

NOTICE OF PUBLIC MEETING  
OF THE  
LAFAYETTE PARKING COMMISSION  
BOARD OF WORKS ROOM, CITY HALL

**Call To Order**

**Approve Minutes**

Approve October 21, 2019 Meeting Minutes

Documents:

[2019-10-21 PARKING COMMISSION MTG MINUTES.PDF](#)

**New Business**

Election Of Officers For The Lafayette Parking Commission

Approval Of 2020 Schedule Of Parking Commission Meetings

Documents:

[PARKING COMMISSION 2020.PDF](#)

Petition To Install One Handicapped Parking Space Near 1001 N. 6th Street

Petitioner – Melody Rayburn, resident at 1001 N. 6th Street

Documents:

[HC SPACE 1001 N 6TH ST.PDF](#)

Petition To Expand 2-Hour Parking Enforcement Zone On The South Side Of Alabama Street Between Second And Third Streets

Petitioner – Todd Starr, Starr Associates Land Surveying and Engineering

Documents:

[EXPAND 2-HR ENFORCEMENT ZONE-ALABAMA-2ND -3RD STREETS.PDF](#)

**Parking Operations Report**

**Director's Report**

**Public Comment**

**Adjournment**

**MINUTES OF THE MEETING  
OF THE  
LAFAYETTE PARKING COMMISSION  
October 21, 2019  
11:00 a.m.**

**ATTENDANCE - COMMISSIONERS:** Ken McCammon, Andrew Muffett, Cindy Murray, T.J. Thieme  
**Absent:** John Christodoulakis

**EX-OFFICIO MEMBERS:** John Collier, Assistant Director for Economic Development Department;  
**Absent:** Lieutenant Will Carpenter, Representative from Traffic Commission

**STAFF:** Jacque Chosnek, Deputy City Attorney; Billy Emerson, Parking Operations; John Withers, Parking Operations; Michelle Conwell, Economic Development

**CALL TO ORDER**

Andrew Muffett, President, noted that a quorum was present and opened the meeting of the Lafayette Parking Commission at 11:00 a.m.

**Approve Meeting Minutes**

Ken McCammon moved to approve the July 15, 2019 meeting minutes as submitted. T.J. Thieme seconded the motion. The motion passed unanimously.

**New Business**

**Request to add one 30-Minute Loading Zone Space near 419 N. Third Street.** Petitioner – Tricia Hoaks, General Manager, goPuff Delivery. Ken McCammon moved to approve adding one 30-Minute Loading Zone Space near 419 N. Third Street. Cindy Murray seconded. The motion passed unanimously.

**Request to install a No Parking Zone on South Street, immediately west of 13<sup>th</sup> Street.** Petitioners – Quentin and Camilla Robinson, residents of 1311 Columbia Street. When headed south on 13<sup>th</sup> Street to turn east onto South Street, there is a sight line issue with on-coming traffic. City Engineer Jeromy Grenard calculated that 52 feet minimum of clearance (approximately the equivalent of 2½ parking spaces) is required for the proper sight distance. T.J. Thieme moved to install a No Parking Zone on South Street, immediately west of 13<sup>th</sup> Street for the distance recommended by the City Engineer. Ken McCammon seconded. The motion passed unanimously.

**Request to add one Handicapped Parking Space adjacent to 1401 Alabama Street.** Petitioner –Jean Lehnen, resident at 1401 Alabama Street, Apt. 1. This is a confirmation of a temporary decision to accommodate this handicapped parking request that the Commissioners approved at the July Parking Commission meeting. Cindy Murray moved to confirm the installation of one Handicapped Parking Space adjacent to 1401 Alabama Street. Ken McCammon seconded. The motion passed unanimously.

**Request to add one Handicapped Parking Space adjacent to 2038 Monon Avenue.** Petitioner –Michael Smith, resident at 2038 Monon Avenue, Apt. 1. The petitioner was unable to attend the meeting so John Collier presented the information on Mr. Smith's behalf. T.J. Thieme moved to add one Handicapped Parking Space adjacent to 2038 Monon Avenue. Ken McCammon seconded. The motion passed unanimously.

**Recommendation to Reduce the Time Limit to Appeal a Parking Citation from 30 Days to 14 Days.** Petitioner – John Withers, Parking Operations Department. Currently, the appeals window for tickets is 30 days but Parking Operations would like to change this to 14 days because many people wait until the last minute (29<sup>th</sup> or 30<sup>th</sup> day) to appeal or pay tickets. Consequently, there is not enough time for staff to investigate before camera footage of the situation is unavailable. Also, it would be in line with current West Lafayette policy. This change will not affect the 30-day window to pay the citation without an increase in cost, it just reduces the time period for the person to request an appeal. This change won't be implemented for another month or two. T.J. Thieme moved to Reduce the Time Limit to Appeal a Parking Citation from 30 Days to 14 Days. Ken McCammon seconded. The motion passed unanimously.

