

WAC 174-116-280 Citations, late fees and fines. (1) Payment.

(a) Persons cited for violation of these regulations are required to pay a fine within ten days of the date of issuance of the citation. All parking fines and fees are due upon issuance. Thirty days after the issuance of the citation, a late fee will be added to the unpaid parking fine. For example, a parking citation issued on May 1st would be assessed a late fee on May 31st.

(b) All fines are payable at the cashier's office or other designated locations on campus. Fines may be paid in person or by telephone during normal business hours or by mail or online. The notice of citation, citation number or vehicle license plate number must accompany any fine payment.

(2) Types of citations:

- (a) No valid permit;
- (b) Overtime parking;
- (c) Improper position;
- (d) Parking in a restricted space;
- (e) Disabled zone;
- (f) Parked at painted curb;
- (g) Prohibited zone;
- (h) Obstructing traffic;
- (i) Parking in bus zone;
- (j) Fire lane;
- (k) Parked on grass;
- (l) Altered permit;
- (m) Nondesignated parking space;
- (n) Expired meter; and
- (o) Wheel-lock.

(3) Fine amounts:

(a) When a citation is issued, fines are determined in accordance with a fine schedule. The fine schedule and the effective date thereof is approved by the vice president for student affairs or their designee, and available in the parking services office and on the college web site.

(b) Adjustments: When mitigating circumstances exist, the vice president for student affairs or their designee may reduce or dismiss fines.

(4) Unpaid fines. If any fine remains unpaid after sixty days from the date of the notice of citation, the account may be referred for collection and subject to the college policy for accounts receivable collection process.

(5) Appeals: Citations may be appealed by submitting a written appeal to parking services within ten calendar days of the date the citation was issued. Appeals must be submitted to parking services in person, mail, or using the college web site. If a timely appeal is not filed, the citation becomes final. Appeals will be reviewed by a board consisting of voting members from the following groups: Students, classified staff, faculty, and exempt staff. A parking services representative will act as a consultant to the board and will vote only to break a tie. The board may uphold or dismiss the citation. If the board upholds the citation, it may reduce the fine amount. In no event may the board impose a fine exceeding the amount set forth in the fine schedule. Within ten calendar days following the board's review, parking services will notify the appellant, by mail or by email, of the board's determination. Additional appeal rights are governed by RCW 28B.10.560.

[Statutory Authority: RCW 28B.40.120. WSR 17-02-076, § 174-116-280, filed 1/3/17, effective 2/3/17.]