanJ@uhcl.edu</a>	
Cynthia Good	Alt- Library Representative	<a href="mailto:Goode@uhcl.edu">Goode@uhcl.edu</a>	
Mark Denney	VP A&F	<a href="mailto:Denney@uhcl.edu">Denney@uhcl.edu</a>	
<b>Thu Le</b>	Alt- Parking Dept Representative	<a href="mailto:LeThu@uhcl.edu">LeThu@uhcl.edu</a>	
Brian Mills	Alt- Student Affairs	<a href="mailto:MillsB@uhcl.edu">MillsB@uhcl.edu</a>	
Andrea Black	Alt- UHCL Assistant Chief, Police	<a href="mailto:Blackaj@uhcl.edu">Blackaj@uhcl.edu</a>	

University of Houston  Clear Lake

# Barnacle Parking

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# Barnacle

- Instead of losing hours going to the tow yard, students can release the Barnacle in minutes and be on with the rest of their day
- Barnacle is “smart immobilization”
- Self-release 24/7 by calling or paying online



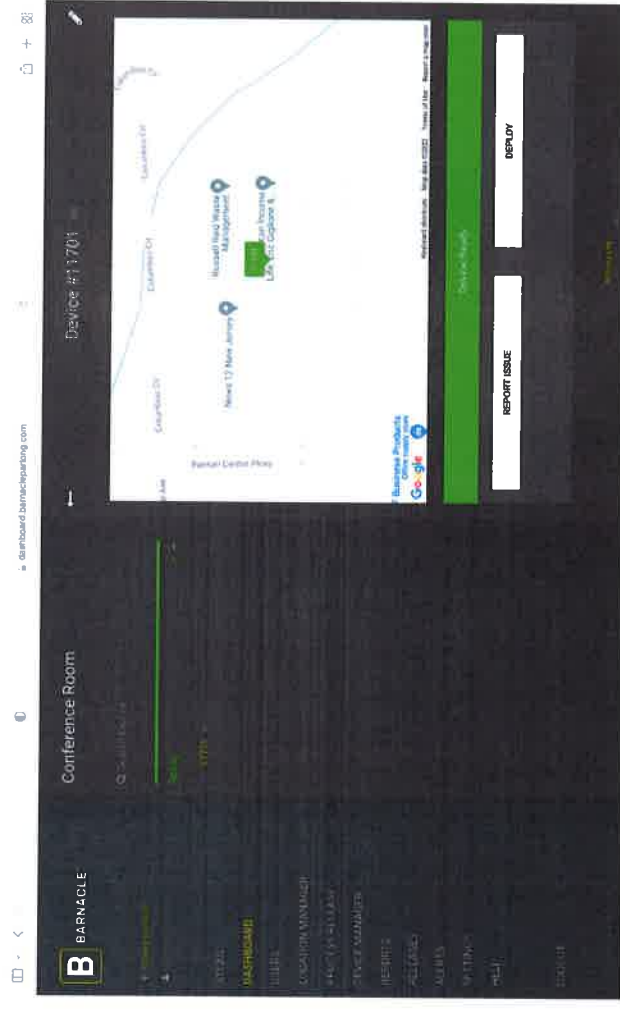
## Better for the Operator

- Compact, lightweight, and attaches to the windshield with over 1,000 lbs of force, the Barnacle immobilizes a vehicle in seconds.



## The Barnacle provides:

- Integrated technology solutions
- Transparency (Real-time reports, activity logs)
- Safety for enforcement officer
- Long term behavior change
- “Green solution” (Doesn’t require heavy duty vehicles to transport)







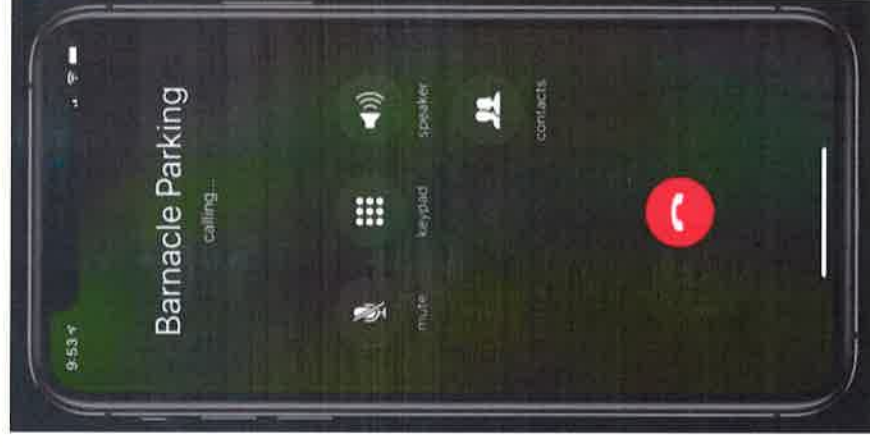


### Motorist Payment (Web)

- Motorists can quickly pay their fine and receive a release code to remobilize their vehicle

