

Traffic & Parking Regulations

Board of Regents regulations governing traffic and parking on the roads, streets, driveways, and parking facilities at Kansas State University Polytechnic Campus
Effective July 1, 2017 – June 30, 2018



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1. Parking Office Contact Information

Parking Office – Office of Fiscal Services
College Center Suite 209 (second floor) 785-826-2918
2310 Centennial Road after hours: 785-826-2909
Salina, KS 67401 polytechniccashiers@k-state.edu
polytechnic.k-state.edu/fiscalaffairs/parking

Hours: Monday – Friday from 8 AM – 5 PM

2. Kansas Statutes & Funding

Students, faculty, and staff are expected to be familiar with and abide by these regulations. The vehicle operator is responsible for knowing all applicable laws and regulations.

By the authority vested in the Kansas Board of Regents through the provisions of Kansas Statute 74-3209-74-3216, regulations pertaining to the operation and parking of vehicles are hereby established and set forth.

The Kansas State Polytechnic parking system is self-supporting in that it receives no funding from the State of Kansas; therefore, parking permit fees and misuse fees will be deposited in the Parking Fee Fund and may be used for payment of the expense of enforcing these rules and regulations and for the construction, acquisition, maintenance and repair of parking facilities at Kansas State Polytechnic.

3. Parking Regulations

A. Lot/Stall Requirements & Enforcement Hours

- During enforced hours, all vehicles (including ones used for administrative purposes or transportation of personnel) must display a permit valid for the lot or stall being used. Valid permits and enforcement hours are as follows.

Lot / Stall Type	Permit Required	Enforced Hours
T	O, W, E, K, V	Mon – Fri, 7 AM – 5 PM
Z	Any K-State Permit	
SLC	SLC	
M	M	
Metered	None (2-hour maximum)	
Visitor	None (See 4.E)	Mon – Fri, 6 AM – 6 PM
Reserved	Match to Stall No.	
R	R, V	All Times
See Campus Map for Lot & Stall Locations		

- Parking is permitted only in designated areas and is prohibited on streets or drives, except where designated by official signs.
- Vehicles must be oriented within parking spaces so that they are directed with the flow of traffic when they leave. Vehicles must be parked within painted lines where applicable.
- If a vehicle becomes disabled on campus, contact the Parking Office immediately. No vehicle shall be stored in general parking areas, nor shall any trailer, disabled vehicle, or vehicle not displaying a current license plate lawfully issued to such vehicle be stored on University property unless prior authorization is obtained from the Parking Office.

Metered & Reserved Stalls

- Parking permits are not required for vehicles parked in metered stalls.
- The maximum time limit for parking in a metered stall is two hours.
- A stall marked as reserved may only be used by the individual who purchased exclusive use of that stall. Their permit must be displayed and its number must match the number on the stall.

Motorcycles, Bicycles, & Other Vehicles

- Motorcycles (more than 50cc) may park only in motorcycle designated stalls with a motorcycle permit.
- Motorized bicycles, motorbikes, scooters, and MOPEDS (50cc and less) may use either bicycle rack parking, or motorcycle parking if a motorcycle permit is displayed.
- Bicycles, including unicycles and tricycles, must display a permit to park in the bicycle racks. Bicycles must park only in bicycle racks. They are not permitted in a building without the written permission of the Parking Office and then not in public areas or in any place where they may constitute a safety hazard. Violators are subject to bicycle impoundment.

Holidays, Special Events, Breaks, & Summer Parking

- Permits are not required during University holidays or closings. All other regulations must be observed.
- During Fall Break, Spring Break, Winter Break, and Summer Term Parking, regulations will be relaxed so that any vehicle displaying a valid permit may park in any lot. All other regulations must be observed.
- During special events, the Parking Office in coordination with the CEO and Dean of Kansas State Polytechnic has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.

