

Ordinance 2023-01

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR AND POLICE CHIEF TO SEEK AUTHORIZATION FROM THE CIRCLEVILLE MUNICIPAL COURT TO ESTABLISH A PARKING VIOLATIONS BUREAU AND FILE A REQUEST TO ESTABLISH A PARKING VIOLATIONS BUREAU WITH THE CLERK OF THE CIRCLEVILLE MUNICIPAL CLERK, AND ADOPTING CHAPTER 454 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF COMMERCIAL POINT RELATED TO THE ESTABLISHMENT OF A PARKING VIOLATIONS BUREAU PURSUANT TO OHIO REVISED CODE SECTIONS 4521.01 TO 4521.10 UPON THE AUTHORIZATION OF THE CIRCLEVILLE MUNICIPAL COURT.

WHEREAS, pursuant to Ohio Revised Code Section 4521.02, the Village of Commercial Point is authorized to adopt a system for the resolution of noncriminal parking violations; and

WHEREAS, pursuant to Ohio Revised Code Section 4521.04, the Village of Commercial Point is authorized to establish a parking violations bureau to process parking tickets and administer the adjudication of parking ticket disputes upon authorization from the Circleville Municipal Court; and

WHEREAS, upon request by the Village to the Clerk of the Circleville Municipal Court for the Village to establish a parking violations bureau, the Circleville Municipal Court shall grant such request pursuant to Ohio Revised Code Section 4521.04(B); and

WHEREAS, the Village Council wishes to establish a parking violations bureau within the Village of Commercial Point and provide for the adoption of noncriminal parking violations.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF COMMERCIAL POINT, PICKAWAY COUNTY, OHIO THAT:

Section 1. Authorization and Direction to Mayor and Police Chief to Seek Authorization from Circleville Municipal Court to Establish Parking Violations Bureau. The Mayor and Police Chief are hereby authorized and directed to take whatever actions are necessary to obtain authorization from the Circleville Municipal Court to establish a Parking Violations Bureau with jurisdiction within the Village of Commercial Point for the enforcement of noncriminal parking violations in accordance with this Ordinance.

Section 2. Filing Request to Establish Parking Violations Bureau with the Clerk of the Circleville Municipal Court. The Mayor and Police Chief are hereby authorized and directed to file a request for the Village of Commercial Point to establish a Parking Violations Bureau with the Clerk of the Circleville Municipal Court, along with a copy of this Ordinance.

Section 3. Adoption of Chapter 454 of the Codified Ordinances of the Village of Commercial Point Related to the Establishment of a Parking Violations Bureau Upon Authorization of the Circleville Municipal Court. Chapter 454 of the Codified Ordinances of the Village of Commercial Point related to the establishment of a Parking Violations Bureau within the Village of Commercial Point, as described in **Exhibit A** to this Ordinance, is hereby adopted, and shall be effective upon acknowledgment by the Circleville Municipal Court that the Village of Commercial Point has received authorization to establish a Parking Violations Bureau. **Exhibit A** is incorporated herein by reference.

Section 4. Open Meetings Certification. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any other committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. Effective Date. This Ordinance shall take effect and be in force from the earliest date allowed by law.

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Vote on Passage of the Ordinance:

Motion by: Ross Crego

2nd: Nancy Geiger

Roll Call:

Yes Nancy Geiger

N/A Ryan Mitchem


Yes Audrea Ratliff

Yes Ross Crego

Yes Stacey Plybon

Yes Laura Wolfe

Adopted this 11th day of April, 2023.


Allan D. Goldhardt, Mayor


Wendy L. Hastings, Fiscal Officer

Approved as to Form:


William M. Mattes, Village Solicitor

CHAPTER 454
Parking Violations Bureau

- 454.01 Definitions.
- 454.02 Parking Violations Bureau.
- 454.03 Parking tickets; service.
- 454.04 Answers to charge; penalties.
- 454.05 Failure to answer; notice of violations.
- 454.06 Waiver of fine or ticket.
- 454.07 Denials; hearings.
- 454.08 Judgments.
- 454.09 Joint liability of owner and operator; rental vehicles.
- 454.10 Effect of multiple judgments.
- 454.11 Impoundment; immobilization.
- 454.99 Fines, penalties and costs.

