

**UNIVERSITY OF NORTH CAROLINA WILMINGTON – BOARD OF TRUSTEES
PARKING AND TRAFFIC ORDINANCE
DRAFT FOR APPROVAL**

ARTICLE 1: GENERAL REGULATIONS

SECTION 1-1. DEFINITIONS

The definitions of terms in these regulations shall be those provided in G.S. 20-4.01 and other applicable sections of the General Statutes of North Carolina insofar as they are provided. The meaning of other terms shall be as follows:

- A. ABANDONED BICYCLE/VEHICLE:** Any bicycle or vehicle that has been parked illegally for more than ten days or which is determined to be inoperable.
- B. ACADEMIC YEAR:** From the beginning of the fall semester of one calendar year until the beginning of the fall semester of the next calendar year.
- C. ADMINISTRATIVE OFFICER:** The Vice Chancellor for Business Affairs or an appointed designee who may be responsible for administering, implementing, and enforcing the provisions of the Ordinance, except where another person or party is specifically specified herein.
- D. BICYCLE:** A device propelled by human power upon which any person may ride, and supported by either two tandems or three wheels, one of which is 16 inches or more in diameter. For the purpose of this Ordinance, a bicycle shall be deemed a vehicle.
- E. CAMPUS:** All property which is owned or leased by the State of North Carolina and which is under the supervision of the Board of Trustees of University of North Carolina Wilmington.
- F. CHANCELLOR:** The Chancellor (Chief Administrative Officer) of University of North Carolina Wilmington.
- G. CROSSWALK:** The portion of a roadway ordinarily included within the prolongation of the lateral lines of sidewalks at intersections or any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the street surface.
- H. EMERGENCY VEHICLES:** Vehicles used by the Department of the University Police, EH&S, as well as any other clearly marked emergency services vehicles which are operated by the City of Wilmington or New Hanover Regional Medical Center.
- I. EMPLOYMENT EVENT:** Any extended separation of employment from the University (as such time period is determined by the Administrative Officer), including Family and Medical Leave, Family Illness Leave, or other management-approved leave consistent with the University's human resource policies.
- J. INTERSECTION:** The area embraced within the prolongation of the lateral curb lines of two or more streets that join one another at any angle whether one such street crosses the other.

- K. METERED PARKING:** Spaces designated within parking lots which can be purchased through pay stations, parking meters, or online through ParkMobile.
- L. MOPED:** Vehicle having two or three wheels and operable pedals and equipped with a motor which does not exceed 50 cubic centimeters piston displacement, and which will not propel the vehicle at a speed greater than 20 miles per hour on a level surface.
- M. OPERATOR:** The word "operator" as used in this regulation means any individual who operates a vehicle or is in physical control of that vehicle.
- N. PARK:** The standing of a vehicle, whether occupied or not, except while engaged in loading and unloading.
- O. PARKING AREA:** Any place set aside and marked for parking of vehicles, either permanently or temporarily.
- P. PARKING PERMIT:** A physical permit (sticker/placard) or virtual credential issued by Parking and Transportation Services that defines and grants access to parking in designated area(s) during designated times.
- Q. QUEUE PARKING** - A parked vehicle awaiting a turn for a legal parking space.
- R. PARKING AND TRANSPORTATION SERVICES:** The office is responsible for the management and administration of parking resources, facilities, policies and procedures, vehicle registration and parking enforcement.
- S. REGISTRANT-** The individual in whose name a vehicle is registered with the Parking and Transportation Services.
- T. SIDEWALK:** Any area designed for or marked by proper authorities for the exclusive use of pedestrians.
- U. STOP:** Complete cessation of movement of the vehicle.
- Q. STREET:** Any way or place designated or marked by proper authority for vehicle, bicycle and moped traffic.
- R. STUDENT:** Any individual enrolled or participating in academic activities at the University other than University employees.
- S. STUDENT SECURITY:** Any student who is assigned duties involving the safety, security, traffic control and enforcement of parking regulations on campus.
- T. TRAFFIC OFFENSE:** Any moving violation under this Ordinance. Traffic offenses are enforced by University Police.
- U. UNIVERSITY:** Unless otherwise provided, University of North Carolina Wilmington.
- V. UNIVERSITY EMPLOYEE:** Any individual employed by the University.

- W. VEHICLE:** Any device in, upon, or by which person or property is or may be transported or drawn upon the campus, except devices moved by human power. The terms "motorcycle", "motorbike", "motor scooter", or "Moped" in these regulations apply to any two-wheeled or three-wheeled motor-propelled vehicles.
- X. TRAFFIC AND PARKING OFFICER:** Any person appointed by the Chief of University Police or the Administrative Officer or an appointed designee to enforce parking regulations and direct traffic on campus.
- Y. SERVICE VEHICLE:** Any clearly marked vehicle owned by the University or contractor of the University who is providing maintenance or making deliveries to the various buildings on campus.
- Z. CONSTRUCTION PARKING AREA:** Any area designated by appropriate signs or barriers as reserved for construction contractors on the campus.
- AA. VISITOR:** Any person on the campus of the University who is neither a student nor faculty/staff member.