B. Accessible Parking Spaces & Loading Zones

- Vehicles parked in accessible spaces must also display valid K-State permits.
- No person shall stop, stand or park any vehicle in a parking space which is clearly marked as reserved for the use of physically disabled persons or persons responsible for the transportation of physically disabled persons unless such vehicle displays a special license, permanent placard, or temporary placard issued pursuant to K.S.A. 8-161 or K.S.A. 8-1,125, and amendments thereto, and is operated by or used for the transportation of a physically disabled person.
- Physically disabled permit holders may park in metered stalls at no charge and loading zones as long as necessary if physically disabled parking stalls are not available. To facilitate access, they may also back into stalls marked for the physically disabled or park in adjacent yellow, cross hatched access aisles. Parking is not permitted in yellow painted cross hatched areas not adjacent to an accessible stall, or in such a manner as to impede traffic.
- No person shall stop, stand, or park any vehicle or bicycle so that it blocks or restricts a ramp accessible to a wheelchair.
- Parking in loading zones is limited to one hour. If loading or unloading will require more than one hour, individuals must contact the Parking Office.

C. Visitor Parking

- Visitor parking stalls do not require permits and are only available for individuals visiting campus. Students, employees, and Student Life Center members are not visitors, and may not park—with or without a permit—in visitors. See the Campus Map for locations of these spaces.
- Frequent visitors who require parking in excess of one calendar day per week may purchase permits according to 4.A.
- Board of Regents members parking identifications will be honored for parking in any general parking area or metered parking stall.

4. Permit Regulations

A. Permit & Meter Prices

- Permits or time in metered stalls may be purchased as follows.

Permit	Price (prorated during the year)		
	Annual	Fall	Summer
O Commuting Student (SC)	\$100	\$60	\$25
R Resident Student (SR)			
W Faculty/Staff (SW)			
M Motorcycle (SM)	\$20	\$12	\$8
Reserved Stall & Permit	\$1,000	\$600	\$400
SLC Student Life Center Member (SL)	Included in price of pass/membership		
BK Bicycle (BK)	\$0		
E Emeritus (EM)			
Vendor			

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Permit	Price (prorated during the year)		
	Annual	Fall	Summer
V Temporary – Day (ST)	\$2		
V Conference – Day (SE)			
V Temporary – Week (5 days) (ST)	\$8		
V Conference – Week (5 days) (SE)			
Replacement Permit	\$15		
Reserved Stall Relocation	\$100		
Meter Duration (2-hour maximum)	Price		
6 min.	\$0.05 (nickel)		
12 min.	\$0.10 (dime)		
30 min.	\$0.25 (quarter)		

Student Purchases

- To be eligible for a Polytechnic permit, students must take the majority of their credit hours in Salina.
- Students must use the K-State Online Parking Portal at www.k-state.edu/parking to order a permit and pick it up in the Parking Office. If the portal is unavailable, order at the Parking Office.
- Student annual permits are valid from the first day of Fall classes until the first day of the next Fall classes. Other permits expire as indicated on the permit.
- Students living in the residence halls must purchase only a resident permit and park in the assigned lots. If they move out of the halls, they must exchange their permits for commuting student permits. Students not living in the residence halls may not purchase resident permits.
- Parking permits become invalid when registrant withdraws from or otherwise terminates association with the University. See 4.D for refund information.

Faculty & Staff Purchases

- To be eligible for a Polytechnic permit, faculty and staff must work the majority of their hours in Salina.
- Faculty and staff must use the K-State Online Parking Portal at www.k-state.edu/parking to order a permit and pick it up in the Parking Office. If the portal is unavailable, order at the Parking Office.
- Faculty and staff may purchase permits using payroll deductions. Procedures will be in accordance with Parking Services policy established through cooperation with Payroll Services.
- New employees may receive a 30-day temporary permit that is valid until their first paycheck.
- Permits must be returned to the Parking Office when the permit holder retires, resigns, goes on leave without pay, goes on sabbatical leave, or goes on non-pay status. See 4.D for refund information.

