

COMMITTEE ON ADMINISTRATION, BUILDINGS AND GROUNDS

February 7, 2019

10:15 – 11:00 a.m.

Board Room - Blow Memorial Hall

William H. Payne II, Chair  
Warren W. Buck III, Vice Chair

- I. Introductory Remarks – William H. Payne II
- II. Approval of Minutes – November 16, 2018
- III. Report from College Building Official – David W. Rudloff. *Pre-Read*
- IV. Report from Virginia Institute of Marine Science – Dean/Director John T. Wells
  - A. Capital Outlay Projects Progress Report. *Pre-Read*
  - B. Draft 2020-2026 Six-Year Capital Plan. *Pre-Read*
- V. Report from Senior Vice President for Finance and Administration – Samuel E. Jones
  - A. Capital Outlay Projects Progress Report. *Pre-Read*
  - B. Draft 2020-2026 Six-Year Capital Plan. *Pre-Read*
  - C. Resolution to Approve Parking Regulations. **Resolution 23**.
- VI. Closed Session (if necessary)
- VII. Discussion
- VIII. Adjourn

**COMMITTEE ON ADMINISTRATION,  
BUILDINGS AND GROUNDS**

**MINUTES – NOVEMBER 16, 2018**

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**MINUTES**  
**Committee on Administration, Buildings and Grounds**  
**November 16, 2018**  
**Board Room - Blow Memorial Hall**

Attendees: William H. Payne II, Chair; Warren W. Buck III, Vice Chair; James A. Hixon; faculty committee representative Christopher J. Abelt, and student committee representative Camryn Easley. Board members present: Karen Kennedy Schultz and H. Thomas Watkins III; and staff liaison Jennifer Fox.

Others present: President Katherine A. Rowe, Virginia M. Ambler, Henry R. Broaddus, Michael J. Fox, Samuel E. Jones, Amy S. Sebring, Dean John T. Wells, Brian T. Whitson, Sandra J. Wilms, Deb Cheesebro, and other College staff.

Chair William H. Payne II, called the meeting to order at 7:30 a.m. Recognizing that a quorum was present, Mr. Payne requested a motion to approve the minutes of the September 27, 2018, meeting as amended. Motion was made by Mr. Hixon, seconded by Mr. Buck, and approved by voice vote of the Committee.

Building Code Official Dave Rudloff provided a written report of work in progress as a pre-read. The Committee had no questions.

Dean John T. Wells provided highlights from VIMS' written report on capital outlay projects as detailed in the pre-read materials. He discussed three Resolutions requiring the Committee's approval. **Resolutions 9**, Resolution to Approve Demolition of Multiple Structures at the Eastern Shore Laboratory, and **Resolution 10**, Resolution to Approve Demolition of Multiple Structures within the Facilities Maintenance Complex, are for the approval to demolish multiple buildings at the Eastern Shore Laboratory (thirteen buildings) and within the Facilities Maintenance Complex (ten buildings) on the Gloucester Point Campus. **Resolution 11**, Resolution to Approve the Naming of the Acuff Center for Aquaculture, is for the approval of the naming of the Acuff Center for Aquaculture after A. Marshall Acuff Jr. '62, L.H.D., '07, P '93.

Senior Vice President for Finance and Administration Samuel E. Jones provided capital project highlights for William & Mary from the written report detailed in the pre-read materials.

Mr. Jones briefed the committee on **Resolution 12**, Resolution to Approve the Crisis and Emergency Management Plan, which approves the university's Crisis and Emergency Management Plan as required by the Code of Virginia.

Mr. Jones discussed **Resolution 13**, Resolution to Approve the Naming of the Tribe Field Hockey Center, which details the naming of the facility known as the Busch Field Team Facility to be the Tribe Field Hockey Center, as requested by the Bessant/Clay family, who are lead donors on a \$2.4 million project that will establish a new home for the women's field hockey team at Busch Field.

Committee on Administration, Buildings and Grounds

MINUTES

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Mr. Payne requested a motion to approve **Resolutions 9 through 11** in a block. Motion was made by Mr. Hixon, seconded by Mr. Buck and approved by voice vote of the Committee. Mr. Payne requested a motion to approve **Resolutions 12 and 13**. Motion was made by Mr. Buck, seconded by Mr. Hixon and approved by voice vote of the Committee.

The reports being completed, and there being no further business, the Committee adjourned at 8:00 a.m.