Cross-references:

- Noncriminal Parking Infractions, see Ohio R.C. Ch. 4521
- Stop, stopping and standing defined, see § 402.01
- Parking near stopped fire apparatus or emergency vehicle, see § 432.28
- Lights on parked or stopped vehicles, see § 438.09
- Parking of bicycles; locks, see § 444.08
- Parking Regulations, see Ch. 452
- Storage of junk vehicles, see § 660.07

§ 454.01 DEFINITIONS.

For the purposes of this Chapter of the Traffic Code, the following meanings shall apply:

- (a) "Disability Parking Space" or "Handicap Parking Space" means a motor vehicle parking location that is reserved for the exclusive standing or parking of a vehicle that is operated by or on behalf of a person with a disability that limits or impairs the ability to walk and displays a placard or license plates issued under Ohio R.C. 4503.44.

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(b) "Law Enforcement Officer" or "Officer" means every officer authorized to direct or regulate traffic, and shall also mean any City employee and/or agent whose duties include the issuance of parking tickets while engaged in such duty.

(c) "Parking Violation" means any of the following: a violation of any provision of Chapter 452 of this Traffic Code; a violation of Section 432.28; a violation of Section 438.09; a violation of Section 444.08; a violation of Section 660.07; a violation of Appendix A: Local Regulations of Part Four, Title Eight of the Village of Commercial Point Codified Ordinances; or a violation of a parking regulation lawfully issued by the Mayor, Village Administrator, or Chief of Police that occurs within the City, or a violation arising under any provision of the Village of Commercial Point Codified Ordinances which specifies the jurisdiction of the Parking Violations Bureau by reference to Chapter 454 of the Village of Commercial Point Codified Ordinances.

(d) "Person with a disability that limits or impairs the ability to walk" has the same meaning as in Ohio R.C. 4503.44.

(e) "Vehicle" has the same meaning as in Ohio R.C. 4511.01.

Statutory Reference: ORC 4521.01

§ 454.02 PARKING VIOLATIONS BUREAU.

(a) Establishment. There is hereby established a Parking Violations Bureau, within the Village of Commercial Point Police Department.

(b) Jurisdiction.

(1) The Parking Violations Bureau shall have jurisdiction over each Parking Violation that is a violation of Chapter 452 of this Traffic Code; a violation of Section 432.28; a violation of Section 438.09; a violation of Section 444.08; a violation of Section 660.07; a violation of Appendix A: Local Regulations of Part Four, Title Eight of the Village of Commercial Point Codified Ordinances; or a violation of a parking regulation lawfully issued by the Mayor, Village Administrator, or Chief of Police that occurs within the City, or a violation arising under any provision of the Village of Commercial Point Codified Ordinances which specifies the jurisdiction of the Parking Violations Bureau by reference to Chapter 454 of the Village of Commercial Point Codified Ordinances (hereafter, "Parking Violation").

Notwithstanding any other provision of law to the contrary, each Parking Violation, and the enforcement of the same, shall be handled pursuant to and be governed by the provisions of this Chapter.

(2) The Pickaway County Juvenile Court and the Circleville Municipal Court's Traffic Division shall retain jurisdiction over each parking infraction that occurs within the territorial jurisdiction of the respective court that is not within the jurisdiction of the Parking Violations Bureau as determined under division (b)(1) of this section. However, notwithstanding any other provision of law to the contrary, each such parking violation and the enforcement of such parking violation shall be handled by the Juvenile Court or the Traffic Division pursuant to, and be governed by, the provisions of this Chapter.

(c) Violations Clerk. The Mayor is hereby appointed the Violations Clerk for the Bureau, and shall appoint hearing examiners and necessary clerical employees for the

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Bureau. No person shall be employed as a hearing examiner unless such person is an attorney admitted to the practice of law in the State of Ohio or is a former law enforcement officer. The Mayor may delegate, in his or her sole discretion, any of the powers or duties of the Violations Clerk provided for under this Chapter to any deputy violations clerks.

(d) Contracted Services. The Mayor is hereby authorized to contract with any governmental or nongovernmental entity to provide services in processing, collection, and enforcing parking tickets issued by law enforcement officers and civil judgments and default civil judgments entered pursuant to this Chapter. No contract so entered into shall affect the responsibilities of hearing examiners, as prescribed in this Chapter, or the ultimate responsibility of the Violations Clerk to collect, retain and disburse fines, penalties, fees, and costs for parking violations, and monies paid in satisfaction of judgments and default judgments.

