



**RULES & REGULATIONS PERTAINING TO THE ADMINISTRATION OF
OFF-STREET PARKING MANAGEMENT FOR
CITY OWNED, OPERATED, OR MANAGED PARKING FACILITIES
BY AURORA PUBLIC WORKS**

Effective Date: August 1, 2019

CITY OF AURORA
PARKING & MOBILITY SERVICES
15151 East Alameda Parkway, Suite 3200
Aurora, Colorado 80012
parking@auroragov.org

TABLE OF CONTENTS:

- I. Authority
- II. Intent & Scope
- III. Preamble
- IV. Definitions
- V. Policy for All Aurora Municipal Center (AMC) Campus Parking Facilities
- VI. Policy for the Aurora Municipal Center (AMC) Parking Garage
- VII. Policy for Designated Parks, Recreation, Open Space (PROS) Parking Facilities
 - a. Policies & Regulations
 - b. Designated Facilities
- VIII. Maps
 - a. AMC Parking Facilities
 - a. Employee Parking Map
 - b. Visitor Parking Map

I. AUTHORITY:

The Director of Public Works has the authority to promulgate rules and regulations as defined in Aurora Municipal Code, Section 2-147–Authority to Adopt Regulations, Section 2-3-Rules and Regulations, and in Section 134-422-Authority.

II. INTENT & SCOPE:

The city of Aurora seeks to assure that safe and accessible parking is available for all visitors, guests, and employees to city owned, operated, leased, or managed facilities. The Department of Parking & Mobility Services, within Public Works, is charged with governing the Parking Rules & Regulations and the efficient and orderly management of parking resources at designated city parking facilities.

Parking Rules and Regulations are issued supplemental to all applicable state laws and city ordinances. Users of city parking facilities are warned that city of Aurora ordinances regulating private conduct including, but not limited to, parking and traffic regulation (per Municipal Code Sec. 134-422) may be enforced at any city facility in addition to these auxiliary Parking Rules & Regulations.

These regulations apply to all persons while at any designated city facility in the manner described in the detailed rules and regulations below and to all persons driving any motor vehicle, including city of Aurora owned vehicles. Violation of any section of these Parking Rules and Regulations shall subject the offending vehicle or person to citation and/or tow, in accordance with Chapter 134 of the Aurora Municipal Code and the Model Traffic Code for Colorado (MTC) issued by the State of Colorado.

Questions related to the Parking Rules & Regulations detailed in this document should be directed to the Manager of Parking & Mobility, 15151 East Alameda Parkway, Suite 3200, Aurora, CO 80012, or by email to, parking@auroragov.org. The administrative business hours are Monday through Friday from 8:00 am to 5:00 pm.

III. PREAMBLE:

Any person who owns, operates, and/or parks a motor vehicle at a designated city parking facility submits fully to all the city of Aurora Parking Rules & Regulations outlined in this document. The administration of these policies may be through, but not limited to, the issuance of written warnings, city issued parking violations, vehicle immobilization, the towing of motor vehicles, and the revocation of city facility parking privileges, in accordance with Chapter 134 of the Aurora Municipal Code and the State of Colorado's Model Traffic Code for Colorado.

All Parking Rules & Regulations are in effect 24-hours a day, seven days a week, including city holidays unless otherwise indicated by traffic control devices or by written notice.

These Parking Rules & Regulations are subject to change, at any time, at the discretion of the Manager of Parking & Mobility, and so approved by the Director of Public Works. Notice of any policy changes will be published on the *Park Aurora* website, www.ParkAurora.com.

IV. DEFINITIONS:

Words and phrases used in these off-street parking Rules & Regulations shall have the meanings set forth in this section except where the context clearly indicates a different meaning.