### Motorist Payment (Phone)

- Motorists can also call pay and release the Barnacle® through our automated hotline.



**Barnacle Dropbox:**

- **Capacity: 10 Devices**
- **Weatherproof/Watertight Construction**
- **Tamperproof**
- **Integrated Mounting Brackets**
- **Lease: \$100/month**
- **Purchase: \$2,500**



## Policies and Procedures

### Hawk Express Services Policies and Procedures

#### ***I. Hawk Express Services Eligibility:***

The following groups of people will be considered for shuttle privileges in the following order:

1. Students:
  - a. Enrolled in at least one face to face or hybrid course at either the UHCL Main Campus or the UHCL Pearland Campus.
  - b. Students with special accommodations on file with the UHCL Center for Students with Disabilities.
2. Faculty, Staff, Teaching Assistants:
  - a. Must have essential job responsibilities at either the UHCL Main Campus or the UHCL Pearland Campus
3. Exceptions:
  - a. Will be considered on an individual basis by UHCL Parking and Transportation Management.

#### ***II. Requirements to Ride and Enforcement:***

1. At the beginning of each semester, there will be a “grace period” during which shuttle drivers will not check for valid student/employee ID’s. The grace period will last for two weeks, same as the “grace period” for parking enforcement. UHCL Parking and Transportation Department will communicate the official dates with UHCL students, faculty, and staff.
2. Student IDs are distributed by the UHCL Student Assistance Center (SAC) located in the Student Services and Classroom Building (SSCB). All students and employees must have a valid UHCL ID to ride the shuttle.

#### ***III. Rules to Ride:***

1. All passengers must use their **government name** when asked by professional staff members driving any Hawk Express shuttle.
2. All passengers must follow UHCL safety and access protocols when communicated by UHCL professional staff members.
3. All passengers must use appropriate appeal process when and if challenged by a request. The process starts with notifying the immediate supervisor of the professional staff member. It is not the responsibility of the passenger to discuss UHCL policy for any matter pursuant to interpretation... Passenger should seek clarification from UHCL staff members immediate supervisor.
4. Passengers and staff members should not engage in personal relationships outside other scope of professional and civil conversations.

## Policies and Procedures

5. Professional staff members cannot alter Hawk Express routes without prior approval from immediate supervisor, nor should professional staff members use their personal vehicle to transport passengers under the auspices of the Hawk Express service.
6. All passengers must display a valid UHCL ID to the professional staff member before boarding any Hawk Express shuttle.
7. All passengers must arrive 3-5 minutes before the scheduled time for their respective stops.
8. All incoming passengers must wait for outgoing passengers to exit the shuttle before boarding.
9. All passengers must remain seated until the shuttle comes to a complete stop.
10. All passengers must use headphones if listening to music, videos, or other media.
11. No food is permitted on the shuttle, drinks must be fully covered to prevent spillage.
12. Keep aisles free of all items (backpacks, tote bags, etc.)
13. Make sure that no trash is left in the shuttle before exiting.
14. Passengers should refrain from having loud conversations either with other passengers or phone conversations.
15. Alcohol is prohibited. Passengers who appear to be inebriated will not be permitted to board the shuttle (at professional staff members discretion).
16. Passengers may not open any shuttle windows, unless in the event of an emergency.
17. Abstain from disruptive behavior, harassment, inappropriate language, or physical altercations.
18. Do not make any sexual references, sexually implicit remarks, gestures, or touch other passengers/professional staff member.
19. Passengers should not attempt to stop the shuttle and board if the shuttle is not at a UHCL designated stop.

