

NOTICE OF PUBLIC MEETING
OF THE

LAFAYETTE PARKING COMMISSION

Public Viewing available via City of Lafayette YouTube channel
<https://www.youtube.com/user/CityofLafayetteIN/live>

Call To Order

Approve Minutes

Approval Of May 7, 2020 Special Parking Commission Meeting Minutes

Documents:

[2020-05-07 MINUTES.PDF](#)

New Business

Petition To Maintain One Handicapped Parking Space Near 914 N. 6th Street Petitioner –
Ales L. Maxwell, Resident At 914 N. 6th Street

Documents:

[914 N 6TH ST.PDF](#)

Petition To Install One New Handicapped Parking Space Near 1438 Alabama Street
Petitioner – Karen Ellerman, Resident At 1438 Alabama Street

Documents:

[1438 ALABAMA ST.PDF](#)

Petition To Install One New Handicapped Parking Space Near 929 N. 8th Street Petitioner –
Joshua Levesque, Resident At 929 N. 8th Street

Documents:

[929 N 8TH STREET.PDF](#)

Request For Monthly On-Street Parking Restrictions On Both Sides Of Brown And North
Streets Between 3rd Street And Erie Street Requestor – Lafayette Renew, City Of Lafayette

Documents:

[BROWN AND NORTH STREETS.PDF](#)

Request To Reformat Parking Operations' Service Permit Forms For Consistency
Requestor – Parking Operations, City Of Lafayette

Documents:

Parking Operations Report

Director's Report

Public Comment

Public Statement During COVID-19

In accordance with Governor Holcomb's Executive Order 20-09 regarding the COVID-19 public

health emergency, the Parking Commission meeting is being held as videoconference or

teleconference meeting. Public comment from citizens who wish to address items on the agenda will be accepted via email to web-ed@lafayette.in.gov no less than one (1) hour in advance of the

scheduled start time of the meeting. Such materials will be distributed to the members of the

Commission. Virtual options for public viewing will be available via the City's YouTube channel

<https://www.youtube.com/user/CityofLafayetteIN/live>

Adjournment

**MINUTES OF
OF A SPECIAL PUBLIC MEETING OF THE
LAFAYETTE PARKING COMMISSION**

**May 7, 2020
11:00am**

Due to the COVID-19 pandemic, Governor Holcomb, ordered shelter-in-place orders beginning Tuesday, March 24. All government offices were closed to in-person public activity until further notice. All non-essential City employees are working remotely whenever possible and are continuing to provide core functions online and by phone. All necessary meetings are being conducted observing safe practices, including conference calls and online streaming (<https://www.youtube.com/user/CityofLafayetteIN/live>).

Attendance via online GoToMeeting

Commissioners: Ken McCammon, Andrew Muffett, Cindy Murray, T.J. Thieme

Ex-Officio Members: John Collier, Assistant Director for Economic Development Department; Lieutenant Will Carpenter, Representative from Traffic Commission

Staff: Ed Chosnek, City Attorney; Tony Roswarski, Mayor; Billy Emerson, Parking Operations; Jeromy Grenard, City Engineer; Nick Standerfer, Traffic Department; John Withers, Parking Operations; Dennis Carson, Economic Development; Margy Deverall, Economic Development; Michelle Conwell, Economic Development

Guests: Alan Hamersly, Ryan King, Cullen Sullivan, David Buck; BF&S Engineering

Call To Order

Andrew Muffett, President, noted that a quorum was present and opened the meeting of the Lafayette Parking Commission at 11:04 a.m. In accordance with Governor Holcomb's requirements for online public meetings during the COVID19 situation, all motions will be passed by roll call vote.

Approve Meeting Minutes

Cindy Murray moved to approve January 27, 2020 meeting minutes as submitted. Ken McCammon seconded the motion. The motion passed unanimously by roll call vote.

New Business

Petition to install one Handicapped Parking Space near 1312 Howell Street, Petitioner – Lawrence Barnard, resident at 1312 Howell Street

John Collier spoke on behalf of the petitioner, Lawrence Barnard, for a handicapped parking space near 1312 Howell Street. The sign designating the handicapped space was installed prior to this meeting to accommodate the petitioner's need due to the timing of the request and the fact that the Commission only meets quarterly. It has been difficult for Mr. Barnard to find a place to park because of overflow parking at the adjacent tavern. No comments were received from adjacent property owners prior to this meeting. Ken McCammon moved to approve. T.J. Thieme seconded. The motion passed unanimously by roll call vote.

