

Claremont Hillside Wilderness Park and Thompson Creek Trail Parking Permit Policy

Adopted by
Claremont City Council
January 8, 2013



Prepared by:
Community and Human Services Department

The City is committed to preserving livable and attractive neighborhoods. The intent of the Claremont Hillside Wilderness Park (CHWP) and Thompson Creek Trail (TCT) Parking Permit Program is to allow visitors of the CHWP and TCT to park in metered parking areas by obtaining either a Resident, Annual or Temporary Four Hour Parking Permit. Claremont residents may receive two free Resident Permits per household. All CHWP visitors are encouraged to park only in the designated parking lots. The program is outlined below.

Section 1: Parking Lots

There are two lots available for accessing the CHWP and TCT.

Claremont Hillside Wilderness Park (north) Lot:

The north lot is metered and is also available to anyone displaying an Annual Permit decal.

The CHWP (north) parking lot and the CHWP open hours are set forth by the Claremont Municipal Code, Section 11.10.050 as follows:

January	6:30 a.m. – 5:00 p.m.
February	6:30 a.m. – 5:30 p.m.
March	6:30 a.m. – 6:30 p.m.
April	6:00 a.m. – 7:30 p.m.
May	5:30 a.m. – 8:00 p.m.
June	5:30 a.m. – 8:30 p.m.
July	5:30 a.m. – 8:30 p.m.
August	6:00 a.m. – 8:00 p.m.
September	6:30 a.m. – 7:00 p.m.
October	6:30 a.m. – 6:00 p.m.
November	6:00 a.m. – 5:00 p.m.
December	6:30 a.m. – 5:00 p.m.

Thompson Creek Trail (south) Lot:

The south lot is metered and is also available to anyone displaying either an Annual OR Resident Permit decal.

The Thompson Creek Trail (south) parking lot and the Thompson Creek Trail open hours are 6:00 a.m. to 10:00 p.m. daily as set forth by the Claremont Municipal Code, Section 11.02.010.

Section 2: Parking Permit Types

Resident Parking Permit Decal – Issued to Claremont residents for a period of three (3) calendar years, at a limit of two (2) per household. This permit allows residents to park in the south (Thompson Creek Trail) parking lot free of charge. Residents parking in the

north parking lot will need to purchase a Four (4) Hour Metered Parking Permit from one of the parking lot meters or an Annual Parking Permit.

- To obtain a Resident Parking Permit, residents must complete an application, which is available at either City Hall or the Alexander Hughes Community Center. An application must be submitted in person to obtain a Resident Permit.
- Provide proof of residency. A resident of Claremont is defined as living OR owning commercial property within the incorporated areas of the City. See attached street list for addresses with a Claremont mailing address but are located *in County unincorporated areas*.
- Acceptable proof of residency can be a vehicle registration, utility bill, car insurance policy, lease agreement, driver's license, preprinted personal check with the resident's name and address, or a current student ID card from the Claremont Colleges.

NOTE: Students of the Claremont Colleges who provide a Student ID as a form of residency will receive one permit and must show a valid vehicle registration to show they have a car on campus. Those providing another form of proof as listed above will be eligible for two parking permits.

If you are a commercial property owner within the City you must show proof of identity and staff will take your application in person and following the verification of ownership staff will mail a resident parking permit to the applicant's home address. Commercial property owners will be eligible for two parking permits.

Annual Parking Permit Decal – Valid in either the north or south parking lots.

Annual permits will be issued on a calendar year basis and will cost \$100 for the full year. However, the fee will be prorated based on the quarter of the year in which it is purchased.

- The Annual Permits can be purchased at a cost of \$100 (January-March), and prorated at \$75 (April-June), \$50 (July-September), and \$25 (October-December). These permits are valid for one calendar year.
- Applicants of an Annual Parking Permit must complete an application form, which is available at either City Hall or the Alexander Hughes Community Center or online at www.ci.claremont.ca.us. Permits may be obtained in person at City Hall or the Alexander Hughes Center, or by mailing a completed application and payment to the Alexander Hughes Center, 1700 Danbury Road, Claremont, 91711.

Four (4) Hour Metered Parking Permit- Visitors who do not have an Annual or Resident Parking Permit must purchase a four (4) hour parking permit from one of the parking meters for a fee of \$3.00. The meter will require the purchaser to enter the parking space number they are occupying. Failure to purchase a temporary permit or exceeding the four (4) hour parking period may result in a parking citation to the owner of the vehicle. If a permit is purchased within less than four hours of the posted closing time of the parking lot, the fee will not be discounted and the purchaser will still be required to adhere to the posted closing hours.

Section 3: General Policies

- Permits are available at Claremont City Hall (207 Harvard Blvd., Claremont, CA 91711), the Alexander Hughes Community Center (1700 Danbury Road, Claremont, CA 91711), and on the City of Claremont's website, www.ci.claremont.ca.us.
- The CHWP and TCT Parking Permits are valid only for the designated parking lots below the CHWP entrance and not for any other public parking area.
- Purchasing an Annual or Resident Parking Permit does not guarantee that a space will be available at the time of use.
- Parking permit decals must be placed in the lower corner of your vehicles rear windshield on the driver's side of the car and must be clearly visible to Claremont Police, Park Rangers and any other enforcement officers monitoring the parking lots or a citation may be issued.
- Motorcycle drivers parking in the CHWP or TCT parking lots must also purchase a permit. Permit decals should be placed on the rear fender above the license plate.
- Damaged parking permits may be replaced free of charge if the originally issued permit is brought into the Alexander Hughes Community Center. For a lost Resident Permit, residents will be charged \$100 per year remaining on the permit, prorated by quarter similar to the Annual Permit. Lost Annual Parking Permits will be reissued for a fee of \$100 or whatever the appropriate prorated amount is based upon the date of reissuance.
- Veteran's with designated license plates and vehicles displaying handicap placards may park free of charge.
 - A veteran's license plate is defined as a valid license plate issued by the California Department of Motor Vehicles, pursuant to Cal. Veh. Code §§ 5101.3, 5101.4 5101.5, 5101.6 and 5101.8, which provides for the

issuance of license plates to Medal of Honor recipients, Legion of Valor recipients, Purple Heart recipients, Pearl Harbor survivors, and former American prisoners of war, and such other plates issued by another state that indicate a similar status.

- Organizations that receive a Wilderness Use Park Permit for groups larger than 20 people still need to use one of the three parking permit options available. These groups are encouraged to carpool, as spaces are limited.
- Groups wishing to volunteer at the CHWP must coordinate with the Human Services Management Analyst by calling (909) 399-5356. Volunteers will receive a volunteer parking pass that specifies a date and time authorizing parking at either the north or south lot. Two weeks advance notice is required to coordinate the volunteer parking pass. Groups are required to carpool to the park because of parking limitations at the CHWP.

Staff will email the volunteer parking pass with the specified date and time range to the volunteer coordinator, the Claremont Police Department, and the Park Rangers before the event. The volunteer parking permit must be displayed in the rear window to avoid citations.

- Permit holders will be required to adhere to the posted CHWP and TCT parking lot hours.
- The City of Claremont is not responsible for fire, theft, accident, loss or damage to any vehicle or other property while in the CHWP or TCT parking lots.

If you have questions or are interested in the CHWP or TCT Parking Permit Program, please call the Alexander Hughes Community Center at (909) 399-5490.