#### ***IV. Main Campus Route (Hunter Hawk):***

UHCL provides a courtesy shuttle route for UHCL students, faculty, and staff for on-campus and limited off-campus locations. The Hawk Express route operates on an established route that services the UHCL community. We provide off-campus stops for any UHCL student, faculty, and staff member that lives in the neighboring apartments with four central locations (Bay Area Park and Ride, Christ's Church, Coastal Flow Measurement Co, and Anytime Fitness). A map of these three locations can be found on the [UHCL Shuttle Website](#). In addition to the off-campus locations, the Hawk Express route services all on-campus buildings (Delta, Arbor, SSCB, Bayou, Hunter Hall, Recreation and Wellness Center, and STEM). **The Parking and Transportation department does not service special requests regarding shuttle stops or deviate from the route at any time.**

## Policies and Procedures

### *V. Grocery Trip Guidelines:*

1. The UHCL Shuttle service provides a weekly grocery trip on Saturdays to all students. A sign-up sheet is sent weekly via the UHCL Parking and Transportation Department e-mail every Monday and closes that Friday at 12 PM or when the quota has been reached. A minimum of 4 students must sign up in order for the grocery trip to be run and a maximum of 12 students can sign up before the sign-up sheet closes for the week.
2. Students are given the option to select which stop they would like to be picked up at with the respective time attached to said stop. Students must be at their respective stops 2-3 minutes before the listed time in order to provide expedience to the grocery trip.
3. If a student on the grocery trip list does not show up for their stop, they will be given an initial warning to please be at the stop that they sign up for. If the same student does not show up twice more after having signed up, they will no longer be permitted to participate in the weekly grocery trip.
4. The shuttle service only provides transportation to and from **Kroger** (1950 El Dorado Blvd, Houston, TX 77062). In addition, all students must bring a method with which to pay for their groceries. **The Parking and Transportation department does not pay for any groceries purchased by the students.**

### *VI. Pearland Shuttle (Senior Hawk):*

In addition to the UHCL Main Campus route, the Parking and Transportation Department also provides a weekly route to the Pearland campus (Monday-Thursday). A weekly sign-up sheet is sent out every Friday and closes every Sunday at 12 PM. The route begins at the UHCL Main Campus from the Student Services and Classroom Building (SSCB) at 2:45 PM and will arrive at the Pearland campus by 3:30 PM. **The next route from the SSCB begins at 9:20 PM only if a passenger was picked up at the 2:45 PM run.** Failure to appear after having signed up, will result in warning being given with the possibility of being removed from the Pearland shuttle list upon further infractions.

### *VII. Electric Shuttle (Junior Hawk):*

Moreover, an electric shuttle services is provided to the UHCL Main Campus between the hours of 2 PM and 7 PM. The electric shuttle route only runs around the campus (**it does not go to any off campus stops**). The electric shuttle adheres to ADA regulations with a ramp for any persons in a wheelchair or other disabilities that prevent them from boarding the shuttle from the main door.

## Policies and Procedures

### UHCL Charter Guidelines and Pricing

#### ***Guidelines:***

Any UHCL department may request the services of the UHCL Parking and Transportation Shuttle Service for an event if the event does not impact the static shuttle route for students, faculty, and staff. The Parking and Transportation Department will only accommodate requests if staff and vehicles are available for the requested event dates and times.

Additionally, said department will have to fill out and abide by the attached "Use Agreement" form. Departments will not be permitted to provide their own drivers, a UHCL Parking and Transportation Department driver will be assigned for the duration of the event.

In order to request a shuttle for an event please go to

<https://www.uhcl.edu/maps/parking/resources> and fill out the "Parking Needs" Form. Once the form has been submitted, a Parking and Transportation Department representative will contact the requestor for more details and to fill out the "Use Agreement" form.

Once the "Use Agreement" has been filled and signed and payment has been received, the Parking and Transportation will assign a driver to the event for the requested dates and times.

#### ***Pricing:***

The pricing structure below delineates the hourly, daily, and weekly rates for charter requests in addition to the mileage rate that is added onto these rates. These rates account for driver salary, wear and tear on the vehicle, and gas usage.

Hourly Rate:	\$20.00/hour
Daily Rate:	\$150.00/day
Mileage Rate:	\$1/mile ( <i>from the beginning of the requested time to the end</i> )

*Payment must be received ahead of the event and before the Parking and Transportation Department assigns a driver.*

# Interdepartmental Event Transportation Use Agreement

*(please complete ALL areas requesting information)*

\_\_\_\_\_ Department agrees to the guidelines and pricing attached and understands that only the authorized UHCL Parking and Transportation Department driver may operate the vehicle at any time during the event.