**WILLIAM & MARY**  
**REVISIONS TO THE MOTOR VEHICLE**  
**PARKING AND TRAFFIC RULES AND REGULATIONS**

The College of William & Mary has amended its parking rules and regulations to more efficiently control transportation on the campus.

The proposed revised regulations set forth herein have been developed by the Office of Parking & Transportation Services with the advice of the Parking Advisory Committee and in turn have been endorsed by the Senior Vice President for Finance and Administration.

The purpose of these regulations is to reduce traffic congestion, facilitate orderly parking, provide a safe campus environment, and to promote the fair and consistent enforcement of rules.

The regulations are applicable to all persons owning or operating a motor vehicle on William & Mary properties. Accordingly, jurisdiction extends to all university roads and grounds.

The Board of Visitors has authorized the offices of Parking & Transportation Services and the W&M Police Department to provide for the safety of persons on university property by enforcing these rules and regulations. These regulations have been established to meet the specific need for control of motor vehicles on university property. The Code of Virginia (§ 23-9.2:3) grants to the Board of Visitors the power to provide parking and traffic rules and regulations on property owned by the College and the district courts require the Board of Visitors' approval for local enforcement of motor vehicle regulations.

**BE IT RESOLVED**, That upon recommendation of the Senior Vice President for Finance and Administration, the Board of Visitors hereby amends the College of William & Mary Motor Vehicles Parking and Traffic Rules and Regulations (VR 187-01-02); and

**BE IT FURTHER RESOLVED**, That the William & Mary Motor Vehicles Parking and Traffic Rules and Regulations will be published in final form in the Virginia Register.

**Virginia Administrative Code**

**Title 8, Agency 115, College of William & Mary**

**AGENCY SUMMARY**

The College of William & Mary in Virginia is the second oldest institution of higher education in the country. It serves over 7,600 students. On the undergraduate level, the university offers curriculum relating to arts and sciences, business administration, computer science, fine arts, and psychology. Master's and doctoral degrees are offered in fields such as American studies, computer science, education, history, law, marine science, physics, and psychology. The main campus is located in Williamsburg and its school of marine sciences (Virginia Institute of Marine Science) is in Gloucester Point. Additionally, the college's Board of Visitors oversees the Richard Bland College. Code of Virginia, Title 23.1, Chapter 28.

The board of visitors or other governing body of every state-supported institution of higher education in Virginia is authorized to establish rules and regulations for the acceptance of students; for the conduct of students and the suspension and dismissal of students who fail or refuse to abide by such rules; for the rescission or restriction of financial aid; for the employment of professors, teachers, instructors and all other employees; and for parking and traffic on property owned by the institution. In addition, the board of visitors or other governing body is authorized to establish programs to promote compliance among students with laws relating to the use of alcoholic beverages and to establish guidelines for the initiation or induction into any social fraternity or sorority. Code of Virginia, Title 23.1, Chapter 13.

Regulations may be obtained from The College of William & Mary, P.O. Box 8795, Williamsburg, VA 23187. Internet address: <http://www.wm.edu/>

## **Chapter 10. Motor Vehicles Parking and Traffic Regulations**

### **Part I**

#### **General Provisions**

##### **8VAC115-10-10. Decals.**

- A. Decals shall be permanently affixed to the left rear bumper, on the outside of the left rear windshield or displayed as a hangtag on the rear-view mirror. No parking decal may be taped inside the vehicle.
- B. The Parking Services office will recognize an official grace period in August of each school year for "No Decal" violations. During the grace period, members without current decals may only park in the Kaplan Arena Lot. Parking enforcement officers will continue to cite all other violations during the grace period. Student vehicles that are parked in faculty/staff spaces during the grace period will receive a citation for Reserved Space.
- C. Annual decal rates are approved by William & Mary Administration.

##### **8VAC115-10-20. Temporary permits.**

- A. Temporary permits are available for periods not to exceed two weeks. After the two-week period has expired, a permanent decal must be purchased. Temporary scratch off permits are available for purchase for daily and/or evening use.
- B. Temporary permits, at no charge and with a one-hour limit, are available for loading and unloading, with a valid decal. Customers without a decal must purchase a day pass.

**8VAC115-10-30. Enforcement of parking meters.**

In general, campus parking meters are enforced 7:30 a.m. to 5 p.m., Monday through Friday. Meters at Swem Library are enforced seven days a week, 24 hours a day. Multiple citations may be issued at meters.

**8VAC115-10-40. Payment of fines.**

Payment for fines for wheel locked vehicles may be paid by cash, check or credit card. Payment for all outstanding fines is required in order to remove a wheel lock.