(e) Fines and Penalties.

(1) The fines, penalties, fees, and costs for Parking Violations, failure to timely answer a parking ticket, failure to timely answer a notice of violation, hearing costs, failure to timely pay judgments, judgment releases and immobilization fees shall be as set forth in the fee schedule found in Section 454.99 of this Chapter.

(2) The fines, penalties, fees, and costs for parking violations, and monies paid for satisfaction of judgments, which are collected by the Bureau, shall be collected, retained and disbursed by the Bureau to the Village of Commercial Point.

(3) The fines and penalties for parking violations shall be collected, retained, and disbursed by the clerk of the Juvenile Court or the Violations Clerk of the Traffic Violations Bureau if the parking violation occurred within the territorial jurisdiction of the respective court and if it did not occur within the jurisdiction of the Parking Violations Bureau. The fines and penalties collected by the clerk of the Juvenile Court or the violations clerk of the Circleville Municipal Court Traffic Division shall be disbursed by the clerk to the local authority whose ordinance, resolution, or regulation was violated.

Statutory Reference: ORC 4521.04; 4521.05

§ 454.03 PARKING TICKETS; SERVICE.

(a) Adoption. A parking ticket, in the form prescribed by division (b) of this section, is hereby adopted and shall be used in all cases in which a person is charged with committing a parking violation subject to the jurisdiction of the Parking Violations Bureau. In the alternative, the "Ohio Uniform Traffic Ticket" described in State Traffic Rule 3(A) and (B) may be used as the parking ticket. Any parking ticket issued for a Parking Violation pursuant to this section shall be the summons and complaint for the purposes of this Chapter.

(b) Contents. A parking ticket issued for a violation of any provision subject to the jurisdiction of the Parking Violations Bureau shall contain provisions that:

(1) Advise the person to whom the ticket is issued that he or she must answer in relation to the Parking Violation charged in the ticket;

(2) Advise the person to whom the ticket is issued that if he or she fails to answer in a timely manner, additional penalties shall apply;

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(3) Specify the allowable answers that may be made to the Parking Violation charged, as provided in Section 454.04;

(4) Advise the person that he or she will be afforded a hearing if he or she denies in his or her answer that he or she committed the Parking Violation;

(5) Specify the entity to which, the time within which, and the allowable manners in which the answer must be made;

(6) Indicate the penalties that may result from failure to timely answer and the fine that arises from the parking ticket;

(7) Warn that failure to timely answer or to appear at a requested hearing will be considered an admission of the Parking Violation;

(8) Warn that a default civil judgment potentially may be entered against the person and, if different, the owner of the vehicle if the person fails to timely answer or to appear at a requested hearing; and

(9) Any other information as required by law.

(c) Duty of Issuing Officer. The law enforcement officer issuing the parking ticket shall complete the parking ticket by:

(1) Identifying the Parking Violation charged;

(2) Recording the license plate number, type, and make or model of the vehicle;

(3) Indicating the date, time and place of the violation;

(4) Signing the ticket and affirming the facts it contains; and

(5) Identifying the offender and serving the ticket by one of the following methods:

A. If the operator of the vehicle is present, the officer shall record on the parking ticket, in the space provided for identification of the offender, the name of the operator and shall then personally serve the ticket upon the operator.

B. If the operator of the vehicle is not present, the officer shall insert the word "owner" in the space provided for the identification of the offender and shall then constructively serve the parking ticket upon the owner of the vehicle by affixing it to the vehicle in a conspicuous place.

(d) Constructive Service.

(1) Constructive service of a parking ticket upon an owner of a vehicle by affixation as provided in subsection (c)(5) of this section, or by the procedure described in subsection (d)(2) of this section, has the same force and effect, and potentially subjects both the owner and the operator of the vehicle whose act or omission resulted in the parking infraction, if different, to the same fine and the same penalties for failure to timely answer or to appear, if a hearing is requested, as if the parking ticket were personally served on both the owner and operator of the vehicle at the time of the violation.