Preliminary Plans for S. 4th Street Striping from Romig St. to Teal Rd (US 52) Presenter – Ryan King, BF&S Engineering

This was a discussion item only at this meeting. The purpose of presenting this information now in its draft state is so BF&S Engineering can get feedback before the final plan is developed. This stretch of 4th Street was repaved last year following a major water line project, so BF&S Engineering was hired to study opportunities for enhancing bicycle facilities on the street before painting the new lane striping. On-street parking will be affected by the project. Ryan King of BF&S Engineering presented a striping plan that proposes on-street bike lanes on some sections of the street in lieu of existing on-street parking. In addition to bike lane markings, the plan also proposes painted cross walks at appropriate intersections,

particularly near Miller School, and markings for individual parking spaces where on-street parking will remain. BF&S Engineering will be communicating with business owners for their input. The commissioners expressed some concern over the number of on-street parking spaces that would be removed, but it was pointed out that currently vehicles rarely park in long stretches of the street where parking is proposed to be removed. Margy Deverall addressed the Commission, and let them know that the Bike/Ped Committee has endorsed the proposed striping plan to date. The Mayor likes the plan, and emphasized that it should align with bike facilities being studied by a separate project on the 3rd and 4th Street corridors through downtown. No vote was taken as this is only a draft plan at this point. The final plan will be presented for review and approval by the Parking Commission at its next meeting in July.

Parking Operations Report

No formal report was shared, but John Withers reported that due to the Covid-19 situation, the gates in the parking garage were raised for a month while downtown parking enforcement was relaxed. Ken McCammon moved to approve the Parking Operations Report. Cindy Murray seconded. The motion passed by roll call vote.

Director's Report

John Collier reviewed the 2020 parking inventory spreadsheet and thanked John Withers and Billy Emerson for pointing out some discrepancies in the number of reserved spaces that were presented at the January meeting. John Collier will adjust the report as necessary.

Public Comment & Adjournment

President Muffett asked for comments from the public. There were no comments received from the public on the web-ed@lafayette.in.gov email account prior to the meeting. There being no further business to come before the Commission, the meeting of the Lafayette Parking Commission was adjourned at 11:50 a.m.

*Respectfully submitted,
Michelle Conwell for the Secretary*

Signed,

Cindy Murray, Secretary, Lafayette Parking Commission

**Petition to Maintain a Handicapped Parking
Space near 914 N. 6th Street**

June 10, 2020

Lafayette Parking Commission
515 Columbia Street
Lafayette, IN 47901

Dear Parking Commission:

I am requesting a handicapped parking space on the street across the street from my residence at 914 N. 6th Street. I have attached a photo of my State-issued handicapped rearview mirror hang tag.

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,

A handwritten signature in cursive script that reads "Ales L. Maxwell". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Ales L. Maxwell
914 N. 6th Street
Lafayette, IN

REMOVE BEFORE DRIVING VEHICLE.



PARKING PERMIT FOR PERSONS
WITH PHYSICAL DISABILITIES

NO EXP

INDIANA BUREAU OF MOTOR VEHICLES

3428889



Request to Maintain One Handicapped Parking Space Across Street from 914 N. 6th St.



**Petition to Install a Handicapped Parking
Space near 1438 Alabama Street**

July 9, 2020

Lafayette Parking Commission
515 Columbia Street
Lafayette, IN 47901

Dear Parking Commission:

I am requesting a handicapped parking space on the street adjacent to my residence at 1438 Alabama Street. I have attached a photo of my State-issued handicapped license plate or rearview mirror hang tag 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,

A handwritten signature in black ink, appearing to read 'K. Ellerman', written over a horizontal line.

Karen Ellerman
1438 Alabama Street



INTERNATIONAL SYMBOL OF ACCESS
WHEELCHAIR ACCESSIBLE

NO EXP

3428784



Request to Install One Handicapped Parking Space Adjacent to 1438 Alabama St.



**Petition to Install a Handicapped Parking
Space near 929 N. 8th Street**

July 10, 2020

Lafayette Parking Commission
515 Columbia Street
Lafayette, IN 47901

Dear Parking Commission:

I am requesting a handicapped parking space adjacent to my residence at 929 N. 8th Street. I have attached a photo of my State-issued handicapped parking placard.