Reserved Parking Permits

- Faculty or staff may contact the Parking Office to purchase a Reserved Parking Permit for the exclusive use of a reserved stall during the enforced hours in a lot of their choosing that the permit would normally allow. The exact location of the stall within the parking lot will be determined by the Parking Committee or designee.
- A reserved stall may be relocated for a fee (see 4.A.1) by written request to the Parking Committee.

Student Life Center Pass & Membership Purchases

- An individual, who is not a student or faculty or staff member, who purchases a pass or membership to the Student Life Center will be issued an SLC parking permit, valid only in lots designated as accepting SLC permits. The price of the parking permit is included in the price of the pass/membership.

Visitor Purchases

- Except in metered spaces and designated visitors parking, all visitor vehicles must display a visible, current permit. Visitors can purchase a temporary permit at the Parking Office.
- Frequent visitors who require parking in excess of one calendar day per week may purchase a temporary semester or annual permit at student rates or use parking meters.
- Visitors may not park in no-parking zones, physically disabled stalls (unless displaying a valid accessible parking identification device), loading zones, residence hall lots, and other restricted areas.

B. Permit Usage & Display

- Purchase of a permit, except a reserved permit, does not guarantee a parking space.
- Movable parking permits should be hung on the inside rearview mirror, and the barcode must be clearly visible from outside the front on the vehicle. In the event there is no mirror, the permit must be placed on the driver's side of the dash and be clearly visible from outside the vehicle.

- Motorcycle permit stickers must be placed adjacent to the license plate and must be clearly visible from the rear of the motorcycle.
- Permits may be purchased only for use by the purchaser and are non-transferable.
- No parking permit shall be issued to any person having unpaid misuse fees.

C. Validity on Other K-State Campuses

- Kansas State Polytechnic O and R (SC and SR) student parking permits are valid for any O, T, or Z lots on other K-State campuses.
- Kansas State Polytechnic faculty/staff W (SW) permits are valid for any W, O, T, or Z lots on other K-State campuses.
- Kansas State Polytechnic R (SR) resident student permits may not park in K-State Manhattan R parking lots, and vice versa.
- Kansas State Polytechnic SLC permits are not valid on any other campus.
- Vehicles with Kansas State Polytechnic permits may pay to park in the Parking Garage on Manhattan campus. This would include Motor Pool Vehicles.
- Manhattan permits may park in any lot or designated visitor parking except Residence Hall lots on the Salina campus.

D. Refunds, Replacements, & Disallowed Permits

- Refunds will be made for unused time on a permit when it is returned to the Parking Office. Refunds will be pro-rated based on the date of the written request. Refunds for less than \$20 will not be given.
- Custody of parking permits is the owner's responsibility. In the event a permit is lost or stolen, the owner must inform the Parking Office. A replacement permit may be obtained for a fee.
- Defective permits may be exchanged at no cost.
- Displaying a forged, stolen (lost), or altered parking permit is prohibited. Such violations will be treated as a theft of services in addition to a parking violation (see 6.B.1). Vehicles and permits involved may be impounded and individuals involved will be reported to the appropriate authorities.

E. Other Permit Types**Permits for the Physically Disabled**

- Temporary medical permits that allow disabled faculty, staff, or students to use parking spaces designated for the physically disabled may be obtained from the Parking Office upon presentation of a doctor's certificate. Temporary medical permits must be displayed with a valid parking permit.
- Any physically disabled person requiring long term daily parking should apply to the Parking Office for an individual reserved stall at no charge. It may be used only by the person to whom it is assigned and may not be shared, and a legal accessible parking identification device must be displayed.
- Physically disabled individuals planning to attend special events on campus should contact the Parking Office regarding special parking.
- Visitors for athletic events may be assessed a parking fee.

Permits for University Events

- Fees may be levied for the use of parking facilities in reserved parking areas during University sponsored conferences or other events.
- Attendees at conferences and other events will park in designated lots.
- A department or individual may obtain event permits by requesting the number of permits required and the reason for such issuance. Daily and weekly permits are available.