(2) An operator of a vehicle who is not the owner of the vehicle, but who operates it with the express or implied permission of the owner is the agent of the owner for purposes of the receipt of parking tickets served in accordance with this section, and personal service of a parking ticket upon the operator in accordance with this section constitutes

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constructive service upon the owner for purposes of this Chapter. The operator of a rented or leased vehicle whose act or omission resulted in an alleged parking infraction shall not be considered an agent of the owner if the owner is engaged in the business of renting and leasing vehicles pursuant to a written rental or lease agreement and if the owner follows the procedures set forth in Section 454.09 of this Chapter.

(e) **Joint Liability.** Except as provided in Section 454.09 of this Chapter, when a parking ticket is issued for a Parking Violation and is served pursuant to this section, the operator of the vehicle whose act or omission resulted in the Parking Violation for which the ticket was issued and the owner of the vehicle involved in the Parking Violation, if different, are jointly liable for the Parking Violation and any fine or penalty arising out of the Parking Violation. Any owner of a vehicle who pays any fine or penalty imposed for a Parking Violation pursuant to this Chapter may recover the amount paid from the operator of the vehicle whose act or omission resulted in the Parking Violation.

(f) **No Arrest.** No person upon whom a parking ticket charging a Parking Violation subject to the jurisdiction of the Parking Violations Bureau is served shall be arrested as a result of the commission of the Parking Violation.

(g) **Records.** The original of the parking ticket issued pursuant to this section or any true copy of the same shall be considered a record kept in the ordinary course of business of the Village of Commercial Point and the Police Department, and shall be *prima facie* evidence of the facts it contains.

Statutory Reference: ORC 4521.03

§ 454.04 ANSWERS TO CHARGE; PENALTIES.

(a) **Answer to Charge.** A person who is personally or constructively served with a parking ticket charging the commission of a Parking Violation subject to the jurisdiction of the Parking Violations Bureau shall answer the charge in person or by mail to the Parking Violations Bureau. Such answer shall be made within thirty (30) days of the date of issuance of the ticket, and shall be in one of the following forms:

(1) An admission that the person committed the parking violation, by payment of the fine for said parking violation, as established by the Village Parking Fee Schedule set forth in Section 454.99 of this Chapter, in accordance with division (b)(1) of this Section;

(2) An admission that the person committed the Parking Violation, with a written request that the fine be waived or reduced, in accordance with division (b)(2) of this section.

(3) A denial that the person committed the Parking Violation and request for a hearing relative to the Parking Violation, in accordance with division (b)(3) of this section. If the person desires the presence, at the hearing, of the officer who issued the parking ticket, the person must request the officer's presence in his or her answer.

(b) **Manner of Answering.**

(1) If the person answers by admitting the Parking Violation and paying the fine, such payment shall be made by paying in person at the Parking Violations Bureau within the Village of Commercial Point Police Department, by sending payment through the mail to the Parking Violations Bureau within the Village of Commercial Point Police

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Department, or by depositing payment in the Utilities and Parking Violations Box outside the Commercial Point Municipal Building. The person shall note the number of the parking ticket on their method of payment, when paying by check or credit card, or the person shall send a copy of the ticket with his or her payment.

(2) If the person answers by admitting the Parking Violation but that admission includes a request that the fine be waived, the person shall submit a written explanation and evidence to the Parking Violations Bureau with his or her answer. The explanation and evidence shall explain the circumstances surrounding the Parking Violation. The answer, written explanation, and evidence may be submitted to the Parking Violations Bureau in person or by mail. The person's request for waiver shall be processed in accordance with Section 454.06 of this Chapter.

(3) If the person answers by denying the Parking Violation and requesting a hearing relative to the parking violation, the written answer and request for hearing shall be submitted to the Parking Violations Bureau in person or by mail, and shall be processed in accordance with Section 454.07 of this Chapter.

(c) Timeliness of Answer. For an answer to be considered timely, it must be submitted in one of the manners provided in division (b) of this section on or before the date that is thirty (30) days from the date of issuance of the parking ticket. For answers that are mailed, the postmark must be a date that is on or before the date that is thirty (30) days from the date of issuance of the parking ticket.

(d) Failure to Answer. If a person who is personally or constructively served with a parking ticket charging the commission of a Parking Violation subject to the jurisdiction of the Parking Violations Bureau fails to timely answer the charge, as provided in division (a) of this section, the Parking Violations Bureau shall issue the proper notifications of infraction pursuant to Section 454.05 of this Chapter and proceed according to that Section.