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,

A handwritten signature in black ink, appearing to read 'Joshua Levesque', with a long horizontal flourish extending to the right.

Joshua Levesque
929 N 8th Street
Lafayette, IN

REMOVE BEFORE DRIVING VEHICLE.

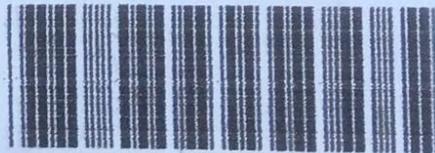


PARKING PERMIT FOR PERSONS
WITH PHYSICAL DISABILITIES

NO EXP

INDIANA BUREAU OF MOTOR VEHICLES

3428833



Request to Install One Handicapped Parking Space Adjacent to 929 N 8th St.



Request for Monthly
On-street Parking Restrictions
on Both Sides of Brown & North Streets
between 3rd and Erie Streets to Accommodate
Street Cleaning
of Permeable Pavers



July 10, 2020

Dear Members of the Lafayette Parking Commission:

Lafayette Renew requests the Parking Commission's approval to initiate monthly restrictions in on-street parking on both sides of Brown and North Street for ongoing monthly maintenance of the permeable pavers on both streets. The permeable brick pavers on the street and parking surfaces of both of these streets allow water to flow through—instead of across—the street surface, which helps to reduce runoff and street flooding. Even more importantly, the permeable pavers help to improve water quality in our community by reducing runoff into the combined sanitary/storm sewers below the streets during major rain events which can overwhelm the City's sewage treatment plant and allow raw sewage to flow directly into the Wabash River. These incidents are called “Combined Sewer Overflows” (CSOs) and like many other cities across the country, the City of Lafayette is required by federal mandate to significantly reduce the number of times these incidents occur. The use of permeable pavers is one of multiple ways in which the City is meeting this federal requirement. (See attached fact sheet about permeable pavers.)

While these permeable, brick pavers are very effective for managing stormwater runoff and reducing COSs into the river, they require monthly and annual maintenance to keep sediment, debris, and plant growth out of the spaces between pavers to maintain their function. Therefore, the City of Lafayette must initiate ongoing monthly maintenance that will restrict parking on both Brown and North Streets once each month on each street. The City's initial proposal to perform this monthly maintenance is described in the bulleted items below. However, based on the public feedback the Parking Commission receives to this proposal, the City will consider adjustments to the proposed monthly parking restriction schedule. Furthermore, once the parking restriction program is implemented, the City intends to re-evaluate the program to determine if additional adjustments to the schedule or process are necessary.

The initial proposal that Lafayette Renew is requesting for parking restrictions on Brown and North Streets is as follows:

- Restrict on-street parking on both sides of Brown Street between Third Street and Erie Street on the second Tuesday of each month between 9 a.m. and Noon starting on August 11, 2020. (See attached map of affected area.)
- Restrict on-street parking on both sides of North Street between Third Street and Erie Street on the fourth Tuesday of each month between 9 a.m. and Noon starting on August 25, 2020. (See attached map of affected area.)

This proposal means that once each month, those individuals who park their vehicles on either Brown or North Streets will need to find an alternate location to park during the 3-hour window mentioned above. While this policy will be new to the City of Lafayette, it is common practice in other cities for snow removal, street maintenance and other City operations. Signage with



parking restriction days/times listed will be installed on each block affected by the monthly parking restrictions.

Finally, notification letters regarding this proposed parking restriction were sent to all property owners on both Brown and North Streets. Property owners were asked to share the information in the letter with tenants they might have living in their buildings as well.

Thank you for your support of this important proposal.

Sincerely,

Dale Chumley
Stormwater Chief

**Request for Monthly Restriction of Parking on Both Sides of
NORTH & BROWN STREETS from 3rd Street to Erie Street
to accommodate street cleaning of permeable pavers**



LEGEND

-  = Brown St. Proposed No Parking Zone – 2nd Tuesday of each month, 9 a.m. – Noon only
-  = North St. Proposed No Parking Zone – 4th Tuesday of each month, 9 a.m. – Noon only

PERMEABLE PAVEMENT

Urban Best Management Practices Fact Sheet

Updated: June 2020

What is permeable pavement?