SECTION 1-2. AUTHORITY; DELEGATION OF AUTHORITY

- A.** As provided by North Carolina General Statute 116-44.4, the Board of Trustees of University of North Carolina Wilmington may adopt this Ordinance and through the appointed designees, shall be responsible for the registration, flow, and parking of vehicles on property owned or leased in whole or in part by the State of North Carolina and which is under the control of the Board of Trustees of University of North Carolina Wilmington.
- B.** The Chancellor, acting pursuant to the authority vested in him/her as the Chief Administrative Officer of the University of North Carolina, is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as the Chancellor may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.
- C.** The Chancellor shall exercise discretion and authority to ensure the proper conduct of the necessary business of the University, as well as the effective utilization and control of the available parking areas and facilities on the campus of the University for the benefit and maximum convenience of visitors, students, and employees and to ensure the long-term sustainability of the University's parking infrastructure.
- D.** The Chancellor may delegate to the Vice Chancellor for Business Affairs or an appointed designee, hereafter the Administrative Officer, the responsibility for oversight of the implementation, administration, and enforcement of the provisions of this Ordinance.
- E.** The Chancellor is authorized to issue exceptions to regulations within this Ordinance, to issue temporary regulations and suspend enforcement of parking regulations to allow for the benefit and maximum convenience of visitors, students, and employees and to ensure the long-term sustainability of the University's parking infrastructure.
- F.** The Administrative Officer retains the right to authorize or deny the use of or closing of campus streets and parking lots for the purpose of construction or maintenance work or for the protection of pedestrians.
- G.** The Administrative Officer may suspend enforcement of parking regulations to allow for special events on campus. Exceptions to regulations, temporary regulations, and enforcement suspensions are valid only for when and how specified.

SECTION 1-4. POSTING NOTICE AND PUBLICATION OF THIS ORDINANCE

- A.** The Administrative Officer or an appointed designee shall post notice of this Ordinance. Once posted, these restrictions are always in effect unless otherwise stated.
- B.** Copies of this Ordinance are to be made available to faculty, staff, students, and visitors of the University.

SECTION 1-5. LIABILITY; RESPONSIBILITY

- A.** The University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on the University's campus.
- B.** The provisions of this Ordinance shall apply to all operators of vehicles, public and private and shall be enforced continuously, except as herein provided. No person shall violate any of the provisions of the Ordinance, except as otherwise permitted in this Ordinance, the General Statutes of North Carolina, or by police officers and other authorized officials.
- C.** The operator of any vehicle, bicycle, or other human powered device shall obey the lawful instruction of any police officer, parking enforcement officer, official traffic signs or control devices appropriately placed and in accordance with the provisions of this Ordinance. No person shall, without lawful authority, attempt to or in fact alter deface, injure, knockdown, or remove any sign, or gate, or part of a sign, shield, or insignia on a sign.
- D.** The holder of any Parking Permit shall be responsible for parking violations of the vehicle for which the permit is issued.

ARTICLE 2: REGISTRATION AND ISSUANCE OF PARKING PERMITS

SECTION 2-1. GENERAL PROVISIONS

- A.** A permit represents the required permission to park on the University's campus in areas designated for permit parking for an academic year. All vehicles issued a permit to park on campus must have a current and valid state issued license plate that is associated with the vehicle identification of the vehicle on which it is displayed. Vehicles with dealer plates cannot be registered. Vehicles not registered to park in permitted areas on campus are subject to immobilization, towing, and fines. Students will also provide the name of their insurer and policy number under which the student has financial responsibility under North Carolina General Statute 166-44-4(d). All permit holders will need to provide the make and model of their vehicle to Parking and Transportation Services.
- B.** All eligible individuals may request parking through Parking and Transportation Services. Individuals other than University faculty, staff, and students (i.e. contractors, vendors, participants in special programs, etc.) may also be eligible as determined by Parking and Transportation Services. Visitor passes are also available, or visitors can utilize metered parking areas.
- C.** Parking permits are intended to support general access to workplaces and classrooms but do not guarantee the available space will be in close proximity to the desired location.

- D. Parking permits remain the property of Parking and Transportation Services. Parking permits, replacement permits, or temporary permits are non-transferable.
- E. In order to obtain a parking permit, it is the responsibility of the permit holder to provide accurate and up to date vehicle information and to ensure that any changes are reported to Parking and Transportation Services.
- F. No permit holder may register a vehicle not owned by that individual, his/her spouse/partner, a parent or guardian, or assigned to the individual by his/her employer (proof of employment will be required).
- G. Up to three (3) vehicles per parking permit may be registered at one time to any Faculty/Staff permit holder. However, only (1) vehicle associated with the same account is permitted to park on campus at the same time (other than in metered parking areas).
- H. Up to two (2) vehicles per parking permit may be registered at one time to any Student permit holder. However, only (1) vehicle associated with the same account is permitted to park on campus at the same time (other than in metered parking areas).
- I. If multiple vehicles associated with the same parking permit are found to be on campus at the same time (other than in metered parking areas), citations may be written to ALL vehicles associated with the same account on campus at the same time.
- J. Official state vehicles are not exempt from registration. For those state vehicles which are University owned or leased, the department to which the vehicle is assigned will be responsible for registering the vehicle and obtaining a parking permit. State vehicles used by visitors to campus will also be required to obtain a visitor pass or may park in metered parking areas.

SECTION 2-2. FEES

- A. The Administrative Officer or an appointed designee is hereby authorized and directed to collect parking related fees.
- B. The annual permit fee for vehicles shall be paid at the beginning of the Academic Year each year; or when any person first becomes a faculty or staff member or student of the University.
- C. Purchase of a parking permit may be made with cash, check, or credit/debit card. For students, the charge is posted to the student's account. For full-time faculty and staff, payroll deduction may be used as a payment method. Part-time employees must purchase a parking permit with check, cash, or credit/debit card.
- D. For faculty and staff electing payroll deduction, permits will automatically renew each August 1st assuming no changes to the permit purchased the prior year. Payroll deductions will occur in equal installments from August through May except as otherwise provided in this Ordinance. Those enrolled in payroll deduction who wish to cancel or make changes to their parking permit (including their election to purchase a Refundable Faculty/Staff Permit) or their manner of payment must notify Parking and Transportation Services and, to the extent they have been issued a physical parking permit, return their permit before July 15th.