(e) Additional Penalty. Failure to timely answer to a charge may result in the imposition of additional penalties, as set forth in the fee schedule found in Section 454.99 of this Chapter.

(f) Records. The issuance of a parking ticket, the filing of or failure to file an answer by a person personally or constructively served with the ticket, the substance of the answer, the payment of any fine, and all other relevant information shall be entered into the records of the Parking Violations Bureau.

Statutory Reference: ORC 4521.06

§ 454.05 FAILURE TO ANSWER; NOTICE OF VIOLATION.

(a) Notice. When a person is personally or constructively served with a parking ticket charging the commission of a Parking Violation subject to the jurisdiction of the Parking Violations Bureau and the person fails to answer the charge within thirty (30) days of the date of issuance of the ticket, the Parking Violations Bureau shall send notifications of the Parking Violation as follows:

(1) If the person who fails to answer was the operator of the vehicle involved in the Parking Violation at the time of the commission of the Parking Violation and was personally served with the parking ticket, a notification of the violation shall be sent to that

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person, and additionally if such person is not the owner of the vehicle, as determined from the records of the Bureau of Motor Vehicles, a notification of the violation also shall be sent to the owner at his or her most recent address appearing in such records;

(2) If the person who fails to answer was the owner of the vehicle and was constructively served with the parking ticket, a notification of the violation shall be sent to the owner at his or her most recent address appearing in the records of the Bureau of Motor Vehicles.

(b) Content of Notice. A notification of violation shall be sent within twelve (12) months after the expiration of time specified in Section 454.04(a) for making an answer, shall be sent by first class mail, and shall contain all of the following:

(1) An identification of the Parking Violation with which the person was charged and the time and date of the Parking Violation, which identification may be a copy of the parking ticket charging the Parking Violation that was personally or constructively served upon the person;

(2) An identification of the amount of the fine, penalties, and costs arising out of the parking violation that are due;

(3) A warning that the person must answer the Parking Violation charged in the ticket within thirty (30) days or a default civil judgment in the amount of the fines, penalties, and costs due may be entered against the person;

(4) A description of the allowable answers that may be made, and the manners in which they may be made, as set forth in Section 454.04 of this Chapter, and notification that the person will be afforded a hearing before a hearing officer if he or she denies in his or her answer that the Parking Violation was committed;

(5) An identification of the manners in which and the entity to which an answer may be made;

(6) A warning that if the person fails to appear at a requested hearing, a default civil judgement in the amount of the fine, penalties, and costs due may be entered against the person.

(c) Answer to Notice. A person who receives a notice for failure to answer pursuant to this section may answer the Parking Violation with which he or she is charged by answering as provided in Section 454.04(a). An answer to a notice sent pursuant to this section shall be made within thirty (30) days after the date on which the notice was mailed and shall be one of the answers specified in Section 454.04(a), except that if the answer includes payment of the fine arising out of the Parking Violation any penalty arising out of such violation also shall be paid. The answer shall be governed by the provision of Section 454.04(b), except that any determination of the amount to be paid under an answer admitting the commission of the Parking Violation with explanation also shall consider any penalty arising out of such violation.

(d) Failure to Answer Notice. If a person who is issued a notice for failure to answer under this Section fails to timely answer the notice, as provided in division (c) of this Section, the failure to answer shall be considered an admission that the person committed the Parking Violation, and a default civil judgment, in the amount of the fine, penalties, and costs due may be entered against the person. Failure to timely answer the notice

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may result in the imposition of additional penalties, as set forth in the fee schedule found in Section 454.99 of this Chapter.

(e) Records. The sending of the notification for failure to answer, the filing or failure to file an answer to the notice by the person to whom it was sent, the substance of the answer, the payment of any fine, and any other relevant information shall be entered into the record of the Parking Violations Bureau.

Statutory Reference ORC 4521.07

§ 454.06 WAIVER OF FINE OR TICKET.

(a) Admission and Request for Waiver. When a person answers by admitting the Parking Violation but that admission includes a request that the fine be waived, in accordance with Section 454.04(a)(2) and (b)(2), the Violations Clerk, or his or her designee, shall, within thirty (30) days, determine whether the explanation and evidence mitigates the fact that the person committed the Parking Violation and notify the person, in writing, of the determination.

(b) Determination.