- a) **At All Times** – Designated restriction(s) that are in place, and enforced, 24 hours a day, 7 days a week, 365 days a year
- b) **Aurora Municipal Center (AMC)** – All property owned, leased, or under the control of the city of Aurora principally boarded by the High Line Canal, South Chambers Road, East Alameda Avenue, and City Center Park
- c) **Campus** – The grounds, parking facilities, internal thoroughfares, and buildings of the Aurora Municipal Center (AMC) complex
- d) **Carpool** – Is an arrangement whereby two or more city employee's commute/travel together to/from work in one motor vehicle at least four (4) times a week
- e) **City** – The city of Aurora, a home-rule municipal corporation of the State of Colorado
- f) **Disabled-Accessible Parking Stall** – A reserved parking stall with an adjacent access aisle/loading zone provided per Americans with Disability Act (ADA) specifications. A valid state-issued disabled permit placard (hangtag) or license plate must be properly displayed at all times when parked in a designated disabled parking stall
- g) **Electric Vehicle (EV)** – A motor vehicle that uses a fully electric motor for propulsion and draws its electricity from storage batteries. Hybrid vehicles are not considered EV's
- h) **Employee** – Any full-time, part-time, temporary, contractor, or regular city personnel that have been issued a valid city photo ID badge or creditial
- i) **Fire Lane** – Any area specifically marked, striped, signed, or designated where motor vehicles are prohibited from parking, and/or any area in which direct and immediate access to a fire hydrant or firefighting apparatus would be blocked by a parked vehicle. No motor vehicle parking is permitted at any time in a designated fire lane
- j) **Fleet Vehicle** – A city owned motor vehicle, marked or unmarked with city logo, that is assigned to a city agency or individual to perform city business
- k) **Immobilization** – Refers to the use of a special locking device that may be attached to a motor vehicle in order to prevent normal operation of a vehicle
- l) **Loading Zone** – Any area designated by signage, striping, and/or pavement marking that proclaims the use for a maximum time limit of 30-minutes, at all times, for loading or unloading activity, unless otherwise indicated by traffic control devices
- m) **Motor Vehicle** – All vehicles which are motor-driven requiring state license, including, but not limited to, automobiles, buses, RV's, trucks, motorcycles, mopeds, motor scooters, electric bicycles, etc.

- n) **Notice of Violation** – An official city citation and the assessment of penalties disposed of by an authorized enforcement officer or designated *Park Aurora* team member for a violation of parking Rules & Regulations, Aurora Municipal Code, or the Colorado Model Traffic Code for Colorado (MTC). A citation does not need to be issued at the time of the infraction. It can be issued at a later date, including being mailed to the offender. A citation removed after issuance by a person or lost by weather is still considered officially delivered and valid
- o) **Oversized Vehicle** – Any motor vehicle that does not fit inside the boundaries of a standard sized Campus parking space/stall; or, any motor vehicle that is excessively large that would create undue interference with the movement of vehicles or pedestrians within a parking facility due to its width, length, or height
- p) **Park/Parking** – The standing or stopping of a motor vehicle whether occupied or not, with or without the engine running
- q) **Parking Space/Stall** – A valid parking stall is defined by a designated space for the parking of motor vehicles bordered on three sides by either curbs, painted stripes/lines, or other parking control devices
- r) **Parking/Traffic Control Devices** – All permanent or temporary signs, signals, markings, parking facility gates, barricade tape, barriers, and/or any device installed by the city for the purpose of regulating, warning, prohibiting, or guiding motor vehicles or pedestrians
- s) **Reserved Space** – Any parking stall or space marked and reserved for a specific parking permit, permit type, user, or use
- t) **Small Vehicles Only** – A designated parking stall that is narrow &/or smaller in length requiring only compact or small sized vehicles to park in them
- u) **Storage** – Storing a motor vehicle on campus without moving it from a parking stall for at least 24 continuous hours
- v) **Visitor** – Anyone who is not included under the definition of Employee (See definition of *Employee* above)
- w) **Visitor Parking Lots** – Parking spaces that are designated for the use by visitors and outside guests to the campus or city facility who are not classified under the definition of Employee (See definition of *Employee* above)

V. POLICY FOR ALL AURORA MUNICIPAL CENTER (AMC) CAMPUS PARKING FACILITIES:

AMC parking facilities comprise of any and all surface parking lots or structures, including designated *Reserved*, *Police Only*, or *Authorized City Personnel Only* parking lots/areas/stalls.

