ACTION ITEM #1
WSU Pullman, Amendments to WAC Chapter 504-15, Parking & Traffic Rules
(Patterson/Gardner)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: WSU Pullman, Amendments to WAC Chapter 504-15, Parking and Traffic Rules

PROPOSED: That the Board of Regents adopt the amendments to WAC Chapter 504-15 below, related to parking and traffic rules.

SUBMITTED BY: Roger Patterson, Vice President for Finance and Administration

SUPPORTING INFORMATION: The Board of Regents has authority pursuant to Chapter 28B.30 RCW and Chapter 34.05 RCW to adopt, amend, and repeal rules published in the Washington Administrative Code. WAC Chapter 504-15 concerns rules related to parking and traffic at the Pullman Campus. A summary of the proposed amendments follows, and a copy of the chapter, illustrating the specific changes, is appended as Attachment A. The proposed changes have been reviewed by the Washington State University’s Division of the Office of the Attorney General.

Summary of Proposed Parking and Traffic WAC Rule Amendments:

- 504-15-350: Language broadened to allow towing from restricted areas to include designated event areas.
- 504-15-370: Housekeeping rewording of “Vehicle Storage” to better match definition.
- 504-15-520: Update to better describe the proper display of permits in vehicles.
- 504-15-540: Clarification in zone parking information to distinguish between a Residence Hall Student and a Resident Student.
- 504-15-560: Clarification to distinguish between the use of Golden Cougar Permits and Visitor Parking.
- 504-15-650: Additional provision requiring the payment of parking fees prior to purchasing new permits (brings practice in line with university practices).
- 504-15-865: Adds provision to tow vehicles in areas designated for emergency access, maintenance access, construction access, event areas, or if they are illegally parked.
- 504-15-930: Adds “other posted areas” to limitations on use of bikes, skateboards, etc.
AMENDATORY SECTION  (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-100 Definitions. The definitions in this section are applicable within the context of this chapter.

(1) Campus. Describes all property owned, leased, and/or controlled by the university Pullman campus which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of the university.

(2) Commuter student. Any student who does not live in a university residence hall (dormitory). All students living in fraternities, sororities, university-owned housing (other than residence halls), and private housing are considered to be commuter students.

(3) Day. Unless otherwise specified, the term "day" refers to a calendar day.

(4) Disability parking. See persons with disability.

(5) Disability zone. A parking zone designated for exclusive use by persons with disability and identified with a sign bearing the associated international symbol.

(6) Electric-assisted bicycle. As defined under RCW 46.04.169.

(7) Fire zone. An area needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to, areas with adjacent curbs or rails painted red.

(8) Gate card. A plastic card that activates the gates controlling access to certain parking areas.

(9) Holiday. See university holiday.

(10) Illegal use of permit. A parking violation in which a parking ticket is issued under the following circumstances:

(a) Use of a parking permit or indicator on a vehicle other than the specified vehicle identified by a license plate number on the permit.

(b) Use of a parking permit or indicator obtained under false pretenses.

(c) Use of a modified parking permit or indicator.

(d) Use and/or retention of a parking permit or indicator by person(s) ineligible, or no longer eligible, for such a permit as described and authorized in this chapter.

(11) Impound. To take and hold a vehicle in legal custody by use of a wheel lock and/or towing.

(12) Indicator. A decal or hanger displayed adjacent to a parking permit which defines additional parking areas available to a permit holder.

(13) Loading zone. A loading dock, or an area signed "loading zone" adjacent to a facility, in a parking area, or near a residence hall. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times unless signed otherwise.

(14) Moped. As defined under RCW 46.04.304.

(15) Motorcycle. As defined under RCW 46.04.330.

(16) Motorized foot scooter. As defined under RCW 46.04.336.

(17) Motor vehicle. As defined under RCW 46.04.320.

(18) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow.
(17) Officer. Any parking or police official employed by
the university who is designated by the parking administrator or chief
of police to issue parking tickets, to place and remove wheel locks,
or to cause vehicles to be towed under this chapter.

(18) Owner. The person registered with any state as the
present owner of a vehicle in the most current registration records
available to the university, the owner's expressed representative, or
any transferee not designated in such records, provided that the park-
ing administrator or chief of police has received actual written no-
tice of the transfer.

(19) Park/parking. This refers to the placement or
standing of a vehicle, with or without a driver in attendance, and
with or without the engine running.

(20) Parking administrator. The director in charge of
the parking department or designee.

(21) Parking appeals committee. Any person or persons
appointed to consider parking violations and the application of fees,
fines, and sanctions. Said person or persons are appointed by the
vice-president whose responsibilities include supervision of the park-
ing department or designee.