The Parking and Transportation Department will provide the driver for this event. Under no circumstances will another person be permitted to drive the vehicle.

Department Head Name (Print): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

## ***Internal Use Only:***

Driver Name (Print): \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**UHCL Parking and Transportation Driver cleared with UHCL Police & Risk Management to drive university vehicle:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE:** Completed form must be received by the Parking and Transportation Department **prior** to a key being released to event driver. Payment for services must also be received prior to the event start date.



# PARKING REGULATIONS

Effective – November 2021

Parking E-Business Website: [www.uhcl.edu/parking](http://www.uhcl.edu/parking)

Parking Office Main Number: 281-283-2277  
Parking Information Booth (SSCB 1103): 281-283-2278

## I. INTRODUCTION

The University of Houston-Clear Lake (UHCL) and Parking Regulations are intended to create an orderly and safe campus parking environment. The goal is to achieve voluntary compliance of University parking regulations for the sake of personal safety and convenience for employees and visitors. The University reserves the right to change these regulations, without notice, as necessitated by changes to the University environment or to State of Texas legislation. On special occasions - and during emergency situations – further parking limitations may be imposed that otherwise do not appear in the University's official Parking Regulations. No vehicle may be operated on UHCL property if such operation is in violation of Texas law. UHCL is not responsible for vehicles damaged or personal property lost or stolen from vehicles while on campus. The University also claims no responsibility for vehicles stolen while parked on campus.

**All UHCL permit holders are responsible for knowledge of, and compliance with, University of Houston-Clear Lake Parking Regulations.** Copies of these regulations are available on the web at [www.uhcl.edu/parking](http://www.uhcl.edu/parking). All parking regulations are subject to enforcement twenty-four hours a day, seven days a week, every day of the year.

## II. PERMIT REGISTRATION

All motor vehicles parked on the UHCL campus must be parked within the appropriate parking lots as identified on the parking permit. Vehicles without approved parking permits, must purchase a temporary permit and park in designated temporary permit locations or the student lots. Temporary permit holders are not authorized to park in employee lots. Purchase of a parking permit does not guarantee the availability of a parking space. It is the responsibility of the vehicle operator to find an approved space.

- A. **Students** – Student Permits are purchased exclusively online at the Parking Department's E-business website – [www.uhcl.edu/parking](http://www.uhcl.edu/parking). Permits can be purchased annually or by semester. Only credit or debit cards are accepted. Once a permit is purchased, the repositionable decal permit will be mailed to the student. A printable, temporary permit will be provided at the time of purchase to be used until the permanent decal permit arrives, Semester permits are available throughout each semester.
- B. **Employees** – Employee permits are purchased exclusively online at the Parking Department's E-business website – [www.uhcl.edu/parking](http://www.uhcl.edu/parking). Permits are annual. Credit and debit card and direct payroll withdrawal options are available. The payroll withdrawal option is only available at the beginning of each fiscal year for a limited time. New employees will receive a one-time promo code to park on campus before beginning the on-boarding process. New employees hired during the year will be provided a prorated rate based on the number of months left in the fiscal year.
- C. **Drivers with Disabilities** - Individuals with a disability who have a state authorized handicap license plate or placard are **still required** to purchase a UHCL parking permit. They must display both the handicap permit and the UHCL permit when parking in handicap designated spaces on campus.
- D. **Alumni** – Alumni members may choose to purchase a student parking permit for the entire year. These permits will allow them to park in student parking lots. This purchase can be made via the Parking Department's E-business site at [www.uhcl.edu/parking](http://www.uhcl.edu/parking). Alumni who had previously received permits through the Lifetime Membership benefits from the Alumni Association may continue to use said permit.
- E. **Retirees** – UHCL employees who have retired are eligible for a lifetime complimentary permit. This permit can be obtained through the Office of Human Resources.
- F. **Temporary Parking Permits** – For employees or students who forgot their parking permit will need to purchase a day permit from one of the pay stations located on campus (Lot G, D4 (In front of Recreation and Wellness Center), R (Visitor Lot), and Pearland). Upon receiving the day permit the user shall place the permit on the driver's side dashboard facing outward. The day permit will allow the user to park in their designated parking lot for the day. Temporary parking permits may also be purchased using the Parkmobile application using a smartphone or by calling the phone number on the signs located on campus. The Parkmobile signs also delineate which zone to input when purchasing a temporary parking permit.
- G. **Additional Permits** – Students or employees may choose to purchase a second permit. While the first issued permit is transferable from one vehicle to the next, UHCL recognizes that some students or employees may wish to have a second permit for convenience sake. Second permits are sold at the same price as the first permit and can be purchased at the E-business site at [www.uhcl.edu/parking](http://www.uhcl.edu/parking).