1. All city employees (including badged contractors) are required to park their personal vehicles in designated **Employee Only Parking Areas** while parked on the AMC campus.
 - Parking in Visitor Only Parking Areas or in designated reserved parking stalls is prohibited unless authorized by Parking & Mobility Services.
 - i. An AMC Campus Visitor Parking Map can be found in Section VIII. MAPS
 - ii. An AMC Campus Employee Parking Map can be found in Section VIII. MAPS
2. City employees are required to register and permit any and all personal motor vehicle(s) being parked (anywhere) on the AMC campus with *Park Aurora* – permitting is **FREE**. This permitting requirement includes visiting city employees who are based/housed away from the AMC campus (i.e., North Satellite, Central Facility, etc.) that park on Campus with a personal vehicle, for any length of time.
 - In other words, if a city employee brings a personal vehicle to the AMC Campus, for any amount of time, it must be permitted with *Park Aurora* to avoid enforcement action.
3. All visitor and employee parking on the AMC campus is on a *first-come, first-served basis*. Employees are *not* guaranteed the availability of a parking stall with parking privileges.
4. Absolutely no overnight storage of personal motor vehicles (including mopeds and motorized scooters) is allowed in any AMC parking facility. Stored or abandoned motor vehicles parked longer than 24-hours are subject to being ticketed and towed at the vehicle owner's expense. Exceptions may be granted under certain circumstances (e.g., official employee travel, etc.), please contact *Park Aurora* for pre-authorization.
5. Living in or inhabiting a motor vehicle is strictly prohibited.
6. Pedestrians and bicyclists always have the right-of-way, **AT ALL TIMES!**
7. All motor vehicles must park within indicated boundaries of a designated parking stall. This means that there must be wholly painted lines (of a parking stall) on both sides of the vehicle. All areas that are not specifically marked for vehicle parking are considered "No Parking" areas.
8. Improperly parked vehicles are subject to ticketing and towing at the vehicle owner's expense, in accordance with Chapter 134 of the Aurora Municipal Code and the Model Traffic Code for Colorado.
9. No person shall park or operate a motor vehicle on city property in such a manner as to cause damage to city property or grounds.
10. Stalls marked *For Small Vehicle Only* are for compact/small vehicle parking only. The total length of a compact/small vehicle shall not exceed sixteen (16) feet. Oversized vehicles parking in designated Small Vehicles Only stalls are subject to ticketing and the assessment of fines.

11. Oversized vehicles, including recreational vehicles, trailers, and large fleet vehicles, shall be parked in a remote designated area(s) to avoid conflicts with facilities and/or other motor vehicles, unless otherwise assigned and authorized by Parking & Mobility Services.
 - Designated remote parking areas*:
 - 1.) Surface Lots(s) A, back row(s) nearest to City Center Park/ring road
 - 2.) Surface Lot B-South lot, back row(s) nearest to East Alameda Parkway

*Designated area(s) are subject to change based on facility occupancy and/or department needs
12. Stalls marked as *Parking for Loading & Unloading Only* or *Loading Zone* are for the immediate and active use of loading and unloading of passengers and goods. Motor vehicle parking is strictly short-term and shall not exceed 30-minutes, unless otherwise indicated by the posted time restrictions associated to the specific parking stall or area.
 - Pedestrian walkways and sidewalks may not be used for loading without prior explicit permission from Parking & Mobility Services
13. *Disabled Parking*: An official valid state-issued disability license plate or hangtag placard is required and must be properly displayed to park in any disabled-accessible parking stall on Campus7
14. *Carpools*: Parking stalls designated for authorized carpools are reserved for registered carpool members only consisting of two or more city employees commuting together at least four (4) times per week. Approved carpools may only park in their designated stall. Single occupancy vehicle use is prohibited.
15. *Special Events*: All public campus parking facilities are subject to special event parking use and restrictions. During any special event or campus activity, any and all parking facilities may be controlled by an authorized city agency (or contractor) to manage vehicular traffic and parking. The city reserves the right to relocate vehicles, block-off parking stalls, and reassign all motor vehicles to another on-campus parking facility or off-site location, as needed, including city fleet vehicles.
16. *Bicycles*: Bicycle storage is offered on a first-come, first-served basis. Bicycle racks are intended for short-term bike parking only. Bicycles must be parked or stored in designated bike racks or lockers at all times. Attaching bikes to hand rails, trees, fences, sign poles, or anything other than a designated bike rack is strictly prohibited.
17. *Abandoned Bicycles*: To ensure all bike riders have safe usage of, and access to, bike parking facilities, cyclists are required to remove their bikes from bike racks in a timely fashion. Bikes displaying signs of neglect (i.e., covered in dust, flat tires, missing parts, etc.), deemed abandoned, or in violation of these rules and regulations are subject to removal and may be discarded at the owner's expense/loss. Cut locks, cables, and/or chains will not be replaced by the City.
18. *Unattended Animals*: No person shall leave or confine an animal in an unattended (standing or parked) motor vehicle in a manner that may, at the sole discretion of the city, endanger the health or safety of the animal.
19. The city of Aurora reserves the right to remove or relocate motor vehicles from its property (in accordance with Aurora City Code Chapter 134), without prior notice, for reasons including, but

not limited to, the following: (a) apparent vehicle abandonment; (b) parking in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment; (c) campus parking privileges of the owner/operator having been revoked; (d) maintenance and repairs to facilities; (e) three or more unpaid city of Aurora parking citations; and (f) the area is designated a tow-away zone.