- E. Parking permits for individuals, visitors, and business firms who conduct business on the campus regularly may be issued parking permits. All contractors must contact Parking and Transportation Services prior to commencing work on campus to determine locations for parking vehicles necessary for the services to be provided. Facility use fees will apply.
- F. The schedule of fees is as follows:

Annual Fee		Student Parking Permit Options
	\$460	East Deck Commuter and Residential (Seahawk Crossing)
	\$460	Central Deck Commuter and Residential (Pelican, Sandpiper, and Belk)
	\$450	Commuter Zone 1
	\$390	Commuter Zone 2
	\$290	Commuter Zone 3 (Park and Ride Parking Lots)
	\$156	Isaac Bear (Hurst-Hamilton lot)
	\$390	Residential Parking
	\$156	Night and Weekend Parking Permit (5 p.m. to 7 a.m. Monday-Friday and all day on weekends)
	\$100	Summer Deck Permit - Residential and Commuter
	\$70	Summer Permit - Residential and Commuter
Annual Fee		Faculty/Staff Permit Tiers
Standard	Deck	
\$60	\$228	Salary/Wages up to \$29,000
\$156	\$228	Salary/Wages from \$29,001 to \$43,000
\$312	\$384	Salary/Wages from \$43,001 to \$67,000
\$444	\$516	Salary/Wages from \$67,001 to \$93,000
\$564	\$636	Salary/Wages from \$93,001 to \$119,000
\$672	\$744	Salary/Wages greater than \$119,001
\$720	\$792	Faculty/Staff Reserved Parking
Annual Fee (unless otherwise noted)		Other Available Permits
	\$156	Contract Employees (Non-mgr.) [Aramark, Defender, etc.]
	\$310	Contract Management [Aramark, Defender, etc.]
	\$45	Service Vehicle Supplemental Placard (for personal vehicles)
	\$312	Service Vehicle Permits
	\$312	Departmental Reserved Parking
	\$65	Vendors (not based on campus)
	\$95 (Per Semester)	Dual Enrolled
Fee		Alternative Options/Fees
	\$20	Temporary Weekly Parking Permit
	\$5	Temporary Daily Parking Permit
	\$2	Hourly Rate at Metered/Pay Station Locations or served by ParkMobile
	\$15	Administrative Fee for Refunds
	10% of Annual Fee	Refundable Option Fee for Refundable Faculty/Staff Permits

The Administrative Officer may, in his or her discretion, create and offer from time to time additional alternative parking options so long as such alternative parking options are priced in a manner consistent with the options listed in the fee schedule above.

- G. Fees charged for the purchase of a parking permit after August 31 may be prorated in a manner consistent with the applicable refund schedule set forth in Section 2-3.
- H. The Board of Trustees may approve changes in the schedule of fees at any time prior to the semester or summer session during which the changes are to become effective.

SECTION 2-3. GENERAL PROVISIONS REGARDING REFUNDS AND CESSATION OF PAYROLL DEDUCTIONS

- A. Prior to the issuance of a refund or the cessation of any payroll deduction, as the case may be, the permit holder must make payment on any outstanding unpaid penalties.
- B. In order to receive a requested refund or stop a payroll deduction, any physical parking permits issued must be returned to Parking and Transportation Services. If a permit is returned pursuant to this Section, there is no guarantee that another permit will be available to purchase later.
- C. If a permit holder’s application for a refund is approved in accordance with this Ordinance’s provisions governing his or her specific permit and the permit holder has met the applicable requirements of this Section on or before the dates set forth below, the University will issue refunds according to the following schedule (less, in each case, any portion of such permit sale that is nonrefundable):

Refund Schedule	
31-Aug	100%
30-Sep	90%
31-Oct	80%
30-Nov	70%
31-Dec	60%
31-Jan	50%
28-Feb	40%
31-Mar	30%

- D. If during the course of the academic year, the University elects or is required to close the campus or otherwise prohibit or materially limit physical access to campus for students, faculty, and staff (or any combination thereof), the Administrative Officer or an appointed designee may, in his or her discretion, temporarily alter or amend this Ordinance’s policies relating to refunds or the cessation of payroll deductions in order to respond prudently to such circumstances as they may arise.

SECTION 2-4. STUDENT REFUNDS

- A. Student parking permits are sold at full price for the entire academic year or on a prorated basis for a portion thereof. The prorated purchase price for any permit purchased after August 31st will be determined based on the date of purchase using the same dates and percentages established in the Refund Schedule set forth in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.
- B. Students who graduate in December, transfer, or withdraw prior to expiration of a parking permit may apply for a prorated refund. All student parking permit sales include a nonrefundable administrative fee of \$15.
- C. Refunds are not granted for Temporary or Summer parking permits. There is an exception provided for students who officially withdraw before the last day for registration (to add/drop a class for a given term or census day) of the summer session. Applicable students will be eligible for a refund less the administrative fee.
- D. The Administrative Officer or an appointed designee may grant refunds in special circumstances on a case-by-case basis.
- E. If a student's application for a refund is approved, a percentage of the total cost of the specific permit purchased by the student (less, in each case, the \$15 nonrefundable administrative fee) will be reimbursed. Depending on the date that the conditions in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions are satisfied, the amount of the refund will vary. The University will issue refunds according to the schedule provided in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.
- F. No refunds will be provided to students after March 31st.
- G. Refunds for a student will be posted directly to the student's account.

SECTION 2-5. FACULTY AND STAFF REFUNDS

- A. This section applies only to faculty and staff who paid in full for their parking permit via cash, check or credit card.
- B. Faculty and staff parking permits are sold at full price for the entire academic year or on a prorated basis for a portion thereof. The prorated purchase price for any permit purchased after August 31st will be determined based on the date of purchase using the same dates and percentages established in the Refund Schedule set forth in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.
- C. At the time they purchase or renew their permit, faculty and staff members may elect to purchase a Refundable Faculty/Staff Permit by paying the Refundable Option Fee as provided in the schedule set forth in Section 2-2, Fees. Permit holders who purchased a Refundable Faculty/Staff Permit may surrender their permit and request a refund at any time for any reason. The Refundable Option Fee will be due and payable at the time the Refundable Faculty/Staff Permit is purchased or renewed and is not refundable unless the University elects, in its discretion, to issue refunds to all permit holders pursuant to Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.