Delivery Permits

- Departments may apply for a Delivery Permit, which allows the vehicle to be parked in a loading or a service parking stall so the user can pick up or deliver items with the vehicle. A valid parking permit must also be displayed.
- If the Parking Committee believes the department is misusing the permit, it can withdraw the permit from use. Permits are valid for up to one academic year.

Permits for Other Needs

- Requests for special parking privileges or conditions not specifically covered in these regulations will be considered by the CEO and Dean of Kansas State Polytechnic or a designated representative upon receipt of the written application giving full justification for the request.

5. Traffic Regulations

- All state of Kansas driving laws are in effect on campus.
- Motorized vehicles driven on the campus must be operated with caution, compatible with existing weather, pedestrian and vehicular conditions.
- The campus speed limit is 20 mph. All traffic control signs, timed zones, loading zones, service and physically disabled stalls are in effect 24 hours a day, 7 days a week, unless otherwise stated on the sign.
- No motorized vehicles, motor bikes, scooters, motorcycles, or mopeds shall be operated on the grass, sidewalks or pedestrian walkways of the campus (except support services vehicles).

Bicycles & Skateboards

5. Bicyclists shall obey all vehicular traffic rules and be liable for applicable fines and penalties.
6. Skateboarding, rollerblading and cycling is only permitted for individual transportation.
7. Recreational skateboarding, rollerblading, and cycling that causes damage is prohibited on campus sidewalks, parking lots, streets, drives, and other paved areas adjacent to and inside University buildings.

Snow Emergency Routes

8. All campus streets and drives are designated as snow emergency routes when so declared by the CEO and Dean or Kansas State Polytechnic or a designated representative. Vehicles blocking these routes are subject to fine and/or towing charges.

6. Enforcement, Violations, & Appeals

A. Enforcement & Responsible Parties

1. Campus Security and others appointed by the Director of Parking Services have authority to issue tickets for parking violations.
2. The permit owner, or the vehicle owner if no permit is held, is responsible for all parking tickets issued to the vehicle.
3. Organizational units may transfer responsibility for any ticket issued to them by notifying the Parking Office in writing of the employee responsible for the permit at the time of the infraction.

B. Citation Fees, Other Penalties, & Impoundment

1. The following misuse fees may be assessed. Payment is due 14 days from issuance. After this time, an additional "failure to pay" fee will be charged.

Misuse Fees	
\$0	Warning
\$5	Misrepresentation or illegal registration
\$5	Failure to pay citation within 14 days of its issuance (the fee then transfers to KSIS and is subject to additional late fees)
\$5	Unsafe bicycle riding, skateboarding, rollerblading, or other cycling on sidewalks, pedestrian walkways, or grass
\$5	Improper bicycle parking
\$10	Expired meter (vehicles may be re-ticketed based on the time limit posted; violations may not be appealed)
\$10	Release of impounded bicycle
\$15	No valid permit displayed
\$15	Not parked within a marked stall
\$15	Parking or driving in an area not designated for vehicles (e.g. grass, hash-marked areas, access areas, etc.)
\$20	Parking in an area other than specified on the permit
\$25	Unauthorized storage of a vehicle in a general parking area
\$25	Removal of wheel lock
\$50	Parking in a service drive, service stall, loading zone, or reserved parking stall
\$50	Excessive violations (3 or more past due parking citations or 5 or more unpaid citations)
\$100	Illegally parking in a space designed for the physically disabled or blocking an access ramp
\$100	Displaying a forged, stolen or altered parking permit

Excessive Violations & Impoundment

2. A parked vehicle having three or more delinquent parking citations or having five (5) or more unpaid citations is deemed an "Excessive Violator" and is subject to impoundment.
3. Any vehicle in violation of these regulations can be deemed a common nuisance and may be removed and impounded or have a wheel lock applied.
4. Any vehicle, including bicycles, impounded or wheel locked may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the satisfaction of Parking Services and/or the designated towing service company.