(22) Parking department. The university department which
is charged with the responsibility of managing, operating, planning,
and maintaining parking facilities; enforcing the parking regulations;
and coordinating commute trip reduction efforts for the Pullman cam-

cus.

(23) Parking meter. A single fixed device that typically
requires payment and limits the amount of time a vehicle can park in a
single space. Also referred to as "meter" in this chapter. A parking
meter is not a parking payment device.

(24) Parking payment device. A machine that requires
payment and vends a parking permit and/or a paid receipt. Parking pay-
ment devices may be located in various places on the campus. A parking
payment device is not a parking meter.

(25) Parking permit. A vinyl, plastic, paper, or other
instrument sanctioned by the parking department that is displayed from
a vehicle, and authorizes parking in specified areas. Some parking
permits may be purchased online and may be virtual in nature, and
identified by other means such as by license plate. Also referred to
as "permit" in this chapter.

(26) Parking ticket. The first notice of a parking vio-
lation which is usually placed in a visible location on a motor vehi-
cle.

(27) Pay parking facility. A location where parking is
provided and payment is made on-site via a parking payment device,
cashier, or other means other than a parking meter.

(28) Pedestrian mall. A space that is designed primarily
for pedestrian use, but with limited authorized use of motor vehicle
and other motorized and nonmotorized conveyances. These restricted
areas are depicted on the Pullman campus map and/or with signing at
the entrances to the pedestrian mall areas.

(29) Persons with disability. For the purpose of this
chapter, persons with disability shall refer to a person or persons
with disability or disabilities who qualify for a state-issued (person-
s with disability) individual with disabilities parking identifi-
cation and permit.
Resident priority zone. A parking area close to a residence hall (i.e., crimson zone or gray zone) that is typically limited to use by residence hall students.

Residence hall student. A student with a current, valid residence hall contract, who lives in a residence hall.

Residence hall. Residence hall units (dormitories) that are owned by the university but are not included as university-owned housing apartments. Occupants of residence halls are considered residence hall students and are eligible for parking permits in resident priority zones.

Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university owned vehicle or a privately owned vehicle with a valid service vehicle authorization displayed).

Service zone. Parking spaces or area designated for the use of service vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones on an occasional basis for a maximum of fifteen minutes, except for vehicles that display a commercial permit, or a service indicator issued for an extended time. Service zones are restricted at all times unless signed otherwise.

Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university and the nonstudent employees of other entities located on, or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university, or other entities located on, or regularly doing business on campus, are not "staff." They are considered to be students for the purpose of these regulations.

Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.

Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.

Student. The term "student" includes all persons who are not staff who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more classes.

Summer session. The summer session includes all summer sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.

University. Refers to Washington State University.

University holiday. A day regarded by the university as an official university holiday.

University-owned housing. Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls. Occupants of university-owned housing are eligible for housing parking permits issued by the university.

Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.

Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of the university are open during this time.

Vehicle storage. Vehicle storage means the parking or leaving of any vehicle for a period of more than twenty-four consecutive hours.
Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than thirty days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

WSU disability permit. WSU-issued zone permit displayed with a valid state-issued disability placard or disability license plate.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-350 Use of areas for emergency, maintenance, events, or construction. (1) The university reserves the right to restrict access to any campus parking area, roadway, or sidewalk at any time it is deemed necessary for maintenance, safety, events, construction, or emergencies. The parking department provides notice to users when possible.

(2) The parking department may authorize the towing of vehicles parked in areas that are designated to be used for emergencies, maintenance, events, or construction. Towing is at the owner's expense.

(3) Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

AMENDATORY SECTION (Amending WSR 10-11-083, filed 5/17/10, effective 7/1/10)

WAC 504-15-370 Vehicle storage. The storage of vehicles, including motorcycles and mopeds, is prohibited on campus unless otherwise authorized by the parking department.
WAC 504-15-520 Parking permits—Form and display. All parking permits must be entirely visible and displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a permit.

1) Autos and trucks:
   a) Daily permits (both annual and daily) must be displayed as instructed on the permit.
   b) Annual permits (mounted solely by suction cup and permit decals directly affixed to the windshield) must be displayed on the left (driver's side) of the windshield. Permits must be mounted completely by means of their own (adhesive not by tape) design. No additional substances may be used to adhere the permit unless approved by the parking department.

2) Motorcycles and mopeds. Motorcycle and moped permits must be mounted completely by means of their own adhesive and prominently displayed on the left rear side of the vehicle or on top of the rear tail light.

WAC 504-15-540 Zone parking permits—Availability and use. The management and assignment of parking zones is designed to provide a parking space to each permit holder. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort is made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones.

Staff and students are generally assigned to specific parking areas, referred to as zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking zone assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

1) Orange permits. Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow, red, or blue zone. These permits may be made available on a daily basis.