- D. Except for Refundable Faculty/Staff Permits, all faculty and staff parking permits are nonrefundable unless the faculty or staff member has experienced an Employment Event before the expiration of their parking permit, in which case the faculty or staff member may apply for a prorated refund. Refunds granted under this provision are contingent on the express approval of the Administrative Officer or his designee and subject to a nonrefundable administrative fee of \$15.
- E. Refunds are not granted for temporary parking permits.
- F. The Administrative Officer or an appointed designee may grant refunds in special circumstances on a case-by-case basis.
- G. If a faculty or member is eligible for a refund, a percentage of the total cost of the specific permit purchased by the faculty or staff member (less, in each case, any nonrefundable portion) will be reimbursed. Depending on the date that the conditions in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions are satisfied, the amount of the refund will vary. The University will issue refunds according to the schedule provided in Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.
- H. No refunds will be provided to faculty or staff after March 31st.

SECTION 2-6. CESSATION OF FACULTY AND STAFF PAYROLL DEDUCTION

- A. This section applies only to faculty and staff who elect to pay for their parking permit via payroll deduction.
- B. With employee payroll deduction, the cost of purchasing the annual permit is allocated over a 10-month period beginning in August of each year. Because amounts are not paid in advance, faculty and staff electing payroll deduction are not entitled to a refund but may request the cessation of their payroll deductions subject to the requirements of this Section.
- C. Permit holders who purchased a Refundable Faculty/Staff Permit may surrender their permit and request the cessation of their payroll deductions at any time for any reason. The Refundable Option Fee will be due and payable at the time the Refundable Faculty/Staff Permit is purchased or renewed and is not refundable unless the University elects, in its discretion, to issue refunds to all permit holders pursuant to Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions.
- D. Faculty or staff members who do not elect to purchase the Refundable Faculty/Staff Permit may surrender their permit and request the cessation of their payroll deductions only if they have experienced an Employment Event before their parking permit has elapsed.
- E. Approval to cease a payroll deduction is contingent upon satisfaction of the provisions of Section 2-3, General Provisions Regarding Refunds and Cessation of Payroll Deductions and, in the case of refunds requested under paragraph D above, the express approval by the Administrative Officer or an appointed designee.

SECTION 2-7. STUDENT REGISTRATION RESTRICTIONS

- A. All undergraduate students living within a one-mile radius designated by Parking and Transportation Services are only eligible to purchase a Nighttime parking permit during the fall and spring semesters of the academic year. This permit is valid between 5 p.m. and 7 a.m. and all weekend.
- B. Exceptions may be considered for specific extenuating circumstances (i.e. limited access disabilities) by the Administrative Officer or an appointed designee on a case-by-case basis.
- C. If a student purchases a parking permit then subsequently moved within the defined one-mile radius, then their parking pass should be returned to Parking and Transportation Services.

SECTION 2-8. REPLACEMENT PERMITS

- A. Persons who experience changes in vehicle information (license plate number, state, vehicle make/model, vehicle color) should contact Parking and Transportation Services.
- B. If a physical permit is defaced or removed, the permit holder is responsible for replacing the permit. Replacement permits may be obtained from Parking and Transportation Services. Stolen permits should be reported to University Police. Stolen permits must be reported to University Police immediately, as a police report is required to obtain a replacement permit. Lost permits may be replaced with an affidavit of loss.

SECTION 2-9. TEMPORARY PARKING PERMITS

- A. Faculty, staff, and students who have already purchased a current parking permit and who need to drive another vehicle not already associated with their permit may obtain a temporary parking permit from Parking and Transportation Services free of charge.
- B. Individuals who are not permit holders may purchase temporary permits from Parking and Transportation Services to operate an unregistered vehicle on campus. Those wanting to purchase temporary parking permits must provide proof of a current and valid state issued license plate that is associated with the vehicle identification of the vehicle on which it is displayed.
- C. Students are not permitted to obtain temporary permits for a vehicle, unless the student, spouse, parent, or legal guardian owns the vehicle.

SECTION 2-10. CARPOOLING AND MULTI-VEHICLE REGISTRATION

- A. If a group of two or more persons desire to carpool to the University, they may submit a publicly available form (Student Carpool Vehicle Registration Form) to Parking and Transportation Services. All participants within the carpool must be identified on the form and a primary driver must be designated. The primary driver is issued and responsible for the cost and use of the permit. If approved, the parking permit is displayed in whichever vehicle is parked on campus.
- B. Ten (10) temporary daily permits for instances in which carpooling is not possible are included within the cost of purchasing a parking permit for the primary driver of a carpool.

- C. When more than one vehicle will be used by faculty, staff, or a student for commuting purposes: (1) all vehicles must be registered with Parking and Transportation Services; (2) only one vehicle may be on campus at any time; (3) a parking permit will be issued and if issued, a physical permit must be displayed on any vehicle parked on campus; (4) violation of this policy may result in suspension of privilege or fine.

SECTION 2-11. DISABILITY PARKING PERMITS

- A. Any faculty or staff member or student who is temporarily disabled may apply for a temporary disability permit with Parking and Transportation Services. A signed and dated letter from the individual's attending physician stating the need for temporary disabled parking must be provided.
- B. Temporary disability permits are not transferable to any other person and may only be utilized on the vehicle registered with Parking and Transportation Services.
- C. These temporary disability permits are issued for a period of 30 days. Those requiring accommodations for periods greater than 30 days must obtain a State issued disability placard from the North Carolina Department of Motor Vehicles.
- D. Faculty, staff, or students with a State issued disability placard may park in specially designated handicap spaces so long as they are registered and hold a valid permit which permits them to park in that zone. By displaying this permit and placard, the permit holder may park in any unreserved space within their assigned zones.