**8VAC115-10-50. Faculty/staff lots.**

- A. Evening students may park in any faculty/staff (except the Jones Lot), resident or day space after 4 p.m. This option is available to other students with current decals after 5 p.m.
- B. Jones Lot is reserved 24 hours a day, seven days a week for faculty/staff only.

**8VAC115-10-60. Miscellaneous provisions.**

- A. It is a violation to purchase and distribute additional decals to other individuals or transfer or exchange decals for use on other vehicles. Such cases will be referred to the Dean of Students for appropriate action.
- B. Individuals who are associated with the college and have handicapped tags shall also display a William & Mary parking decal.
- C. Fees for parking decals are not refundable.
- D. The use of hazard lights does not prevent the issuance of a citation if the vehicle is in violation of parking rules.

- E. Temporary/Visitor Permits are available from the William & Mary Police Department (WMPD) when the Parking Services office is not open. All other affiliated customers must park at the Kaplan Arena or Stadium lot and use the Passport Pay-by-phone application to pay for the length of their stay. A valid temporary pass must be purchased the following morning when Parking Services opens.
- G. When vehicle or license plate information changes, please notify the Office of Parking Services, via e-mail at [parked@wm.edu](mailto:parked@wm.edu), or you may login to the online Parking Portal ([www.wm.T2hosted.com](http://www.wm.T2hosted.com)) to manage your account profile and update your vehicle information, these changes must be made before the vehicle is driven to campus.
- H. Enforcement hours on campus run from Monday at 7:30 a.m. through Friday at 5 p.m. A decal or temporary pass is required to park in any campus administered space during these times. From Friday at 5:00 p.m. through Monday at 7:30 a.m. a decal is not required, however all other parking regulations remain in effect.

## Part II

### Registration of Motor Vehicles

#### **8VAC115-10-70. Registration of motor vehicles.**

- A. All motor vehicles, including motorcycles and motorbikes, parked on college property shall be registered with Parking Services.. Registration may also be accomplished at the Watermen's Hall Registration Desk for those individuals at the Gloucester Point campus. The operator of each vehicle will be issued an appropriate decal or permit. The purchase of a decal entitles individuals to park only in those areas designated for the respective decal. The purchase of a decal does not guarantee a parking space. Maps highlighting the major lots by type of decal for both the Williamsburg and Gloucester Point Campuses are

incorporated by reference and made a part of this chapter. Decals are effective from Sep 1 through August 31 of the following calendar year. Temporary permits are issued as necessary for durations appropriate with their purpose.

- B. Acceptance of a decal or permit by an individual attests to that person's complete understanding of the College of William and Mary Motor Vehicle Regulations and such person's responsibility to adhere to these regulations. Additionally, it is a violation to purchase additional decals for distribution to other individuals.
- C. Students who misstate their classification category will be referred to the Dean of Students. When there is a change in (i) classification status of a registrant; or (ii) the purpose for which a decal or permit was issued; or (iii) the vehicle registration information, it shall be the sole responsibility of the registrant to notify Parking Services so that the decal or permit may be suitably altered.

### Part III

#### Registration, Eligibility and Classification

##### **8VAC115-10-80. Classification of registrant.**

Should registrants or Parking Services disagree as to proper classification, Parking Services may issue a 14-day temporary permit in favor of the registrant, who shall immediately file an appeal with the Parking Appeals Committee. The registrant is solely responsible for a clear statement of the situation in the appeal and for completing a permanent registration immediately upon receiving a decision from the Appeals Committee.

**8VAC115-10-90. Categories of decals.**

The categories of decals issued by the Parking Service office are listed below.

1. Faculty/Staff: All faculty, administrative personnel, classified and hourly employees of the college are eligible to register motor vehicles. Students who work part-time for the college will have eligibility determined according to their student status.
2. Resident: All individuals classified as students by the Registrar of the college, who reside in college administered housing and have completed 54 semester hours (or 4 semesters), qualify as a resident and will be issued a Resident decal, or students who reside at Graduate Complex, qualify as a resident and will be issued a Resident decal.
3. Day: Those individuals classified as students by the Registrar of the college who do not reside in college administered housing will receive a Day decal upon registering a motor vehicle.
4. Evening: Students whose classes begin after 4 p.m., and who do not reside in college administered housing, qualify as an evening student and will be issued an Evening hangtag. After 4 p.m. they may park in any faculty/staff or student space unless otherwise posted. Evening students who have a frequent need to park on campus before 4 p.m. may purchase the Day decal, as no provision is made for the Evening designation prior to 4 p.m. Evening students who have an occasional need to park on campus before 4 p.m. must obtain a temporary One-Day permit, which allows parking in Day areas only.
5. Restricted use: Students otherwise ineligible to register a motor vehicle, who have obtained permission to have a vehicle registered on campus to park in Kaplan Arena Lot only. Students who have obtained this permission will receive the decal upon registration. Permission may be granted for employment reasons (at least 10 hours per week), for medical necessity or for approved volunteer service (at least 10 hours per week). Please