2) Green permits. Green permit holders may park in their numerically assigned green zone, or in any yellow, red, or blue zone. These permits may be made available on a daily basis.

3) Yellow permits. Yellow permit holders may park in their numerically assigned yellow zone, or in any red or blue zone. These permits may be made available on a daily basis.
(4) Red permits. Red permit holders may park in their numerically assigned red zone or in any blue zone. These permits may be made available on a daily basis.

(5) Crimson permits. Crimson permit holders may park in their numerically assigned crimson zone, or in the numerically corresponding gray zone (e.g., a crimson 1 permit is valid in the gray 1 zone, but not in the gray 2 zone), or in any blue zone. Crimson permit holders must turn in their crimson permit for a refund or credit toward another permit, if applicable, immediately upon moving out of the residence hall. Only (resident) residence hall students are eligible for crimson permits with the exception of the crimson 3 zone, which is available to all students. (Resident) Residence hall students are eligible for crimson, gray, or blue permits only.

(6) Gray permits. Gray permit holders may park in their numerically assigned gray zone, or in any blue zone. These permits may be made available on a daily basis. Gray permit holders must turn in their gray permit for refund or credit toward another permit, if applicable, immediately upon moving out of a residence hall. Only (resident) residence hall students are eligible for gray permits. (Resident) Residence hall students are eligible for crimson, gray, or blue permits only.

(7) Blue permits. Blue permit holders may park in any blue zone. These permits may be made available on a daily basis.

AMENDATORY SECTION  (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-560 Other parking permits—Availability and use. (1) Visitor permits. For information about visitor parking, refer to the parking department's web site.

(2) Golden cougar permits. Golden cougar permits are special (visitor) permits that are issued to retired staff in recognition of their service without additional cost. They are issued on an annual basis and are valid in (green, yellow, red, blue zones, and visitor-permit-only parking spaces) designated areas that are approved by the parking department. Staff who are employed by the university or by other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit.

(3) Event permits. Event permits are available to patrons who participate in events held on the university campus. They are available on a daily basis only. Event permits are assigned to specific zones on a space-available basis. Event permits are not valid in restricted spaces.

(4) Motorcycle permits. Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits. Motorcycle permits are available on an annual and daily basis.

(5) Moped permits. Moped permits are valid within boundaries of areas specifically posted and/or marked for moped permits. Moped permits are available on an annual and daily basis.

(6) Commercial permits. Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are available on an
annual or daily basis. Annual commercial permits are valid in service zones, parking meters, and green, yellow, red and blue zones, and visitor-permit-only parking spaces. Daily commercial permits may be assigned to specific zones on a space-available basis. Commercial permits are not valid in orange zones or pay parking facilities.

(7) Construction permits. A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are available on an annual or daily basis and are assigned to a specific parking area.

(8) Housing permits. A housing permit is issued to eligible residents of university-owned housing. Housing permits are valid only in specific housing parking areas.

(9) Carpool. Upon application, a bona fide carpool as defined by the campus policies and procedures is given preference in the assignment of parking zones, and issued a permit that facilitates the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

(10) Departmental permits. Departmental parking permits are available for use by department employees who need to use their personal vehicles for university business. Departmental permits are available in different forms and are valid at parking meters; service zones; orange, green, yellow, red, blue, crimson, and gray permit zones; and pay parking facilities. Departmental permits are not valid in reserved spaces. The use of departmental permits for anything other than official departmental business is prohibited by the State Ethics Act.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-600 Parking ((permits)) for persons with disability.

(1) The provisions of this chapter cover ((the purchase and display of)) disability parking ((permits)) and the payment of fees and fines associated with parking for persons with disability.

(2) For the purpose of this chapter, persons with disability shall refer to a person or persons with disability who qualify for a state-issued ((persons with disability)) individual with disabilities parking identification and permit as provided in chapter 308-96B WAC.

(3) The university uses the state ((persons with disability)) individual with disabilities parking permit system to determine eligibility for ((a university persons with)) disability parking ((permit. Persons desiring to purchase a university persons with disability parking permit must present a valid state-issued persons with disability parking identification and permit)).

(4) Unless otherwise authorized, parking in spaces designated for persons with disability requires a ((valid university persons with)) WSU disability ((parking)) permit to park on campus. ((University parking permits for persons with disability are available at the blue zone rate.))

(5) Persons with a ((university persons with)) WSU disability ((parking)) permit may park in a persons with disability parking space and any other, nonrestricted permit space within a parking permit zone.
(6) Persons with a ((university persons with)) WSU disability ((parking)) permit may not park in restricted spaces with the exception of persons with disability parking spaces.