(1) If the Violations Clerk, or his or her designee, determines that the explanation meets any of the conditions outlined in subsection (d) of this section and mitigates the fact that the person committed the Parking Violation, the Clerk shall eliminate or reduce the amount of the fine arising out of the Parking Violation. If the fine is eliminated or reduced and the person has previously paid the fine, the amount paid in excess of the revised fine shall be returned to the person; if the fine is eliminated or reduced and the person has not previously paid the fine, the person shall be instructed to pay only the amount of the revised fine, if any.

(2) If the Violations Clerk, or his designee, determines that the explanation does not meet any of the conditions outlined in division (d) of this Section and does not mitigate the fact that the person committed the Parking Violation, the person shall be instructed to pay the full amount of the fine arising out of the Parking Violation.

(c) Timely Payment. If the person has admitted he or she committed a Parking Violation and the person's fine is reduced in accordance with (b)(1) of this Section and the person has not previously paid the fine, or if the person owes the full amount of the fine in accordance with (b)(2) of this Section, the determination sent to the person shall instruct him or her to pay the amount due within ten (10) days of receipt of the notice of determination. Failure to pay the amount of the fine due within the ten (10) days indicated, may result in the imposition of additional penalties, as set forth in the fee schedule found in Section 454.99 of this Chapter. Furthermore, the determination and the amounts due shall be considered a judgment and shall be treated as if they were a judgment rendered subsequent to a hearing held pursuant to Section 454.07 of this Chapter.

Statutory Reference: ORC 4521.06

(d) Conditions for Waiver. The Violations Clerk, or his or her designee, is authorized to waive the parking ticket, or waive the fine, or reduce the fine if the Clerk, or his or her designee, determines that the explanation provided by the person to whom the parking ticket was issued meets any of the following conditions:

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- (1) The vehicle was temporarily disabled;
- (2) Emergency parking due to a medical emergency;
- (3) The vehicle is a government vehicle parked while the operator is on official government business and that business has caused the vehicle to be parked in excess of the posted time limit or on an expired meter;
- (4) The person was cited for a violation of Section 452.04 and provides proof that at the time of violation, the person or the person for whose transport the motor vehicle was being operated had been issued a removable windshield placard that was then valid, or special handicapped license plates that were then valid, or a parking card that was then valid, but the person failed or neglected to display the placard, plates or parking card as required (in such cases the fine may be reduced in accordance with the fees for failure to display required placard, plates or parking card set forth in the Village Parking Fee Schedule found in Section 454.99 of this Chapter); or
- (5) Any other extraordinary circumstance that mitigates the fact that the person committed a parking violation.

(e) Conditions for Waiver or Reduction for Disabled Parking Space Violation. The Violations Clerk, or his designee, is authorized to waive the parking ticket, or waive the fine, or reduce the fine relating to a parking ticket issued for a violation of Section 452.04(f) of this Traffic Code in the following circumstances only:

(1) If the person is charged with a violation of Section 452.04(f) of this Traffic Code and provides a sworn affidavit from a licensed medical professional showing that the person suffered an injury not more than seventy-two (72) hours prior to the time the person was issued the ticket and that, because of the injury, the person meets at least one (1) of the criteria contained in ORC 4503.44(A)(1), the fine may be waived.

(2) If the person is charged with a violation of Section 452.04(f) of this Traffic Code and the person provides written proof showing that at the time of the violation, the offender or the person for whose transport the motor vehicle was being operated had been issued a removable windshield placard that then was valid or special license plates that then were valid, or a parking card that then was valid or special handicapped license plates that then were valid, but the offender or the person neglected to display the placard, license plates, parking card or special handicapped license plates as required, the fine may be reduced in accordance with the fees set forth in the Parking Fee Schedule found in Section 454.99 of this Chapter.

§ 454.07 DENIALS; HEARINGS.

(a) Right to Hearing. A person who is personally or constructively served with a parking ticket charging the commission of a Parking Violation subject to the jurisdiction of the Parking Violations Bureau, or who receives notice of the violation pursuant to Section 454.05 of this Chapter, who answers by denying he or she committed the Parking Violation shall be granted a hearing to determine if the person committed the Parking Violation.

(b) Hearing. The Parking Violations Bureau shall set a date for the hearing and notify the person, in writing, of the date, time, and place of the hearing. The hearing shall be conducted by a hearing examiner of the Parking Violations Bureau, and each hearing