- H. **Motorcycles, Mopeds or Motor Scooters** – Students or employees parking a motorcycle, moped or motor scooter on campus shall pay regular parking fees for parking permits if they are not also purchasing a parking permit for an automobile. However, if the student or employee already has a paid parking permit for an automobile, the student or employee must also purchase a permit for a motorcycle, moped or motor scooter for a \$12.00 additional fee. Such vehicles are not permitted in campus buildings.
- I. **Replacement Permits** - All lost or stolen parking permits must be reported to the Parking Department immediately. Once reported lost or stolen, these permits will no longer be valid. Reporting the loss or theft is required prior to the purchase of a replacement permit. Stolen or lost permits will be replaced for a \$20.00 fee.

### III. PARKING PERMITS

Parking Permits will be issued to persons applying for parking privileges at UHCL under the condition that the applicant is in good standing and does not owe back fees or has other encumbrances. The parking permit is transferable to any passenger vehicle being operated by or for the permit holder. The applicant will be responsible for parking violations by any vehicle bearing the permit. The University Parking Permit is an official state document. Attempting to alter, deface or forge the permit is a felony offense and punishable by fine and/or prison.

A. **Display of Permit** – Parking permits shall be displayed on the vehicle as follows:

1. Repositionable Decal Permits must be **clearly visible and adhere to the interior of the windshield above the vehicle registration sticker when parked on campus.**
2. **“Clearly Visible” is defined as being able to easily see the permit’s issuing authority and serial number while standing at the front of the vehicle and looking through the front windshield.**
3. Externally mounted permits shall be issued for all motorcycles, mopeds and motor scooters. These permits should be placed in a conspicuous location on the vehicle in such a way that it can be easily read.



B. **Permit Responsibility** - The original applicant is responsible for any citation(s) issued to a vehicle displaying a UHCL parking permit. If a vehicle receives a citation on campus and no permit is attached to the vehicle, the registered owner of the vehicle and/or the UHCL student or employee associated with that registered owner will be held responsible for the citation.

C. **Permit Ownership** – A parking permit signifies that an individual has been granted the privilege of parking on UHCL property. Ownership of the permit remains with the University. Individuals are not allowed to transfer ownership of a permit. Found permits shall be returned to the University Parking Department. Possession or use of a lost/stolen or forged/altered permit shall result in administrative and criminal charges. Vehicles displaying a lost/stolen or forged/altered permit may be impounded with appropriate storage and wrecker fees charged to the violator.

### IV. PARKING

A. Parking is permitted as follows:

1. **Students** – Park in the sections not designated for employees only in Lots D, G or J with a current permit or valid temporary permit properly displayed.
2. **Employees** – Lots A and B, and portions of D, G, and J Lot have been designated as faculty/staff only. **Faculty/staff may also park in all student lots.** All employees must appropriately display their parking permits when parked on campus.
3. **Reciprocal Agreements** - Current parking permits issued by the Parking Offices or Police Departments of the University of Houston, UH-Downtown, UH-Victoria and the UH-System are honored at UHCL, in Lot D from 8 AM - 5 PM excluding reserved employee sections. Current parking permits issued by the Parking Offices or Police Department of Alvin Community College are honored in any student parking lot at UHCL.

B. **Visitor Parking** - Parking Lot R and curb spaces throughout campus (marked by signs) are designated as the university's primary visitor parking areas. Parking in these areas requires the display of temporary visitor's permit. Vehicles with regular UHCL parking permits are not allowed to park in the designated visitor spaces or risk citation.

C. **How to Obtain a Temporary Visitor's Permit** – **On campus, Temporary Visitor's Permits may be purchased at Parking Kiosks throughout campus. The locations of these kiosks are indicated via signage along campus roads. The Parking Kiosks only accept debit and credit cards. Temporary permits may also be purchased through the Parkmobile app as indicated by signage on campus.**

D. **Event Parking** – Events with less than 30 vehicles should utilize the temporary permit process for their guests and use the Visitor's Lot R for their events. For groups of 30 or more vehicles, alternative parking options at varying rates can be formulated on an individual basis through the University Parking Department. Organizers should provide at least five business days notice of special parking needs. To make special parking arrangements, email [parking@uhcl.edu](mailto:parking@uhcl.edu) or call the Parking Office at 281-283-2277.