When rain falls on traditional asphalt, concrete, or other impervious surfaces, it runs off the surface and into storm drains. As stormwater runoff flows across impervious surfaces, it picks up sediment, fertilizers, oil & grease, and other pollutants, carrying them to nearby rivers. Permeable pavement allows stormwater to pass through the surface, encouraging slow infiltration into the soil below. The term "permeable pavement" can be used to describe multiple types of materials including interlocking pavers, porous asphalt, or

pervious concrete. Interlocking pavers allow water to pass between the gaps between each block, whereas porous or pervious materials allow water to pass through the surface. With proper maintenance, permeable pavers effectively manage stormwater runoff and melting snow or ice.

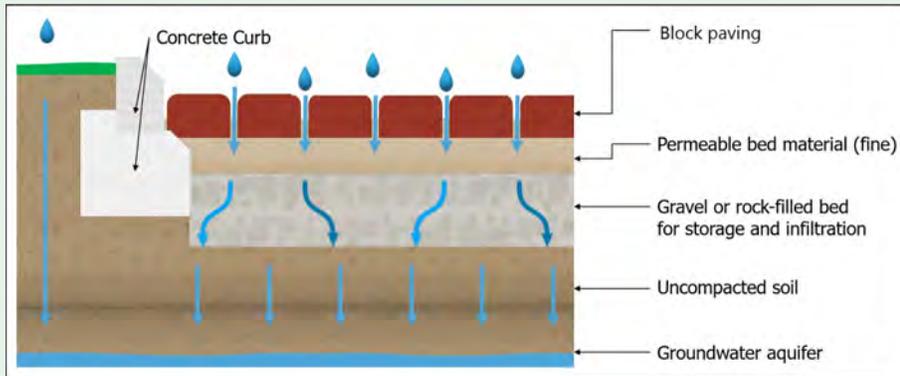


Image Credit: Tippecanoe County Partnership for Water Quality

Benefits

- Reduced stormwater runoff, flooding, erosion, and pollution in creeks, rivers, and ponds
- Improved water quality from sand/gavel filtering processes
- Recharged groundwater aquifers to support drinking water supply
- Aesthetically pleasing when maintained properly

Maintenance requirements

- Regular weeding and removal of other plant growth*
- Monthly street sweeping to remove debris from gaps between pavers to minimize clogging
- Annual vacuuming or other deep cleaning once or twice per year to maintain free flow of water between pavers

*to prevent groundwater contamination, pesticides should never be used on pervious pavement



The permeable pavers on Brown Street (Lafayette, IN) do not have stone material between each brick because of their unique, interlocking design.



The permeable pavers on North Street (Lafayette, IN) require stone material between each paver to catch sediment and pollutants before infiltrating.

Request to Reformat Parking Operations'
Service Permit Forms for Consistency



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Construction Contractor Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$20 for parking privileges allowing a company-marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing construction related services at a downtown worksite.
2. Customer certifies that they fit the description of a for-profit business operator who is performing building property construction, renovation, restoration, or substantial repair to a building in downtown Lafayette.
3. Customer agrees the term of this agreement is for three (3) calendar months from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in fire lanes, handicap spaces, 20 and 30 minute loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while the permit is valid. Misuse of a Contractor Permit may result in the revocation of all current and future permit parking privileges.

Copy of contract for services (stating start and completion dates, if applicable) _____

Copy of construction permit, if applicable. _____

I HAVE ATTACHED THE FOLLOWING DOCUMENTS AND CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM. INITIALS _____

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Construction Contractor Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A for-profit business operator who is performing building property construction, renovation, restoration, or substantial repair to a building in downtown Lafayette. This permit is not valid when these services are being performed to your own building as determined by your official businesses address. Government and/or Public Utility Companies are excluded from this definition.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of Construction Contract Work Permit
- Letter from the building owner/manager stating type of services that are needed by a contractor.

PERMIT PRIVILEGES AND COSTS:

This permit will allow a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing construction related services, for up to eight (8) hours per day, for up to 3 consecutive days. Permitted vehicles must park within a one block radius of the work site. A maximum of two (2) permitted vehicles may be parked at the same service location, and each vehicle must have a separate permit.

A \$20.00 fee is incurred with each permit. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard.