allow two (2) weeks from submission for the approval process. Requests for exception based on medical necessity, physical disability, or illness requiring transportation off campus should be forwarded to the Office of the Dean of Students. Eligibility determination will be made by a Medical Review Committee and forwarded to Parking Services. Forms for this type of exception are available from Parking Services, the Office of the Dean of Students, and online. Requests for exception based on volunteer service should be forwarded to the Office of Community Engagement in Blow Hall. Forms for this exception may be picked up at the Office of Community Engagement or online. A student who brings a vehicle to the college without prior special permission is in violation of this chapter.

6. **General:** General decals are intended for non-College affiliated persons who volunteer at the college or have a frequent need to visit and use college facilities. The General decal allows parking in faculty/staff areas only.
7. **Motorcycle:** Motorcycle decal entitles the registered vehicle to park on campus. Parking of a motorcycle, moped, or motor scooter shall be done ONLY in pre-defined and approved motorcycle parking spaces. Motorcycles parked in any location other than the pre-defined and approved parking areas listed are subject to citation. The cost of the Decal will be  $\frac{1}{2}$  of the base rate. For safety reasons, unless otherwise noted, these vehicles are not permitted to park on sidewalks, under building overhangs, inside courtyards, or in buildings, at any time.
8. **Osher Lifelong Learning Institute at William & Mary:** This decal allows parking at the Kaplan Arena lot and School of Ed student lots 1-5 only. This decal is not valid in metered or timed spaces at any time. Individuals with this privilege may register up to two vehicles. Members with DMV issued handicapped credentials and the OSHER decal may park in

any faculty/staff parking space when standard ADA spaces are not readily available. During W&M School breaks the OSHER decal is valid in student spaces within the Parking Deck and faculty/staff spaces along James Blair Dr. The OSHER decal is not valid in off campus paid parking lots.

9. VIMS: Parking on the VIMS campus is by permit only. Faculty, staff, and students who purchase VIMS only decals may park on the Williamsburg campus at the Kaplan Arena lot and the Plant lot only. A temporary pass is required to park in other parking lots on campus.
10. Carpool: This is an option for Commuter Students Day or Evening, VIMS Students, and Faculty/Staff who desire to carpool and share a hangtag with members of like schemes. The program allows up to three separate owners to register their vehicles under a single carpool agreement. Carpool designated spaces have been placed throughout the campus in high demand areas (Deck, Law School, OD Lot, School of Ed, and Yates Lot).
11. Long-Term Storage: Residents who do not require frequent and regular use of their vehicle may opt to purchase a long term storage decal instead of a main campus decal at  $\frac{1}{2}$  the cost. This decal authorizes long-term storage at the School of Ed Lot 3. This decal is not authorized on the main campus at any time without purchase of an additional temporary pass. Students can access the School of Ed lot 3 by way of the WATA Trolley Line daily.

**8VAC115-10-100. Temporary permits.**

Temporary permits are available on a limited basis for a variety of needs. Examples include loading permits, car in for repairs, or temporary handicaps. These permits are available from 8 a.m. to 6 p.m., Monday through Friday from Parking Services and all other times from the Campus Police. Permits for the employees at the Gloucester Point Campus may be obtained from the registration desk in Watermen's Hall.

**8VAC115-10-110. Additional or replacement decals.**

An additional or replacement decal may be purchased for \$10.

**8VAC115-10-120. Motorcycle/motorbike.**

Members of the college community shall register motorcycles, mopeds, and motorbikes. The decal will be issued in accordance with the status of the registrant.

**8VAC115-10-130. Lost/stolen decals.**

If a decal is lost or stolen, it must be reported immediately to the WMPD, and a new permit must be obtained from Parking Services. Without a proper decal or permit, a motor vehicle parked on college property is in violation of this chapter and is subject to ticketing, wheel locking or towing.