Other Penalties

5. Students with unpaid misuse fees may not enroll, register, drop or add classes, or order transcripts.
6. Faculty or staff who have unpaid misuse fees will be submitted quarterly to Fiscal Services Director.
7. Students, faculty and staff may be permitted, at the discretion of the Director of Fiscal Services, to enter into a payment agreement for payment of unpaid misuse fees.
8. Delinquent accounts will be forwarded to a collection agency and/or the Set-Off program created in K.S.A. 75-6201 and 44-718(D).ET SEQ.

C. Appealing a Citation

1. The Kansas State Polytechnic Parking Citation Appeals Board (PCAB) was established by the University to review the validity of violation notices when a review is requested by the violator. PCAB may uphold or dismiss the violation. See the Parking Citation Appeals Board Procedures for more information.
2. An Appeals Form must be completed, filed, reviewed, and recorded at the Parking Office by the close of business on the 14th day after the issuance of the violation notice.
3. If an appeal is upheld, all penalties must be paid within fourteen (14) days following the decision date of the PCAB. Failure to do so may result in the impoundment of the vehicle. If dismissed, no fee is due.
4. Only the permit owner or vehicle owner, if without a permit, may appeal a parking ticket.
5. The results of the PCAB will be conveyed to the violator within 30 days of the date of the appeal.

Exclusions & Limitations

6. Appeals submitted after 14 days from the violation will not be accepted.
7. Paid tickets may not be appealed.
8. Tickets may be appealed only once. All actions of the PCAB are final.
9. Expired parking meter violations may not be appealed. All meter malfunctions must be reported to the Parking Office within two hours of receiving a citation. The citation may be excused only if a malfunction is verified by the Parking Office.

D. Citation Cancellation for Visitors

1. Visitors who have not yet obtained either a visitor permit and have been issued a parking citation for not having a valid permit may submit the citation to the Parking Office within five business days for cancellation.
2. Only one citation per person/vehicle may be canceled during any 12-month period. Parking violation notices are assessed against a vehicle, not the vehicle driver.

7. Authority & Liability

1. Parking privileges may be modified or preempted by authority of the CEO and Dean of Kansas State Polytechnic to provide for the enhancement of the college. The Parking Committee advises the CEO and Dean on parking regulations.
2. Any discretionary expenditures totaling more than \$1,000 should be submitted to the Parking Committee prior to purchase. At times when the Parking Committee is not available, approval for expenditures should be obtained through email with the chair of the Parking Committee.
3. The University assumes no responsibility for the care or protection of vehicles or their contents while the vehicle is on property owned, leased, or otherwise controlled by the University.

8. Definitions

Accessible stall: a space reserved for the physically disabled

Disabled vehicle: any inoperable vehicle

Faculty/staff: any person engaged by Kansas State Polytechnic for teaching, research, administration, service or any person employed by an agency connected with or assigned to the Kansas State University

Park or parking: - a stationary vehicle, whether occupied or not

Physically disabled: any individual with a physical impairment or condition that limits such individual's walking ability and results in an inability to travel unassisted more than 200 feet without the use of a wheelchair, crutch, walker, prosthetic, orthotic or other assistive device (K.S.A. 8-1,124); also stated as mobility impairment

Reserved parking lots: all parking areas other than residence hall lots, physically disabled stalls, time limited zones, and other parking areas marked restricted

Service stall: a parking stall to be used mainly for vehicles unloading equipment or heavy material; it is not to be used for long term parking while at ones regular building location, or for any personal reason

Storage: parking of a vehicle or trailer in one place for more than 48 hours.

Student: anyone other than employees currently enrolled at K-State

Student Life Center Member: anyone other than employees or students who has purchased a pass or membership to the Student Life Center

Visitor: any person who is not previously as defined above

9. Campus Map

The following map is current as of the published date of these regulations. For the most current map, visit the [Parking Services website](#).

