

**WAC 504-19-860 Appeal procedure.** The parking ticket represents a determination that a parking violation has been committed and the determination is final unless otherwise provided for or appealed as provided in this chapter.

(1) Purpose. The parking appeals process serves the following functions:

(a) To hear parking ticket appeals;

(b) To hear appeals of vehicle immobilization-eligible determinations; and

(c) To hear appeals of impoundments.

(2) Procedure. Any individual who has received a parking ticket may appeal the alleged parking violation. Appeal of vehicle immobilization-eligible determinations and impoundments are described in WAC 504-19-865 and 504-19-870.

(3) Written parking ticket appeals. The appeal must be in writing and received at parking services within 10 calendar days of issuance of the parking ticket. Forms for this purpose are available from parking services. The parking appeals committee makes an initial decision regarding the appeal within 20 calendar days during the academic year and 30 calendar days during the summer months after receipt of the appeal. The committee provides a brief statement of the reason for its decision to the appellant within 10 calendar days of the decision.

(4) Review hearing of initial decision. If the appellant is dissatisfied with the initial decision, they may request a hearing before a hearing officer or the parking appeals committee. Such a request must be made within 10 calendar days of the date of the initial parking appeals committee decision. If no such request is received, the initial decision shall be final. During the hearing the appellant and representatives of parking services may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and provide the appellant with the decision within 10 calendar days after the hearing.

(5) Appeal to district court. RCW 28B.10.560 provides that an individual who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at parking services within 10 calendar days after the date of the review hearing. Parking services forwards the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.150. WSR 24-15-027, § 504-19-860, filed 7/10/24, effective 8/10/24; WSR 08-08-049, § 504-19-860, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. WSR 96-15-050, § 504-19-860, filed 7/15/96, effective 8/15/96.]