**8VAC115-10-140. Display of decals.**

Vehicle registration is not complete until the permit or decal is properly displayed. Decals or permits displayed improperly will constitute an improper display violation. Decals shall be securely affixed to the driver's side rear bumper, to the outside of driver's side rear windshield or hung on the rear-view mirror. Affixing the decal to the outside rear windshield facilitates removal at a later date.

Part IV  
Traffic Regulations

**8VAC115-10-150. Enforcement.**

- A. The WMPD is authorized to enforce moving violations which will be returnable in the respective district courts.
- B. Barriers may be placed by the WMPD at any point deemed necessary for specific temporary use - most often emplaced for safety reasons and traffic flow. Removal of any such barriers without permission, except for passage of emergency vehicles, is prohibited.
- C. In all cases, the directions of a police officer or parking enforcement officer supersede the regulations posted by sign or signal.

**8VAC115-10-160. Vehicles on sidewalks.**

Riding, driving, or parking any vehicle, other than emergency vehicles, on the sidewalks of the college is prohibited. Any other use is by special permission from the Campus Police or Parking Services.

**8VAC115-10-170. Applicability of Part IV.**

8VAC115-20-150 and 8VAC115-20-160 apply equally to any person parking or operating a motor vehicle on college property.

Part V  
Parking Regulations  
Article 1  
General Provisions

**8VAC115-10-180. Decal or permit required; exceptions.**

A decal or permit is required to park on college property 24 hours a day, Mondays at 7:30 a.m. through Fridays at 5:00 p.m., except in metered or timed spaces. Anyone may park in metered spaces and must pay the meter as posted.

**8VAC115-10-190. Parking/no parking designations.**

A. Signs have been posted to designate the following parking areas.

Visitors

Faculty/Staff

Day

Resident

Time Limit spaces

B. The following designations are reserved and enforced 24 hours a day, seven days a week:

Firelanes

No Parking zones

Handicapped spaces

“Reserved For” spaces

Official Vehicle spaces

Service Vehicle/Vendor spaces

Jones Hall Lot

Meters at Swem Library and Ewell Circle.

- C. "No Parking" signs indicate an emergency lane, and no parking is permitted day or night. Parking in any portion of a No Parking zone for any length of time is a violation of this chapter.
- D. Spaces reserved for Service or Vendor vehicles may only be used by vehicles displaying Service or Vendor permits issued by Parking Services. Employees of the college who have Service or Vendor permits must also have a William and Mary parking permit if they are using their personal vehicle and parking in a Service or Vendor space.
- E. Parking space designation as to faculty, staff, and students will be observed when the college is in session. Parking space designations will not be observed during administrative holidays posted in the college catalog, unless otherwise posted. All other traffic and parking regulations will be enforced throughout the calendar year. Students in doubt should contact Parking Services, ext. 14764.
- F. The purchase of a decal does not guarantee a specific parking space, but affords the registrant an opportunity to park in authorized areas when parking space is available. The responsibility for finding a proper parking space rests with the vehicle operator.

**8VAC115-10-200. Vacating certain lots.**

- A. The Stadium/Bryan lot, Sadler Center lot, Old Dominion lot, Camm Lot, Yates-Randolph lot, James Blair lot and spaces on James Blair Drive, the Compton Lot, the Kaplan Arena

lot, Rear GGV lot, Harrison Ave, the Laycock Center Lot, and the designated and signed spaces on College Terrace and Dawson Circle must be vacated no later than 7:00 AM on the Saturdays of home football games. Students with approved exceptions issued Restricted Use Decals are not required to move their vehicles from the Kaplan Arena (formerly W&M Hall) lot.

- B. Other recurring events on campus will require certain lots to be vacated. These events include Homecoming, W&M Charter Day, Colonial Relays, Commencement Ceremonies, Neighboring County HS graduations. Signs will be posted to designate the affected areas. Vehicles in violation may be towed at owner's expense.
- C. Brooks Street around Kaplan Arena, the Yates/Randolph lot, the Compton lot, and the Commons lot must be vacated two hours prior to the start of all home men's basketball games. Vehicles in violation may be ticketed and/or towed at the owner's expense. Non-affiliated guests may park in the Kaplan Arena lot and use the Passport Pay-by-phone system to initiate a parking session for the duration of their stay.

**8VAC115-10-210. Parking on grass.**

Under no circumstances may any motor vehicle, other than police or emergency vehicles, be operated or parked at any time on the walkways, landscape, grass, or areas designated for grass, without a permit from Parking Services or Campus Police.