KANSAS STATE POLYTECHNIC

www.polytechnic.k-state.edu

Campus Parking Permit Key

T	O, W, E, Kor V
R	R or V
Z	Any K-State Permit
SLC	SLC
M	M
Visitor	No permit required
Metered	No permit required

Other Transportation

- Bicycle Rack
- Salina CityGo® Bus Stop
- Emergency Phone

Lots enforced M-F, 7 a.m. - 5 p.m. (flots at all times).
Visit www.k-state.edu/parking for permit purchasing information & regulations

DIRECTION TO CAMPUS

If you are traveling east or west on I-70, stay on I-70 until the I-70/I-135 interchange. Travel south on I-135 to the Magnolia St. exit (No. 90). Go west on Magnolia to Centennial Rd. Turn right and proceed to Kansas State University Polytechnic Campus.

If you are traveling north or south on I-135, take the Magnolia St. exit (No. 90). Go west on Magnolia to Centennial Rd. Turn right and proceed to Kansas State University Polytechnic Campus.

Parking Citation Appeals Board Procedures



Information about the appeals process and evaluation criteria for traffic & parking citations at Kansas State University Polytechnic Campus.

Approved November 2016 by the Council on Parking Operations

1. About the Committee

The Parking Citation Appeals Board (PCAB) is established by the Kansas State University Polytechnic Campus bylaws with the mission of reviewing appeals on violations of the Traffic & Parking Regulations. Regulations are recommended by the Council on Parking Operations and approved by the CEO and Dean. PCAB membership must include one student, one University Support Staff member, and one faculty or professional staff member. In the event of a tie or absence of a member, the chair of the Council on Parking Operations will serve as an alternate.

Associated Regulations

Section 6 of the Traffic & Parking Regulations governs enforcement, violations, and appeals. It is included in this document, and complete regulations are available on the parking website or through the Parking Office. As stated in 6.A.1 of the Traffic & Parking Regulations, Campus Security may issue tickets for parking violations. The associated fees, found in 6.B.1, are charged to the responsible party, who is defined in 6.A.2 as the permit owner or, if no permit is held, vehicle owner. The citation may be appealed at the Parking Office within 14 days of its issuance, in accordance to 6.C.2, and the appeal is evaluated by the PCAB.

2. Appeals Process

Appeals are made at the Parking Office or through the K-State Online parking system at www.k-state.edu/parking. The Parking Office emails the appeal and any submitted documentation to the PCAB committee members. The PCAB can also request photos or videos if they were taken at the issuance of the citation.

The PCAB members review the petition and individually email the Parking Office of their vote to uphold the citation, dismiss the citation, or abstain from a decision. The Parking Office tallies the majority vote and notifies the appellant of the determination.

If the citation is dismissed, no fee is due. If the citation is upheld, the appellant must pay it within 14 days following the date of the PCAB's decision. In accordance with 6.B, if the citation is not paid, an additional "failure to pay" fee will be assessed and the vehicle may be subject to impoundment.

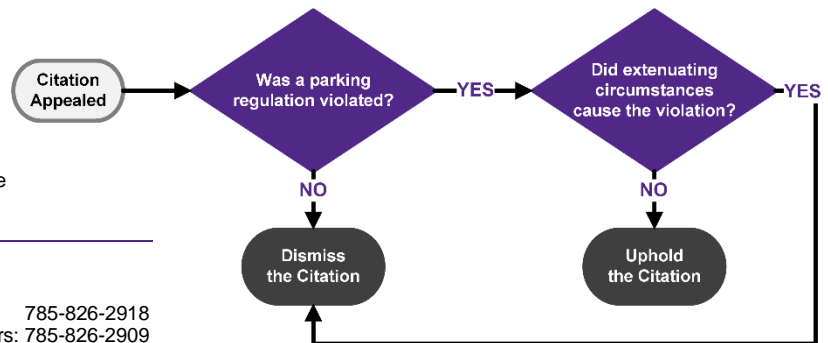
Certain citations, as described in 6.C.4 to 6.C.9, cannot be appealed. These include citations older than 14 days, paid tickets, and tickets for expired meters. Citations may be appealed only once; all PCAB decisions are final.