SECTION 2-12. DEPARTMENTAL VISITORS

- A. University departments may apply for and be issued special use short term permits / E-pass for various departmental parking needs involving off-campus participants attending meetings, interviews, workshops, seminars, camps, and conferences. Such permits shall designate the areas in which the permit is valid. Permit fees will apply per Section 2-2, Fees.

SECTION 2-13. DISPLAY OF PARKING PERMITS

- A. Parking permits are always required when parking on the University's campus.
- B. Physical parking permits shall be properly displayed on the vehicles for which they are issued. Physical permits either come in the form of stickers, which must be affixed and clearly visible on the outside bottom left rear windshield or in hanging placards which must hang from the rear-view mirror. The entire permit shall be clearly visible and legible. Credentials are virtual and are associated directly with the motor vehicle digitally.
- C. Physical parking permits must always be properly displayed unless the vehicle is parked at a location served by a pay station or parking meter.

SECTION 2-14. BICYCLE PERMITS

- A.** All bicycles which are operated, parked or stored on the campus by any student, faculty, staff, or contractors must be registered with Parking and Transportation Services. Bicycle registrations are accompanied by a permit and is not transferable (either between persons or assigned bicycles). If a bicycle permit becomes damaged or if the owner acquires a new bicycle, then the owner should obtain a replacement permit from Parking and Transportation Services. Permits must be visibly displayed on the bicycle.

SECTION 2-15. UNLAWFUL TRANSFER OR USE ON UNAUTHORIZED VEHICLE

- A.** Physical parking permits may only be displayed on the vehicle(s) to which they are registered.
- B.** Displaying and/or possession of a lost/stolen physical parking permit shall result in a fine, immobilization, loss of parking privileges, restitution cost of the permit, and other judicial actions as applicable.

ARTICLE 3: PARKING REGULATIONS

SECTION 3-1. GENERAL PROVISIONS

- A.** The control of parking on Campus is required to protect the safety of faculty, staff, students, and visitors and to permit the conduct of University business. Responsibility for finding a legal parking space rests with the vehicle operator. Vehicle operators shall obey any parking sign or control device placed in accordance with the provisions of this Ordinance unless otherwise directed by police officer or parking enforcement officer.
- B.** The Administrative Officer or an appointed designee is authorized to create lines, signs, or other markings to indicate a particular angle or manner of parking in a parking area. In addition, they are also authorized to install signs and or stencil markings in conspicuous places prescribing a maximum permissible time that a vehicle may park in any parking area or parking lot. No person shall park a vehicle for a period of time longer than that indicated by such signs and/or stencil markings.
- C.** A valid license plate must be clearly displayed on a vehicle at all times while on campus, per North Carolina General Statute 20-63(g).
- D.** No person shall park a vehicle in such a manner as to occupy more than the space indicated with lines, signs, or markings for one vehicle.

SECTION 3-2. PARKING SPACE USE DESIGNATION AND LOTS

- A.** No person shall park a motor vehicle within any area other than the one authorized and designated by permit associated with the motor vehicle.
- B.** Parking spaces designated for students are outlined by white lines.
- C.** Parking spaces designated for faculty and staff are outlined by yellow lines and/or identified by appropriate signage and/or stencil markings. If no designated spaces are available, faculty and staff may park in spots designated for students.

- D. Parking spaces for visitors and University service vehicles are identified by teal lines and/or appropriate signage. Reserved areas may also be identified by teal lines.
- E. Parking spaces designated for people with disabilities are outlined by blue lines and/or appropriate signage.
- F. Appropriate signage is maintained by Parking and Transportation clearly identifying parking lots as Commuter or Resident Zones. Further, faculty/staff and visitor lots are also identified by signage.
- G. Parking spaces for employees of construction projects are identified by appropriate signs or barriers.
- H. Resident students may park in commuter zones between the hours of 5 p.m. to 7 a.m. Resident students may park in faculty/staff or commuter student lots between 5 p.m. and 7 a.m. unless the lot is otherwise reserved or restricted specifically by signage. All other parking rules including service vehicle, handicapped, 24-hour reserved, and fire lane parking must always be observed.
- I. Commuter students are assigned permits by zones within the commuter area. They are restricted to their commuter zone Monday through Friday, 7 a.m. to 5 p.m. Commuter students are not permitted to park in residential zones at any time. Commuter students may park in other commuter zones Monday through Friday, 5 p.m. to 7 a.m., and on weekends. Commuter students may park in faculty/staff spaces between 5 p.m. and 7 a.m. unless the lot is otherwise reserved. All other parking rules including service vehicle, handicapped, reserved, and fire lane parking must always be observed.
- J. Visitors are issued permits to park in visitor spaces designated by striping, stencils or signage, or to park in lots or spaces designated on the permit for specific dates. Other spaces designated for visitors shall be metered or otherwise controlled. Visitors are restricted to designated spaces or metered/controlled spaces.
- K. The provisions of this article shall not apply to University or other service vehicles while performing necessary services.

SECTION 3-3. METERED SPACES

- A. The Administrative Officer or an appointed designee is authorized to designate locations for the installation of parking meters or multi-space parking pay stations or use of mobile payment on Campus. The Administrative Officer or an appointed designee may also specify the length of time for parking in each space.
- B. Metered spaces shall always be enforced, except during University holidays.
- C. The operator of any vehicle, including those with registered parking permits, parked at metered spaces must pay the metered/pay station fees. Except after 5 p.m. on weekdays and all weekends, when those with registered parking permits are permitted to park in metered spaces (except within parking decks) at no cost.
- D. No person shall park in a vehicle in a metered space without making full payment for time. No refunds are issued for unused time. Parking permits are not valid in metered spaces, except after 5 p.m. on weekdays and all weekends, when those with registered parking permits are permitted to park in metered spaces (except within parking decks) at no cost.
- E. When a meter is broken the operator must move the vehicle to another metered space.