**Recommendation for a Temporary Single Day Parking Restriction Application/Process.** Petitioner – John Withers, Parking Operations Department. A follow up discussion ensued about a topic that came up at the July 2019 Parking Commission meeting regarding the logistics of processing a Temporary No Parking request. It was confirmed that the Parking Commission has the authority to develop procedures for implementing Temporary No Parking guidelines through Parking Operations and with consultation with the Lafayette Police Department and Transportation Improvement Department. Consequently, a simplified application and request process was developed for temporary single day parking restriction requests. This document was shared with the Commissioners for their review and approval. Following discussion, Ken McCammon moved to approve the proposed Request for Temporary Single Day Parking Restriction Application/Process as presented. T.J. Thieme seconded. The motion passed unanimously.

### **Parking Operations Report**

Third quarter Parking Operations revenue totals were reviewed. Total revenue has increased 9% over the previous quarter. Parking Operations has written fewer tickets, but payments have increased. Current parking garage numbers were reviewed and compared to last year's second quarter totals. Currently, the garage is at 94% capacity. Mr. Withers reported that on a typical day, approximately 1 to 2 of the 20 to 25 parking citations that are issued each day go unpaid. Consequently, the Parking Operations staff developed a conceptual one-time program that will be shared with the Mayor to incentivize individuals to pay off citations at a significantly reduced rate and that could support some of the local homeless or other social service programs in the process. The concept proposes a reduction in fines by a to-be-determined percentage if paid during a particular month with half of the revenue collected proposed to go to support local social service programs. If approved by the Mayor, the proposal would then be presented to the Commission for its review and approval.. Ken McCammon moved to approve the Parking Operations Report. Cindy Murray seconded. The motion passed unanimously.

### **Director's Report**-No Report

### **Public Comment & Adjournment**

President Muffett asked for comments from the public. There were no comments from the public. There being no further business to come before the Commission, the meeting of the Lafayette Parking Commission was adjourned at 11:18 a.m.

*Respectfully submitted,  
Michelle Conwell for the Secretary*

Signed,

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Cindy Murray, Secretary, Lafayette Parking Commission



## Lafayette Parking Commission Meeting Dates for 2020

Board of Works Room, City Hall @ 11:00 am  
Quarterly meetings on the third Monday of the month  
(exception: January due to MLK Jr. Holiday)

January 27, 2020

April 20, 2020

July 20, 2020

October 19, 2020

January 8, 2020

Lafayette Parking Commission  
515 Columbia Street  
Lafayette, IN 47901

Dear Parking Commission:

I am requesting a handicapped parking space on Tippecanoe Street adjacent to my residence at ~~1001~~ 1001 N. 6<sup>th</sup> Street, Apt. 2. I have attached a photo of my State-issued handicapped license plate for your reference.

I understand that the parking space is not for my exclusive use and that anyone with a valid handicapped parking placard is permitted to park there.

Thank you for your consideration of my request.