- E. Special Parking Considerations – If your parking needs are not met by the processes described in the UHCL Parking Regulations, please contact the Parking Department for arrangements before the parking need is required. The Parking Department can be contacted as follows:
- Phone: 281-283-2277
  - Email: parking@uhcl.edu

## V. TOWING

- A. The University of Houston-Clear Lake reserves the right to remove and impound any vehicle at the owner's expense for parking in reserved areas, violations of state law, for the sake of public safety, to clear roadways, parking lots and drive ways, for hazardous vehicles, for habitual violations of UHCL's Parking and Regulations, and for failure to pay parking or traffic citations.
- B. The University will not be liable for damages or costs involved in the removal or impoundment of any vehicle on campus.
- C. The location of towed vehicles is maintained by the University Parking Department and the University Police Department. Owners/operators of towed vehicles will have to meet the fees and identification requirements of the tow storage yard, as well as pay all outstanding University reinstatement fees, before the vehicle will be released.

## VI. PARKING VIOLATIONS / RESOLUTION OF CITATIONS

The University Parking Department issues citations for violations of University Parking Regulations.

- A. **Failure to Resolve** – Failure to properly settle a parking citation may result in any of the following:
1. **Student** – Encumbrance of records. Future parking permit may be denied until outstanding fees are paid. Vehicle may be towed. Delinquent fines sent to collection agency. Account hold may be instituted (Student will not be allowed to graduate, register for classes, or request transcripts).
  2. **Employee/Visitor** – Future parking permit denied until outstanding fees are paid. Initiate UHCL "Employee Financial Responsibility" policy and all associated actions, up to and including termination.
- B. **Payment of Parking Citations** – *Parking citations must be paid via the Parking Department's E-business site – [www.uhcl.edu/parking](http://www.uhcl.edu/parking). Only debit and credit cards are accepted.*
- C. **Parking Violations**
- |  |         |
|--|---------|
| 1. Parking where prohibited by signs or markings.      | \$50.00 |
| 2. Parking in area not designated a parking space.     | \$50.00 |
| 3. Overtime Parking.                                   | \$30.00 |
| 4. Blocking a crosswalk or sidewalk.                   | \$50.00 |
| 5. Failure to park within lines of designated space.   | \$30.00 |
| 6. Failure to display a current parking permit.        | \$40.00 |
| 7. Parking in a designated reserved space or area.     | \$30.00 |
| 8. Blocking a driving lane.                            | \$50.00 |
| 9. Parking within fifteen feet of a fire hydrant.      | \$75.00 |
| 10. Parking illegally in a handicap space or ramp.     | \$75.00 |
| 11. Parking in a tow-away or fire zone.                | \$75.00 |
| 12. Other parking violation (as indicated on citation) | \$30.00 |
- Top Four Citations Issued on Campus:**

  1. Failure to display parking permit (double check it before leaving your car).
  2. Parking in a Handicap Space without a Handicap Placard displayed.
  3. Not parked within a marked parking space.
  4. Parked in reserved area (make sure you park where assigned).
- D. **Appeals Process**
1. Parking violations may be appealed through the University Parking Citation Appeals Committee. Appeals of parking violations must be made and received within 14 days of issuance. Parking violation appeal requests must be submitted via the UHCL Parking Department website ([www.uhcl.edu/parking](http://www.uhcl.edu/parking)).
  2. **An appeal can be filed ONLY if the vehicle owner believes the citation was issued in error.** Requests for leniency are not a valid reason for appeal and will not be heard by the Appeal Committee.
  3. Once the committee makes a decision on an appeal, email notification will be sent to the appellant. If the committee does not decide in favor of the appellant, the fine will become immediately due and subject to resolution action earlier defined in this section.