- F. It is a violation of this Ordinance for any person to damage, tamper with, willfully break, destroy or impair the usefulness of, or open without lawful authority any parking meter or pay station installed pursuant to this Ordinance. It is a violation of this Ordinance for any person to insert any object into a parking meter or pay station that is not a credit/debit card.

SECTION 3-4. RESERVED PARKING

- A. A sufficient number of parking spaces shall be reserved to accommodate Service Vehicles, State-owned vehicles, motorcycles/mopeds, visitors, and to meet special needs as they arise. The Administrative Officer or an appointed designee shall determine the precise location and status of reserved spaces.
- B. The Administrative Officer or an appointed designee must approve reserved spaces for individuals and departments.
- C. Reserved parking spaces, except those reserved for Handicap Parking or University Owned vehicles registered to the State of North Carolina or other governmental agency, will be assessed a Reserved Parking Fee as defined in Section 2-2, Fees.

SECTION 3-5. PROHIBITED VEHICLE PARKING

- A. Stopping or parking to block the movement of a properly parked vehicle.
- B. Parking to obstruct the flow of traffic or endanger life and/or property.
- C. Parking of a vehicle in an area reserved for a special event as designated by signs or traffic enforcement personnel.
- D. Using any parking place for dormant storage.
- E. Parking on a sidewalk.
- F. Parking within an intersection or crosswalk or in front of a driveway.
- G. Parking on the grass or landscaped areas unless directed by a Traffic and Parking Officer.
- H. Parking on the approaches or other portions of a parking area which are not clearly marked for parking.
- I. Blocking fire hydrants, trash receptacles (dumpsters), fire lanes and service entrances.
- J. When a particular angle or manner of parking is indicated in a parking area or parking lot by signs or markings, no person shall park a vehicle except at the angle or in the manner so indicated, and no vehicle shall be parked in such a manner as to occupy more than one space indicated by lines, signs or markings for one vehicle.
- K. Parking in a space or along a curb for a period of time longer than allowed by signs or other markings.
- L. Parking in a space or access area designated for handicapped parking without a proper permit.

- M. Parking in a space reserved for visitors without being a visitor to the campus. (Students or faculty/staff parking in visitor spaces is prohibited.)
- N. Parking of a vehicle in an area reserved for construction parking as designated by signs, markings, or barriers.

SECTION 3-6. 24 HOUR ENFORCEMENT

- A. Fire Lanes/Hydrants: Certain areas may be designated as “fire lanes” and carry a more severe penalty, including a fine and 24-hour towing, for blocking these zones. These areas may be designated with pavement markings or appropriate signage. Parking in a manner that blocks access to any fire hydrant is considered a violation.
- B. Parking in a manner which blocks a path or access point to an accessibility parking space is also considered a violation. Parking illegally in an accessibility or handicapped parking space is subject to 24-hour enforcement.
- C. A violation of this section may result in a fine and potential towing/immobilization.

SECTION 3-7. VEHICLE RESTRICTIONS

- A. A vehicle must always be parked in the manner and direction indicated by the parking markings and within the confines of the parking space.
- B. Vehicles shall not be parked upon any street, parking space, parking lot, alley, or driveway for principal purpose of:
 - a. Displaying the vehicle for sale
 - b. Have maintenance performed on it including washing, greasing, or repairing the vehicle except in the case of repairs necessitated by an emergency, and only then if the vehicle is in a marked space and when permission has been granted by Parking and Transportation Services.
 - c. Storage that is not related to the accepted use and operation of the vehicle
 - d. Storage of any detached trailer or semi-trailer when the towing unit has been disconnected, except when permission is expressly granted by Parking and Transportation Services.
- C. No vehicle shall have a trailer attached to it when parked. Trailers may not park on campus without the express authorization from Parking and Transportation Services.

SECTION 3-8. PROHIBITED USES

- A. It shall be unlawful for any person, firm, or corporation, to use the streets, roadways, alleys, driveways, sidewalks, parking lots, decks, or parking areas for the purposes of:

- a. Advertising any article, commodity, service or event by sign, poster, drawing, or photograph without express consent of the University
- B. Any person or group who wishes to use campus streets or parking areas for any purpose other than normal academic or administrative activities must obtain authorization from the Administrative Officer or an appointed designee.
 - a. There may be a rental fee charged based on the size required, length of use, and location.
 - b. There may be a fee assessed for any labor and/or materials provided by the Parking and Transportation Office.
 - c. A fee may be assessed for cleaning and maintenance if the facility is not returned to its original condition.

SECTION 3-9. SPECIAL EVENTS

- A. Parking and Transportation Services shall take the necessary action to assist in providing available parking for members of the general public "Visitors" to attend events on campus. For the purpose of this regulation, staff, faculty, students are not considered to be general public "Visitors".
- B. Events held on campus strictly targeted to faculty, staff and students, parking will be available in the area their permits allow at no extra charge. If other areas are requested or the event will have participants other than the before mentioned guests parking facility use fees will apply as mentioned in this section.
- C. Sponsors of these events shall notify Parking and Transportation Services at least four (4) working days in advance of scheduled events so that special traffic control and parking plans may be implemented. Upon receipt of Special Event Request Application, efforts will be made to provide convenient parking for special events.
- D. A citation may be issued and fine assessed if a pass / permit is displayed on a date that does not correspond to the dates validated on the pass, and for passes permits that have been altered.