Sincerely,



Melody Rayburn  
1001 N. 6<sup>th</sup> Street, Apt. 2  
Lafayette, IN 47904

09-14

INDIANA

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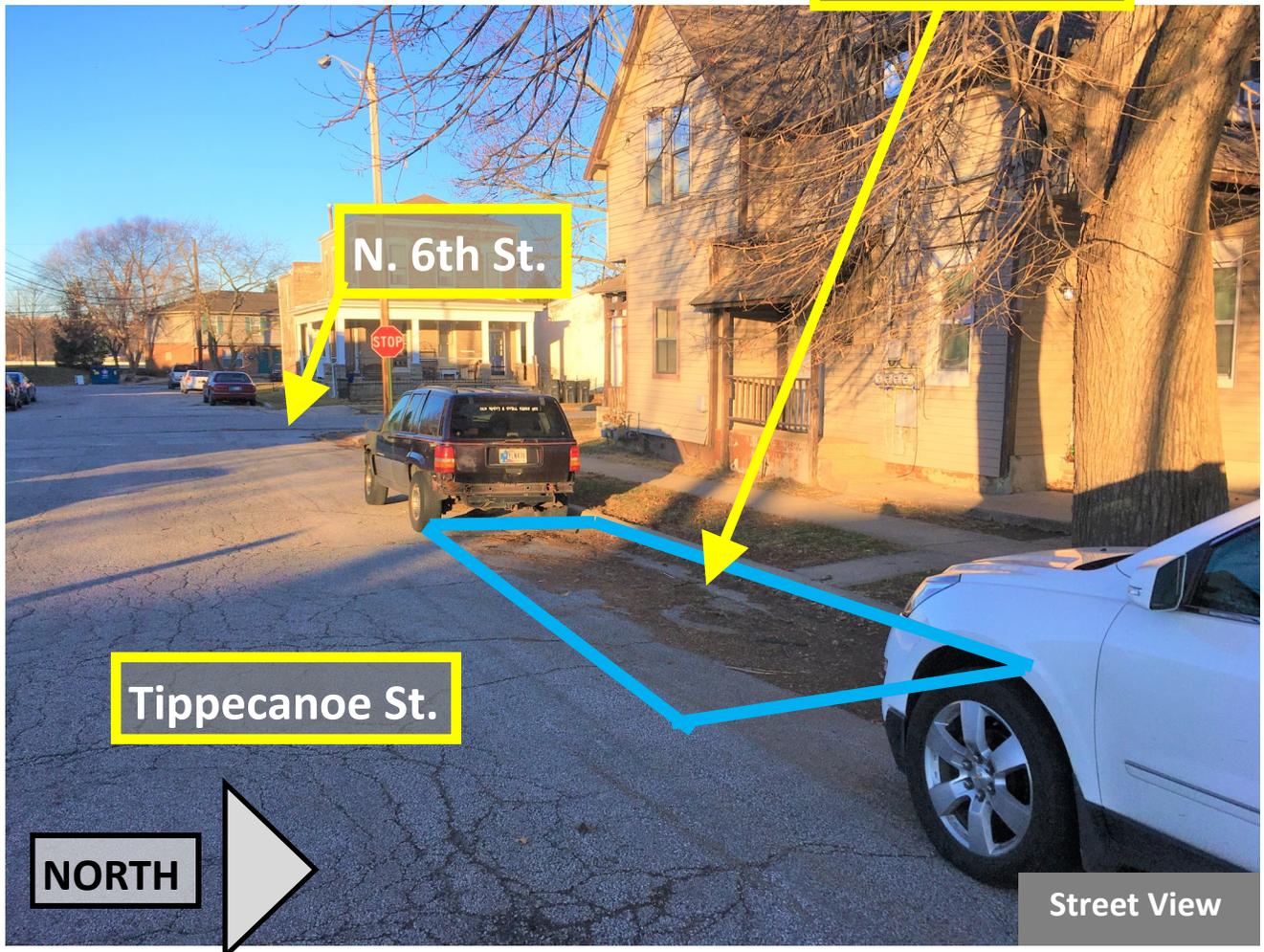
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**Request to Designate One Handicapped Parking Space Adjacent to 1001 N. 6th St.  
on Tippecanoe St.**





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December 04, 2019

Lafayette Parking Commission  
20 N. 6<sup>th</sup> Street  
Lafayette, IN 47901

Lafayette Parking Commission Members,

Please accept this letter as my request for being placed on the earliest Lafayette Parking Commission Meeting possible to address the lack of parking restrictions on the South side of Alabama Street.

**Background:**

Starr Associates moved from 413 Teal Road to 215 Alabama Street on September 13, 2019. In the short time we have been at this new location, we have enjoyed the closeness to downtown Lafayette and the quick access to the local amenities. The only downside to our location has been the parking in front of our office. On the South side of Alabama Street, between 2<sup>nd</sup> & 3<sup>rd</sup> Streets, there is no limit on the length of parking. Initially, we did not see this as being a problem; However, we have had several clients complain about the lack of Street parking in front of our Office. We do have a parking lot (West of the building) with designated spaces for our clients, but without a parking limit in front of our building, we could miss out on drive-by business or an increase in convenience for client parking. We are requesting a 2-hour parking area in front of our Office. Even though this restriction does not guarantee that parking will always be available for our clients, it does give our clients a better opportunity. Recently, there have been several cars that stay parked all day and we have one car that has not moved in three weeks. Thank you for your time and consideration.

**Attachments:**

- I have attached a Map, showing the location of our business and the area we are requesting to have a 2-Hour Parking Restriction. I have also included pictures of the vehicle that has not moved in over 3 weeks (pictures taken on 11/15/2019).

Thank you for your time,

A handwritten signature in black ink, appearing to read "Todd A. Starr", written in a cursive style.

Todd A. Starr, PS, Vice President

**Request to Expand 2-Hour Downtown Parking Enforcement Zone—  
South Side of Alabama Street between 2nd & 3rd Streets**