20. The vehicle owner and/or operator will be responsible for all costs involved in the removal or relocation of motor vehicles from the Campus.
 - The city will assume no responsibility for damages to any vehicle, loss of vehicle, or any article left therein of vehicles that were ordered moved/removed from city property.
21. The operator of any private motor vehicle shall obey the instructions of all applicable traffic control devices as well as with all Colorado Revised Statutes and city Municipal Codes while on city property.
22. Unauthorized soliciting and/or the distribution of literature or material is strictly prohibited.
23. The speed limit in the designated off-street surface parking lots is **10 mph**.
24. Failure of city employees to adhere to these AMC Campus parking policies and/or repeated abuse of the parking procedures may result in city parking citations being issued, vehicle immobilization, the towing of motor vehicles, and/or the revocation of Aurora Municipal Center campus parking privileges, in accordance with Aurora City Code Chapter 134.
25. *Liability:* The city of Aurora does not accept vehicles in bailment or for safekeeping. The city shall not be responsible for loss to any vehicle or contents therein by fire, vandalism, theft, accident, or personal injury. The city shall not have any duty, and expressly does not assume, any obligation to provide for the security of the parking facility or its users from criminal activity.

VI. POLICY FOR THE AURORA MUNICIPAL CENTER (AMC) PARKING GARAGE:

1. All city fleet vehicles are required to park on the 4th level (the ramp to the roof and the roof) unless authorized to park in an assigned stall or area by Parking & Mobility Services.
2. All unrestricted AMC garage parking is on a *first-come, first-served basis*. The availability of a parking stall is not guaranteed, at any time, with authorized parking privileges.
3. *No smoking* is allowed anywhere within the AMC parking garage. Smoking is only allowed in designated smoking area(s) of the ROOF level only (Level P-4).
4. Motorcycles and mopeds are only authored to park in designated motorcycle and moped parking areas – typically located in the corners of the garage. Occupying a standard motor vehicle parking stall in the AMC garage is prohibited, unless pre-authorized in advance.
5. *EV Charging*: Free Electric Vehicle (EV) charging for personal vehicle use is located on Level 1 of the AMC garage (east side within the designated 3-hour visitor parking area). Short-term employee charging at this specific location is authorized, however, it is time restricted and is available on a first-come, first-served basis only.
 - o Charging/parking at this location (Level 1) is allowed until the vehicle is 100 percent re-charged. Once the vehicle is fully charged, drivers will then have a 1-hour grace period to relocate their vehicle from the charging stall; the ChargePoint app will notify drivers when their vehicle is done charging. A \$2 per hour penalty fee will be assessed after the grace period concludes if a vehicle remains in the stall without relocating.
6. *EV Charging*: The EV chargers located on the ramp between Levels 1 and 2 and on Level 3 (east side) are intended for official city fleet use only. Personal vehicle charging/parking at these locations is prohibited and is subject to ticketing and the assessment of fines, unless authorized by Parking & Mobility Services.
7. *EV Charging*: Any vehicle parked in a designated EV charging stall without being physically plugged-in is subject to ticketing and the assessment of fines.
8. Public visitor vehicle access to the AMC garage is **from 7 am to 8 pm, daily**. After-hours access is limited to city employees with valid city creditatals (ID's) only. These access times may vary based on public city events occurring on campus.
9. Maximum motor vehicle height clearance of the AMC Garage is **7' – 1"**.
 - a. Vehicles exceeding this maximum height clearance are prohibited.
 - b. The driver and/or registered owner of the vehicle is responsible for any and all damages to the parking structure if a vehicle taller than **7' – 1"** enters the AMC garage.
10. Oversized vehicles, trailers, and pull-behind apparatuses are prohibited.
11. Skateboarding, rollerblading, scooter or toy riding is prohibited.
12. No events or gatherings of any kind are allowed on the premises without prior authorization.
13. The speed limit in the AMC parking garage is **5 mph**.