[Page Intentionally Left Blank]

E. Parking fees related to events are as follows:

Fee		Options for Event Parking
	\$25	Temporary Weekly Parking Permit
	\$5	Temporary Daily Parking Permit
	\$2	Hourly Rate at Metered/Pay Station Locations
Event Fees		Unattended Lot Rates
Peak	Off Peak	Peak: M-F, 7 a.m. – 6 p.m. Off Peak: M-F, 6 p.m. – 7 a.m. and weekends
\$75	\$50	Small; 0 - 50 Spaces
\$150	\$100	Medium: 51 – 100 Spaces
\$300	\$200	Large: Greater than 101 Spaces
\$150	\$150	Greene Track Lot
Rate Per Hour		Attendant Rates (when requested) Attendant Minimum: 1 person at 3 hours
	\$25	Supervisor Rate (Minimum Charge - \$75)
	\$21	Attendant Rate (Minimum Charge - \$63)

ARTICLE 4: OPERATION OF VEHICLES

SECTION 4-1. GENERAL

- A. The statewide regulations governing motor vehicles, as described in North Carolina General Statutes 116-44, govern the enforcement of moving traffic regulations on campus except as otherwise provided for in this Ordinance.

SECTION 4-2. ENFORCEMENT

- A. Parking and Transportation Services and the University Police Department share the responsibility to enforce all Traffic and Parking Regulations approved by the Board of Trustees. Questions concerning these regulations should be directed to Parking and Transportation Services.

SECTION 4-3. SPEED LIMIT

- A. The maximum speed on campus shall be 25 miles per hour for all vehicles unless otherwise posted.

SECTION 4-4. RESTRICTED OPERATIONS

- A. Vehicular traffic is restricted to paved streets and paved parking areas. Vehicles shall not be driven or ridden upon any sidewalk or walkway, or within any area identified by posts, signs, or other markings indicating that vehicles are prohibited.

SECTION 4-5. ONE-WAY STREETS

- A. Vehicles shall not be driven or ridden in a direction opposite to that indicated by appropriate signs or markings.

SECTION 4-6. UNIVERSITY & MAINTENANCE VEHICLES

- A. The foregoing regulations shall not apply to University or other service vehicles while performing necessary services.

SECTION 4-7. STOP SIGNS

- A. Vehicles must stop at erected stop signs or marked stop lines painted upon intersecting streets except when otherwise directed by a Traffic Control Officer or signal.

SECTION 4-8. YIELD SIGNS

- A. Vehicles must yield the right of way to other traffic at intersections marked by a yield sign except when otherwise directed by a Traffic Control Officer or signal.

ARTICLE 5: VIOLATION PENALTIES AND COLLECTIONS

SECTION 5-1. VIOLATION NOTICES

- A. The Administrative Officer or an appointed designee shall issue citations to persons who violate these Ordinances. Any person who received a citation shall cooperate fully with the appropriate authorities and furnish any requested information or documents.
- B. Parking citations shall be conspicuously affixed to vehicles. Traffic citations shall be given to the vehicle operator at the time the operator violates this Ordinance or other law. Citations may also be communicated via email or direct mail correspondence.

SECTION 5-2. CIVIL PENALTIES

- A. Any person violating any provisions of this Ordinance is subject to a civil penalty as indicated below:

Penalty	Violation	Violation Description
\$25	Bicycle Violation	Bicycle violation
\$0	Boot Warning	Issued with 5 th citation during an academic year – warning that vehicle is eligible for a boot with next violation.
\$100	Boot Administration Fee	Issued with 6 th citation during an academic year - vehicle is immobilized with a boot
\$300	Displaying Lost, Stolen or Unauthorized University Permit	Displayed permit reported as lost or stolen, or permit has been duplicated, forged or altered

\$100	False Registration of Vehicle	Parking permit or vehicle license plate does not match the vehicle
\$100	Fire Lane	Vehicle is parked in a designated fire lane
\$250	Handicapped Parking	Vehicle is parked in a handicapped space without valid state and university issued placards
\$10	Improper Display of Permit	Permit is not displayed as required
\$50	Loading Zone	Vehicle is parked in a designated loading zone
\$100	Motorcycle Parking	Vehicle parked in a motorcycle space or designated area
\$50	Moving Violation	Violation of a traffic law (issued by university police)
\$50	No Decal	Vehicle is on UNCW property in a permit only area without a valid permit
\$100	No License Tag/Plate/Obscuring VIN Number	Vehicle does not have a license plate and/or the VIN number is obscured
\$25	Non-Parking Area	Vehicle is parked in an area not designated for parking
\$25	Obstructing Traffic	Vehicle is blocking or disrupting traffic
\$25	Parking Out of Zone	Vehicle holds a valid permit but is not authorized for the specific zone
\$25	Queue Parking	Vehicle is waiting in a traffic area for a parking space to become vacant
\$50	Reserved Parking	Vehicle is parked in a space that is reserved for an individual or department
\$25	Restricted 7 a.m. – 5 p.m.	Vehicle displays a nighttime permit and is parked between 7 a.m. and 5 p.m.
\$25	Restricted Lot or Zone	Vehicle is parked in an area designated for a special use (e.g., event)
\$50	Service Vehicle Only	Vehicle is parked in a space designated for a service vehicle
\$25	Skateboard	Moving violation (issued by university police only)
\$50	Time Limit Exceeded	Vehicle has been parked for longer than the posted time limit
\$50	Tow Away Zone	Vehicle is parked in an area designated as a tow away zone

SECTION 5-3. PAYMENT OF PENALTIES

- A. Penalties not paid within the defined payment window provided with the original citation will be contacted by Parking and Transportation Services.
- B. Any outstanding account balances must be paid in full prior to registering a vehicle and procuring a parking permit.
- C. The University reserves the right to charge additional fees and interest on any past due amounts in accordance with North Carolina General Statute 147-86.23.