(7) Unless otherwise posted, any university parking permit to include a ((persons with)) WSU disability ((parking)) permit is not valid in lieu of payment of regular posted fees in pay parking facilities.

(8) A state-issued ((persons with disability)) individual with disabilities license plate, placard, or permit is valid in lieu of a ((university persons with)) WSU disability ((parking)) permit in parking zones during times when a university permit is not required.

(9) The university intends to retain control of access to the pedestrian malls on campus. For that reason a ((university persons with)) WSU disability ((parking)) permit is required in lieu of a state-issued ((persons with disability)) individual with disabilities license plate, placard, or permit as authorization to use a pedestrian mall to access marked persons with disability parking spaces within the confines of a pedestrian mall.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-650 Parking fees and fines. (1) Schedules for parking fees, parking administrative fees, late payment fees, parking meter rates, prorate and refund schedules, and the effective date thereof are submitted to the president or his/her designee and to the board of regents for approval by motion, provided, however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or his designee to approve all such fees and fines. The schedules described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's web site.

(2) Before purchasing a permit, the balance of any fees and fines owed to the parking department must be paid in full.

(3) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

(4) The annual fee for any shorter period relative to all permits shall be prorated according to the published schedule.

(5) The proper fee must be paid for all vehicles parked in parking meter spaces unless otherwise authorized.

(6) Staff members whose work schedules qualify them for nighttime differential pay may purchase a permit for one-half the regular fee. Verification is required.

(7) Refunds. Annual permits being relinquished may be returned to the parking department for a pro rata refund in accordance with university policy. Identifiable remnants of the permit must be returned. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits
are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

(47+) (8) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or an entity located at the university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing and storing prepaid parking permits and by making them available as the department deems necessary. Nothing in this regulation allows a university employee to receive, or attempt to receive, any benefit associated with his or her personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

AMENDATORY SECTION (Amending WSR 08-08-050, filed 3/27/08, effective 7/1/08)

WAC 504-15-865 General. (1) Pursuant to the provisions of this chapter, an officer shall cause a vehicle to be wheel locked, or towed, or both, if:
   (a) The vehicle is on the wheel lock-eligible list; or
   (b) The vehicle displays a lost, stolen, or counterfeit parking permit.
   (2) Any vehicle may be towed away at owner's/operator's expense if the vehicle:
      (a) Has been immobilized by wheel lock for more than twenty-four hours; or
      (b) Is illegally parked in a marked tow-away zone; or
      (c) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or
      (d) Cannot be immobilized with a wheel lock device; or
      (e) Is illegally parked in a disability space; or
      (f) Is parked in an area designated to be used for emergencies, maintenance, events, or construction; or
      (g) Is otherwise illegally parked on the executive authority of the parking department or the university police department.
   (3) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.
   (4) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours is assessed a storage fee for each calendar day or portion thereof, beyond the first twenty-four hours.
(5) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(6) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash or with an approved payment card:
   (a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the owner;
   (b) A wheel lock fee; and
   (c) All towing and storage fees.

(7) A person wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-15-860. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which shall be refunded to the extent the appeal is successful.

(8) An accumulation of six unpaid violations during any twelve-month period, exclusive of overtime at parking meter violations, and overtime in time zone violations, subjects the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

AMENDATORY SECTION (Amending WSR 14-11-024, filed 5/12/14, effective 6/12/14)

WAC 504-15-930 Bicycles, skateboards, scooters, and roller skates. (1) The riding and use of bicycles, skateboards, scooters, and roller skates is prohibited on all building plazas, all pedestrian overpasses, interior building spaces, parking structures, parking structure ramps, all stairways, steps, ledges, benches, planting areas, and any other fixtures, and in any other posted area.

(2) Bicycles, skateboards, scooters, and roller skates may be ridden and used on sidewalks outside the prohibited areas when a bike path is not provided.

(3) Electric-assisted bicycles must be used in a human propulsion only mode on pedestrian malls and sidewalks.

(4) Motorized foot scooters must be used in a human propulsion only mode on sidewalks.

(5) Operators must move at a safe speed and yield to pedestrians at all times. Reckless or negligent operation of bicycles, skateboards, scooters, and roller skates on any part of campus is prohibited.

(6) Bicyclists must obey all traffic laws applying to persons riding bicycles when operating bicycles on roadways.

(7) Bicycles may be secured only at university-provided bicycle racks and bicycle storage facilities designed for such purpose.

(8) Bicycles that are not secured at university-provided bicycle racks or bicycle storage facilities may be impounded at the owner's expense.

(9) Abandoned and inoperable bicycles. Internal policies regarding abandoned and inoperable bicycles, including the impoundment of bicycles at the WSU Pullman campus, may be established upon approval by the vice-president or designee whose responsibilities include supervision of the parking department.