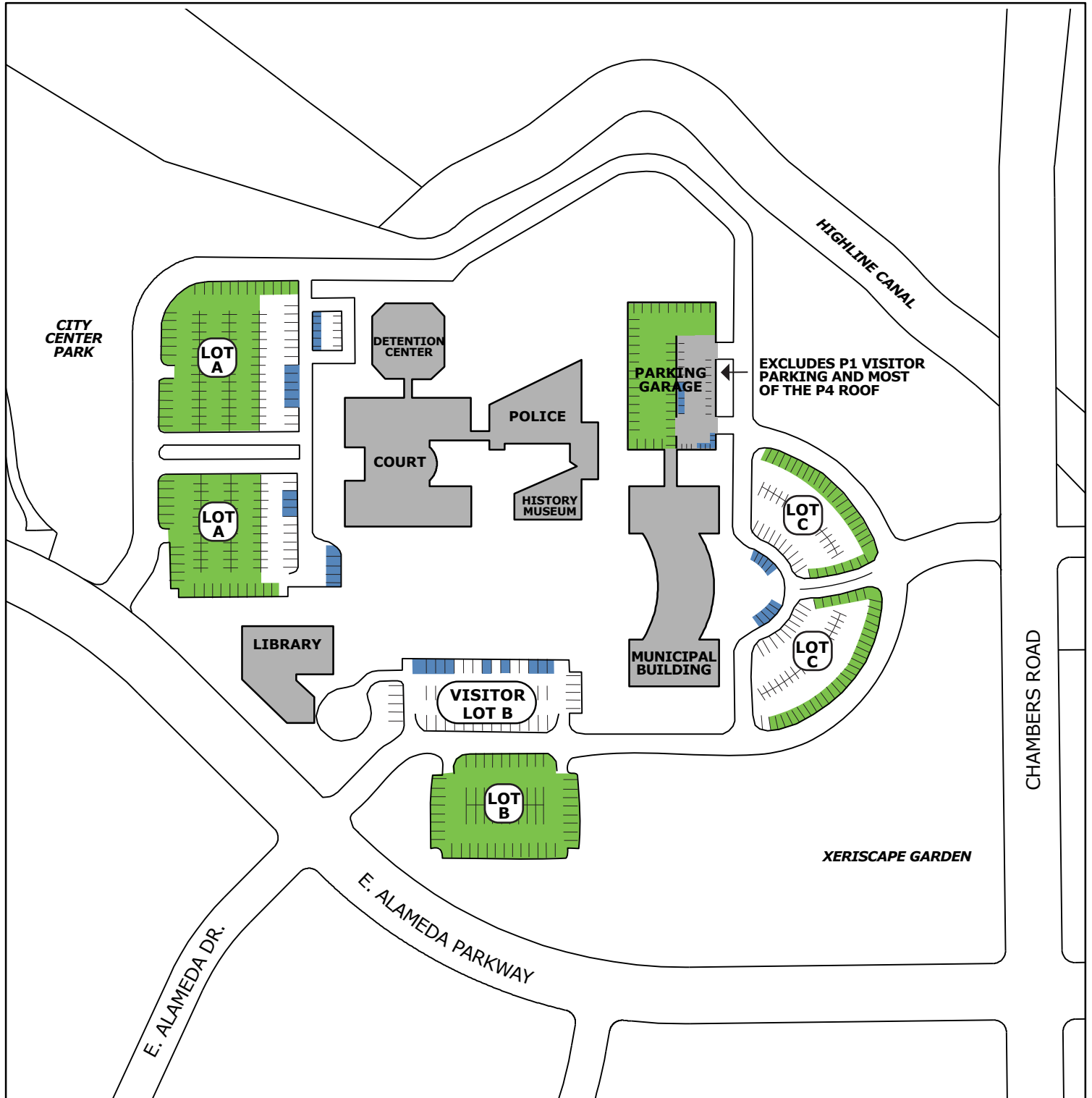
VIII. MAPS:

- a. AMC Parking Facilities
 - i. Employee Parking Map
 - ii. Visitor Parking Map