3. Appeals Evaluation Criteria

The PCAB evaluates appeals using the following two questions (also illustrated at the right):

- Was a Traffic & Parking Regulation violated?
- If so, were there extenuating circumstances causing the violation?

The PCAB judges appeals only on those two questions, **not** on the fairness of the regulation. Feedback regarding the regulations should be directed to the Council on Parking Operations or the Parking Office.



4. Parking Office Contact Information

Parking Office – Office of Fiscal Services

College Center Suite 209 (second floor)
2310 Centennial Road
Salina, KS 67401

Hours: Monday – Friday from 8 AM – 5 PM

785-826-2918
after hours: 785-826-2909

salpark@k-state.edu

polytechnic.k-state.edu/fiscalaffairs/parking

Excerpt from Traffic & Parking Regulations pertaining to appeals

6. Enforcement, Violations, & Appeals

A. Enforcement & Responsible Parties

1. Campus Security and others appointed by the Director of Parking Services have authority to issue tickets for parking violations.
2. The permit owner, or the vehicle owner if no permit is held, is responsible for all parking tickets issued to the vehicle.
3. Organizational units may transfer responsibility for any ticket issued to them by notifying the Parking Office in writing of the employee responsible for the permit at the time of the infraction.

B. Citation Fees, Other Penalties, & Impoundment

1. The following misuse fees may be assessed. Payment is due 14 days from issuance. After this time, an additional "failure to pay" fee will be charged. (See *Traffic & Parking Regulations for misuse fees.*)
2. A parked vehicle having three or more delinquent parking citations or having

five (5) or more unpaid citations is deemed an "Excessive Violator" and is subject to impoundment.

3. Any vehicle in violation of these regulations can be deemed a common nuisance and may be removed and impounded or have a wheel lock applied.
4. Any vehicle, including bicycles, impounded or wheel locked may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the satisfaction of Parking Services and/or the designated owing service company.
5. Students with unpaid misuse fees may not enroll, register, drop or add classes, or order transcripts.
6. Faculty or staff who have unpaid misuse fees will be submitted quarterly to Fiscal Services Director.
7. Students, faculty and staff may be permitted, at the discretion of the Director of Fiscal Services, to enter into a payment agreement for payment of unpaid misuse fees.

8. Delinquent accounts will be forwarded to a collection agency and/or the Set-Off program created in K.S.A. 75-6201 and 44-718(D).ET SEQ.

C. Appealing a Citation

1. The Kansas State Polytechnic Parking Citation Appeals Board (PCAB) was established by the University to review the validity of violation notices when a review is requested by the violator. PCAB may uphold or dismiss the violation.
2. An Appeals Form must be completed, filed, reviewed, and recorded at the Parking Office by the close of business on the 14th day after the issuance of the violation notice.
3. If an appeal is upheld, all penalties must be paid within fourteen (14) days following the decision date of the PCAB. Failure to do so may result in the impoundment of the vehicle. If dismissed, no fee is due.
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4. Only the permit owner or vehicle owner, if without a permit, may appeal a parking ticket.

5. The results of the PCAB will be conveyed to the violator within 30 days of the date of the appeal.
6. Appeals submitted after 14 days from the violation will not be accepted.
7. Paid tickets may not be appealed.
8. Tickets may be appealed only once. All actions of the PCAB are final.
9. Expired parking meter violations may not be appealed. All meter malfunctions must be reported to the Parking Office within two hours of receiving a citation. The citation may be excused only if a malfunction is verified by the Parking Office.

D. Citation Cancellation for Visitors

1. Visitors who have not yet obtained either a visitor permit and have been issued a parking citation for not having a valid permit may submit the citation to the Parking Office within five business days for cancellation.
2. Only one citation per person/vehicle may be canceled during any 12-month period. Parking violation notices are assessed against a vehicle, not the vehicle driver.