**8VAC115-10-220. Special events.**

For special events or programs requiring additional support from parking staff such as reserved spaces, lot and traffic management, signage, security and enforcement, and additional

fees may be assessed regardless of the day of the week the event is held. William & Mary Conference & Event Services can assist in coordinating events on campus. Members of the college community should be alert to posted notices because vehicles in violation may be towed at owner's expense.

**8VAC115-10-230. Motorcycles.**

Parking or storing motorcycles or motorbikes inside a building or in or near an entrance way is prohibited. In order to comply with state regulations and to preclude possible fire hazards, motorcycles and motorbikes will be ticketed and removed at the owner's expense when so parked. Cycle owners are asked to make use of the motorcycle parking spaces throughout campus.

**8VAC115-10-240. Double parking.**

Double parking and parking against the flow is never permitted.

**8VAC115-10-250. Bumper blocks.**

Bumper blocks (curb blockers), if present, establish parking spaces. This is especially true in gravel lots where parking is only permitted at bumper blocks.

**8VAC115-10-260. Disabled vehicles.**

The driver of any disabled vehicle is subject to ticketing. If the vehicle cannot be removed immediately, the driver should notify the WMPD or Parking Services at once and take steps to remove it without delay. A note left on a disabled vehicle does not preclude ticketing.

**8VAC115-10-270. Handicapped parking.**

Parking in spaces designated as "Handicapped Parking" is limited exclusively for that purpose. Vehicles parked in these spaces without proper authorization may be towed at the owner's expense. Members of the college community who have handicap permits must also display a current W&M parking decal or permit.

Article 2

Gloucester Point Campus Parking

**8VAC115-10-280. Parking by permit only.**

Parking at the Gloucester Point Campus is by permit only. All employees are entitled to park in any non-reserved space. Provisions for handicapped parking are set out in 8VAC115-20-320, and visitor parking is set out in 8VAC115-20-330.

Article 3

Williamsburg Campus Parking

**8VAC115-10-290. Faculty/staff parking.**

All faculty, administrative personnel, classified and hourly employees of the College and contract employees are eligible to register motor vehicles under faculty/staff status. Members of the faculty and staff are encouraged not to drive their vehicles point-to-point on campus. Faculty and staff may park only in faculty and staff areas, the Kaplan Arena Lot or the Law School overflow lot, near the cemetery, on South Henry Street. Faculty and staff may register up to three (3) vehicles against a single hangtag. Multiple hangtag decals will be sold at the

full tiered price. With the purchase of a hangtag an additional motorcycle or convertible adhesive decal may be purchased at a discounted rate only.

**8VAC115-10-300. Commuter Student (Day) parking.**

- A. Students who do not reside in College administered housing will receive a Commuter (Day) decal upon registering a motor vehicle. Students with day decals may park in areas marked as day student and permit only. They may also park in resident and faculty/staff spaces on the weekend and in other areas at times as noted in the Rules and Regulations.
- B. Students must move their vehicles from faculty/staff and resident spaces by 7:30 a.m. Monday through 5:00 p.m. Friday.
- C. Students whose classes begin after or have no need to park on campus before 4:00 p.m. and who do not reside in College administered housing qualify for the Evening decal. After 4:00 p.m., they may park in any faculty/staff, resident, day student or permit only space unless posted as faculty/staff at all times or otherwise signed for special use.
- D. Evening students who have a frequent need to park on campus before 4:00 p.m. may purchase the Day decal, as no provision is made for the Evening designation prior to 4:00 p.m. Evening students who have an occasional need to park on campus before 4:00 p.m. must obtain a temporary Day pass, which allows parking in Day and "Permit Only" areas.
- E. Both day and evening students may register multiple family owned vehicles under a single hangtag.

**8VAC115-10-310. Resident student parking.**

- A. College Residents are defined as all individuals classified as students by the Registrar of the College, who reside in College administered housing and have completed 4 regular

semesters (fall, spring). Grad Plex residents qualify for a gold Grad Plex decal. In addition to the rules that apply to a yellow resident decal, this decal is also valid on the second and third level of the Parking Deck marked as Day Student Parking Only.

- B. Resident students are encouraged to abstain from driving to class to help reduce parking congestion and to provide other residents across campus with availability of resident spaces.
- C. Students with resident decals may park in resident only spaces at any time and in faculty/staff and day student spaces on the weekends and after 5:00 p.m. Monday through Friday, unless otherwise noted. Vehicles must be removed from faculty/staff and day student spaces by 7:30 a.m., Monday through Friday. Resident students may only register one family vehicle.