SECTION 5-4. TOWING OR VEHICLE IMMOBILIZATION

- A. As a matter of enforcement policy, University Police will not tow a vehicle except in the following circumstances:
 - a. The operator's authorization to operate a vehicle on campus has been revoked and the operator has been duly notified by personal service, campus mail, or first-class mail.
 - b. The vehicle is parked in any manner other than as provided in this Ordinance.
 - c. The vehicle is blocking a curb cut designed for wheelchairs.
 - d. The vehicle is parked in a fire lane or other area marked with appropriate signs.
 - e. The vehicle does not have a permit and has remained in-place for a period of 72 hours. Parking and Transportation Services will make every effort to contact the vehicle's owner within this period. The vehicle may be towed if the vehicle's owner is unreachable or if the vehicle's owner refuses to remove the vehicle after being contacted.
 - f. The vehicle is blocking the proper movement of any other vehicle to or from lawful parking spaces or bus stops for a period longer than five (5) minutes.
 - g. The vehicle is parked in a non-parking area, reserved space, or blocking any necessary areas (fire hydrants, trash dumpsters, etc.)
- B. The Administrative Officer or an appointed designee shall have the authority to immobilize by attaching a device to prevent its removal any vehicle in violation of the following:
 - a. The vehicle has mechanical problems and is left in an unauthorized area in excess of time authorized by Parking and Transportation Services.
 - b. The vehicle has received six (6) or more citations or has been booted once within the same academic year.
- C. When a vehicle is immobilized, notice shall be affixed to the vehicle prominently posted alerting the operator of potential damages to the vehicle if it is moved before having the "boot" removed.
- D. Vehicles immobilized for a period longer than 36 hours shall be towed.

- E.** Whenever a vehicle with a valid registration plate is towed, the officer authorizing the tow shall immediately notify the last known registered owner of the vehicle of the following:
 - a.** A description of the vehicle.
 - b.** The place where the vehicle is stored.
 - c.** The violation with which the owner is charged, if any.
 - d.** The procedure the owner must follow to have the vehicle returned to him.
 - e.** The procedure the owner must follow to request a probable cause hearing on the towing.
- F.** This notice shall, if feasible, be given by telephone. Whether or not the owner is reached by telephone, notice shall be mailed to his last known address unless he or his agents waive this notice in writing.
- G.** The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the Magistrate of New Hanover County at the New Hanover County Law Enforcement Center. The Magistrate shall set the hearing within 72 hours of his receiving the request. The owner, the person who requested the hearing if someone other than the owner, the tower and the person who authorized the towing shall be notified of the time and place of hearing.
- H.** The owner, the tower, the person who authorized the towing and any other interested parties may present evidence at the hearing. The person authorizing the towing and the tower may submit an affidavit in lieu of appearing personally, but the affidavit does not preclude that person from also testifying.
- I.** The only issue at this hearing is whether probable cause existed for the towing. If the Magistrate finds that probable cause did not exist, the tower's lien is extinguished.
- J.** Any aggrieved party may appeal the Magistrate's decision to District Court. If the Magistrate or Judge finds no probable cause existed for the towing, the Department of University Police or Parking and Transportation Services shall provide compensation to the tower.

SECTION 5-5. BICYCLE IMPOUNDING

- A.** Any bicycle may be impounded for lack of registration or for no permit, creating a safety hazard due to where or how it is parked in areas not deemed for bicycle parking or if it is an Abandoned Bicycle.
- B.** Bicycle impoundments will be communicated with signage, tagging of impacted bicycles, and social media outlets and/or emailing. Notice is typically given no fewer than 14 days prior to the impoundment.

SECTION 5-6. SUSPENSION OF PARKING PRIVILEGES

- A.** The Administrative Officer or an appointed designee may, in addition to any other penalty, suspend the parking privileges of any individual found to be in violation of the following:
 - a.** Unauthorized use of parking permit
 - b.** Counterfeiting or altering permits
 - c.** Presenting false information
 - d.** Failure to settle outstanding fines and fees
 - e.** Destruction or damage to University property.

SECTION 5-7. DISPOSITION OF CIVIL PENALTIES

- A.** The individual registered with the University is responsible for penalties from citations received.
- B.** Penalties are payable to Parking and Transportation Services or can be paid by students online via their student account.
- C.** If there is no payment received within seven (7) days, the assessed fine is subject to debt collection procedures under North Carolina General Statute 147-86.21. The University reserves the right to charge additional fees and interest on any past due amounts in accordance with North Carolina General Statute 147-86.23

ARTICLE 6: APPEALS

SECTION 6-1. APPEALS

- A.** Any person cited for a parking violation under this Ordinance for which a civil penalty is imposed or a vehicle is impounded or immobilized may appeal to the Parking and Transportation Citation Board.
- B.** Persons desiring to appeal a parking or traffic citation should initiate an appeal by filing a Parking or Moving Violation Citation Appeal Form with Parking and Transportation Services, or available online service. These appeal forms are obtained from Parking and Transportation Services.
- C.** All appeals must be initiated within seven (7) days of the citation issue date. Failure to meet the seven (7) business day appeal period requirement shall result in a forfeiture of all appeal privileges.
- D.** The appellant may request permission from the Director of Auxiliary Services to present an appeal in person to the Appeals Committee.
- E.** Parking or traffic citation appeals will not be considered for the following:
 - a.** Fire lane violation

- b.** Being unaware of in-place parking regulations
 - c.** Inability to find a proper convenient parking space
 - d.** Financial hardship caused by the citation
 - e.** Someone other than the owner operating the registered vehicle
- F.** Specific to parking appeals, the submitted appeal will be considered by the Appeals Committee in conjunction with applicable policies and documentation. Appellants will be notified by letter of the Parking and Appeals Committee determination. Denied appeals must be settled by one of the methods described in Section 5-7 within seven (7) days of the letter's mailing date.
- G.** Submitting an appeal to the Appeals Committee does not substitute for payment of the towing and storage fees for removal of the impounded Vehicle. Such fees must be paid. If the Appeals committee decides the appeal in favor of the appellant, the Parking and Transportation Services will refund the costs of towing and storage.
- H.** All decisions made through appeal are rendered final.