###

Aurora Municipal Center CAMPUS PARKING

Employee Parking Map



SCALE:
Not to
Scale

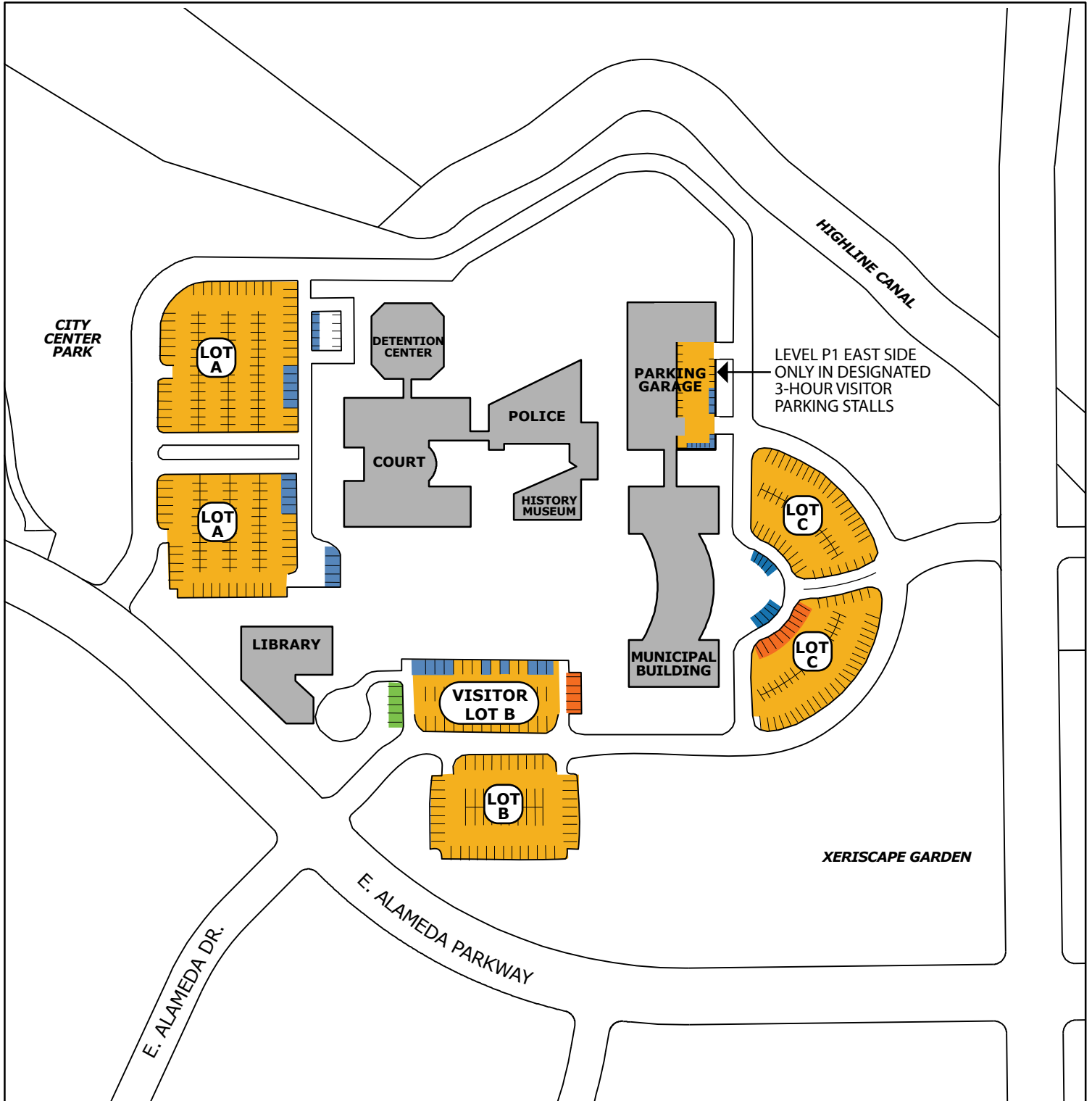
Revised 09/2018

Employee Parking Areas
(first-come, first-served)

Accessible Handicapped Parking
Employee and Visitors





Aurora Municipal Center CAMPUS PARKING

Visitor Parking Map



SCALE:
Not to
Scale

Revised 09/2018

-  Visitor Parking Areas
-  Accessible Handicapped Parking Stalls
-  30 Minute Short-term Parking
-  15 Minute Short-term Parking