**8VAC115-10-320. Handicapped parking.**

Permanent accessible license plates or placards may be obtained from the Division of Motor Vehicles. Faculty and staff with disabilities who need a temporary accessible parking placard (hang tag) should contact the Office of Diversity & Inclusion. Students requiring temporary accessible parking may make application through the Office of the Dean of Students, and employees at the Gloucester Point Campus should contact the Manager of Administrative Services (Watermen's Hall). Vehicles displaying appropriate handicap plates or placards may park in any ADA marked, faculty/staff, or student space. Those individuals affiliated with the college who have handicapped parking permission must also display a William & Mary parking decal.

**8VAC115-10-330. Visitor parking.**

- A. Visitor spaces are provided only for individuals outside the college community who have legitimate business on campus. No vehicle which has, or should have, a decal or permit is considered a visitor. Spaces reserved for "Visitors To" are intended for non-College affiliated individuals only. Permits to use these spaces may be obtained from the respective office visited.
- B. Visitors with visitor passes may park in any faculty/staff or student spaces unless the area is reserved at all times. Visitor passes are not valid at metered or timed spaces. Faculty and staff at both campuses (Main campus and Gloucester Point) who have visitors coming to the campus should contact Parking Services to buy appropriate passes ahead of their arrival. Anyone coming to campus frequently is not considered a visitor and must purchase a decal to park on College property, or park in the Kaplan Arena lot and initiate a pay by phone session for the appropriate time and space used.

**8VAC115-10-340. Metered spaces.**

Metered spaces are located in high demand areas and are intended for high turn-over. Anyone, except students with Restricted Use permits, may park at a meter, and everyone (except those displaying a valid handicapped tag) must pay. Meters are enforced Monday - Friday. Customers with a decal or visitor's pass are not required to pay at a meter. All other customers should continue to pay according to usage.

Part VI  
Enforcement

**8VAC115-10-350. Enforcement authority.**

Campus Police will enforce all appropriate provisions of the motor vehicle laws described in the Code of Virginia, the City of Williamsburg Traffic Regulations and the Motor Vehicle Regulations of the College of William and Mary. Parking Services will enforce the Motor Vehicle Regulations of the College of William and Mary.

**8VAC115-10-360. Additional citations for same violation.**

- A. With the exception of timed spaces, meter violations, and loading zones issuance of citations will be limited to one (1) per **calendar day**, unless the vehicle has been moved.
- B. Citations issued are tracked by license plate and each license plate will be issued one (1) no decal warning. No decal warnings once issued are ***not reset*** and may not be appealed. Each no decal violation after the warning will carry a fine as specified in the Schedule of Fines. Level I Offenses are graduated fines with an increasing value for subsequent violations; they are the only fines that reset to the 1<sup>st</sup> offense on September 1 each year. Multiple citations may be issued at meters and timed spaces. For example, at a 30 minute meter, tickets for expired meter violations may be issued at least 30 minutes apart. Meters by design will only accept the required coinage for maximum time (30 Min, 1hr, or 2hr). Overfeeding a meter will not register additional time beyond the maximum limit posted. Vehicles in pay-by-space lots will be cited for “No decal” if found parked in an unpaid space.

**8VAC115-10-370. Consistency of enforcement.**

Every attempt will be made to maintain consistency of enforcement. Lack of space in the immediate proximity to a building or observation that others have parked in violation of the regulations will not be considered a valid excuse for violating any regulation. Hazard lights do not exempt a vehicle from ticketing if they are in violation of a parking rule.

**8VAC115-10-380. Responsibility for violation.**

The decal owner will be held responsible for any violation involving the vehicle, even if the violation was committed by another. In instances where there is no decal, the registered owner will be considered responsible for the citation unless a different determination can be made.

**8VAC115-10-390. Removal of vehicle.**

The WMPD and Parking Services are authorized to remove by towing or immobilize by wheel lock, at the owner's expense, any vehicle which is in violation of these regulations. Vehicles that are towed off campus will be held at the owner's expense at a private, licensed garage until the owner presents a paid receipt from the College for outstanding fines, proof of ownership of the vehicle and payment of the towing fee. In addition, the garage may also charge a storage fee.