- VII. **UH-Clear Lake Parking Citation Appeals Committee** – The UH-Clear Lake Parking Citation Appeals Committee is an administrative body appointed by the University President with the authority to hear appeals of administrative parking citations issued by the University Parking Department. The function of the Committee is to decide by a majority vote the merit of appeals presented to them as prescribed by the University Parking Regulations. The Committee's decisions are final. There is no further appeal option beyond the Parking Citation Appeals Committee. The Committee is composed of five members. When possible, the committee members will represent various segments of the university community: student (preferably one undergraduate student and one graduate student), PASA and SSA (staff), and faculty representation. One of these members will serve as the Committee Chairperson. A Parking Department designee attends all appeals hearings. The Parking Department representative organizes the appeal paperwork, enforces the Committee's decisions, and is available to the committee and appellants for clarifications and questions. The Parking Department designee does not vote and will not influence the committee's decision. The committee officially reaches a quorum if at least three of its five voting members are present.

## VIII. PARKING FEES – Subject to Change

### A. STUDENTS

Annual	\$87.00
Fall Semester	\$52.00
Spring Semester	\$52.00
Summer Semester	\$37.00
Motorcycle (2nd vehicle only)	\$12.00

### B. FACULTY/STAFF

Lot A – Annual	\$137.00
Faculty/Staff Annual	\$87.00
Adjunct Annual	\$42.00
Adjunct Fall Semester	\$22.00
Adjunct Spring Semester	\$22.00
Adjunct Summer Semester	\$17.00
Motorcycle (2 <sup>nd</sup> vehicle only)	\$12.00

### C. REPLACEMENT FEES

Damaged permit (returned)	\$20.00
Stolen or Lost permit	\$20.00

## IX. REFUNDS

All parking permit fees are non-refundable.

## X. PARKING AREAS

LOT A – FACULTY AND STAFF PARKING ONLY –

Assigned spaces

LOT B – FACULTY AND STAFF PARKING ONLY –

No Student Parking

LOT C – UH-CLEAR LAKE VEHICLES ONLY

LOT D – STUDENT, FACULTY AND STAFF, and

ALUMNI AND COMMUNITY MEMBERS with PERMITS, VISITORS WITH TEMPORARY PERMITS

LOT D1 – FACULTY, STAFF AND DESIGNATED GROUPS ONLY

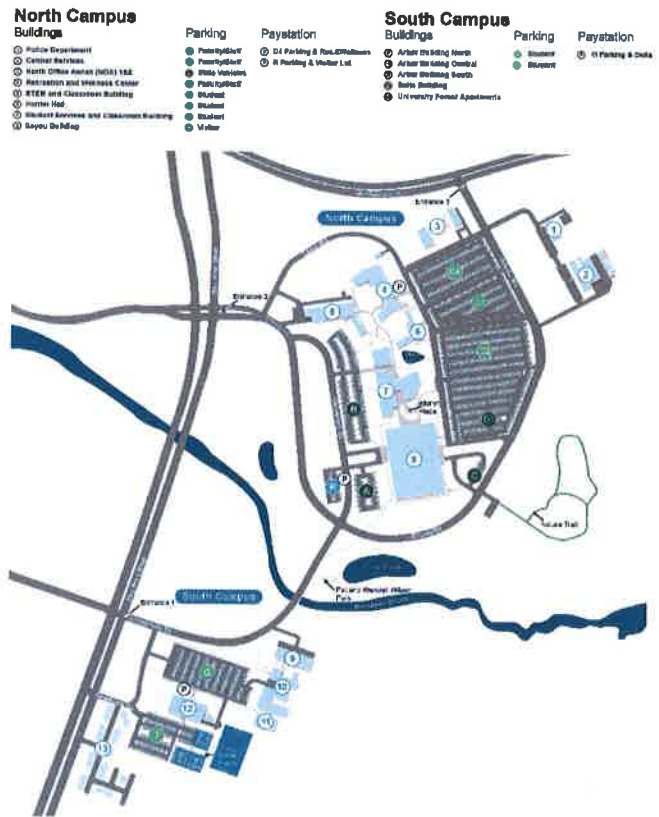
LOT G – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.

LOT J – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.

LOT R – Visitor Parking – Temporary permits required.

MARKED CURB PARKING THROUGHOUT CAMPUS – Temporary permits required.

## Campus Directory



## XI. PEARLAND CAMPUS

1. All UHCL Parking Regulations are enforced at the UHCL Pearland campus.
2. All employees and students must have a valid UHCL Parking Permit to park at UHCL- Pearland. The UHCL Parking Permit is valid at both UHCL primary campus and UHCL-Pearland.
3. Visitors to the UHCL Pearland Campus or employees / students who forget their permits must check in with onsite security immediately upon arrival in order to avoid a citation.