**8VAC115-10-400. Payment of fines.**

A. Citation fines must be paid or appealed within 10 working days from the date the ticket is issued.

B. The owner or operator of a vehicle that has been wheel locked must contact parking services within 48 hours, pay any outstanding fines, and the additional wheel lock fee before the wheel lock will be removed. Unauthorized removal or tampering with a wheel lock will result in a fine. Such action may also result in criminal prosecution, felonious charges and/or judicial action by the Honor Council. Vehicles wheel locked in excess of 48 hours will be towed off campus.

**8VAC115-10-410. Schedule of fines; payment policy.**

- A. Schedule of fines is reviewed and approved by William & Mary Administration.
- B. The following policy establishes the accepted payment methods for outstanding parking fines:
  - 1. The T2 Online Parking Portal is the primary and most convenient way to pay a citation. The online portal accepts VISA, MC, and Discover Card transactions. Payment may be made at the Parking Services Office by cash, personal check, cashier's check, money order, credit card (Visa, MasterCard, Discover, and American Express) or William and Mary Express card. Coins must be appropriately rolled and are not accepted in bulk. Checks will not be accepted from seniors after May 1, through graduation.
  - 2. Owners of vehicles that have been towed must pay all outstanding fines and fees using payment methods described in item 1 above. Additionally, the owner must pay the towing fee.
  - 3. Employees at the Gloucester Point Campus may mail checks, money orders or cashier's checks to the Office of Parking Services. Checks should be made payable

to The College of William & Mary. Alternatively, they may use the courier provided by Administrative Services.

C. Wheel lock policy.

1. Vehicles become liable for wheel lock when there are three (3) outstanding tickets which have not been paid or appealed within 14 days of the date of the latest ticket or two (2) tickets which have not been paid within 30 days of the date of the later ticket, when citation debt exceeds \$350, anytime a vehicle is found displaying lost/stolen decals or fraudulent decals may also result in wheel lock.
2. Vehicle owners with a vehicle that is wheel locked must pay all outstanding fines, plus a wheel lock fee, within 48 hours of the wheel lock. Acceptable payment methods are cash, check, and money order, Visa or MasterCard. The William and Mary Express card may only be used when paying at Parking Services. Vehicles wheel locked in excess of 48 hours will be towed.

**8VAC115-10-420. Appeals.**

- A. Community members at the College of William and Mary have the right to appeal any parking citation within 10 days of receiving the citation. The operation of a motor vehicle on campus constitutes implied consent for responsibility for parking violations. The Parking Appeals Committee is, by Presidential appointment, the highest authority on campus in parking matters and consists of members from all college constituencies. The Committee endeavors to handle submitted appeals within 30 days of receipt.
- B. A successful appeal may result in repealing of the ticket or a decrease in fined amount. A driver wishing to appeal a citation may submit an online appeal within 10 days of

receiving the contested citation. A citation may only be appealed once, and all committee decisions are final. You may request a second appeal provided there is new relevant information not available during the original appeal. Verbal appeals will not be considered. Members may choose to appear in person before the committee, under these circumstances a written appeal is still required and must state the desire to appear in person.

- C. If an appeal is not made in a timely manner or if payment is past due, the appeal will be denied. Failure to appear at a scheduled hearing without justifiable cause will be grounds for appeal denial without reconsideration.
- D. The following situations and reasons are not acceptable grounds for appeal and will not be considered by the Parking Appeals Committee: Ignorance of regulations, Lost ticket, Citation for parking in accessible space, Citation for stolen, altered, or fraudulent decal, Convenient space availability, Only parked illegally for a few minutes, Financial hardship, Bad weather or darkness, Running late, Unread or misunderstood signs.

**8VAC115-10-430. Revocation.**

- A. The rights to have a vehicle on campus may be revoked by the Parking Appeals Committee, Dean of Students, or Director, Parking & Transportation Services.
- B. A maximum of five (5) citations which have been paid are permitted within the decal year without additional punitive action. On receipt of the sixth citation during the decal year, in addition to the fine, the offender's registration is subject to revocation and the individual may be prohibited from parking a vehicle on campus for the year outside of Kaplan Arena Lot, unless reinstated. Persons with restricted

privileges and the Restricted Use Decal must park in the Kaplan Arena lot only from Monday at 7:30 a.m. until Friday at 5:00 p.m. They may not park in metered or timed spaces at any time, unless the space is also designated as a load/unload space then the specified time limit applies.

- C. Reinstatement of motor vehicle registration rights which have been revoked for any reason, can be granted by the Appeals Board upon direct written application by the offender to the committee.
- D. If decals or permits are revoked, no refunds shall be made.