PERMIT LIMITATIONS:

- Permits are valid for up to three (3) months unless otherwise specified. Contact the Clerk's office for a renewal.
- Permits allow 2 or 3 hours parking time limits to be exceeded only. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the worksite.
- Permits are not valid when parked in the same block of the company's business address or location if the Construction Contractor's own business address is located within the downtown enforcement zone.
- Permits are not transferable.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Construction Contractor Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

FERRY STREET PARKING PERMIT APPLICATION

AUGUST 1, 2020 – JULY 31, 2021

Last Name _____ First Name _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Vehicle Owner _____

Vehicle Make _____ Vehicle Model _____

Vehicle Plate _____ Vehicle Color _____

State of Vehicle Registration _____ Expiration Date _____

Signature _____ Date _____

To Be Completed By City of Lafayette City Clerks

- Copy of the Resident Lease
- Verification of Vehicle Registration
- \$25.00 Fee for Year 2019-2020
- \$5.00 Fee for lost tag or re-issuance for different vehicle

Sticker Number _____ Date Issued _____ Staff Initials _____



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

FERRY STREET NEIGHBORHOOD RESIDENT PARKING PERMIT - POLICY

The permit application is for downtown residents who live between 6th and 9th street on Ferry St. This application will need to be filled out for every new and returning resident and delivered to the City of Lafayette City Clerk's Office located on the 2nd floor of City Hall along with a copy of your lease and vehicle registration. Upon approval of this application, you will be issued a permit sticker that you will need to have displayed in your back window. If your back window is tinted, place it in the bottom corner of the front windshield by the steering wheel. This permit sticker will allow you to park on the North side of Ferry Street between 6th St. and 9th St. without having to obey the two hour time limit **but only on the North side.** You will still need to obey all other parking regulations such as, but not limited to, not blocking any fire hydrants, not parking against the flow of traffic, and not leaving your vehicle parked for more than 5 days continuously without the vehicle being moved. A separate application must be completed if you wish to have more than one vehicle permitted.

The permit is not valid unless the sticker is in plain view.

The permit will go into effect on 8/1/2020 and is only valid until the end of your lease or until 8/1/2021 depending on whichever date comes first.

You must notify Parking Operation if there is any change to your vehicle or license plate.

Permits are not valid if a vehicle or customer has outstanding citations that remain unpaid after 30 days of being issued.

If you do not wish to apply for this permit then simply ignore and throw away this application.

Feel free to contact us at parking@lafayette.in.gov or call 765-807-1160 if you have any questions.

Initial _____



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Healthcare Service/In-Home Care Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$5 for parking privileges allowing a company-marked service vehicle to be parked on the street in excess of posted time restrictions while performing Health Service/In-Home Care work at a downtown resident's home address.
2. Customer certifies that they fit the description of a for-profit business operator who is performing health related or in-home care to a downtown resident in need of such services. Service providers must maintain applicable state certifications where required.
3. Customer agrees the term of this agreement is for one (1) calendar year from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in 20-minute zones, handicap spots, 30-minute loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while permit is valid. Misuse of a Healthcare Service Permit may result in the revocation of all current and future permit parking privileges.

Copy of State issued Healthcare Provider permit Attached: _____

Letter from employer to include length of service and/or general terms if applicable.

Do not include any personal medical/private information. _____

ALL INFORMATION PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO _____ INITIALS _____
READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM.

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Healthcare Service/In-Home Care - Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A for-profit business operator who is supplying necessary health related or in-home health care services to a resident living in downtown Lafayette. The health related services may include, but is not limited to, bathing, assisting with physical activities and services, hospice care, medication delivery, and nursing care. This health service permit is not valid when services are being performed at a Healthcare Provider's official business location, if located within the downtown business district.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of State Healthcare permit.
- Letter from the building owner/manager or resident, stating type of services needed if applicable.

PERMIT PRIVILEGES AND COSTS:

A permit will enable a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing needed services, for up to eight (8) hours per day. Up to two (2) Healthcare service providers may be parked at the same service location. A third vehicle from the same company may be parked in the same block for up to four (4) hours. Each vehicle must have a separate permit.

A permit costs \$5.00. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street (phone 765-807-1021)

PERMIT LIMITATIONS:

- Permits are valid for up to one (1) calendar year unless otherwise specified.
- Permits only allow 2 or 3 hours parking time limits to be exceeded. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the residence where services are needed.
- Permits are not valid when parked in the same block of the company's business address or location if the Healthcare Provider's own business address is located within the downtown enforcement zone.
- Permits are not transferable.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Health Service/In-Home Care Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Columbia Parking Garage – Monthly Parking Contract

Applicant Name: _____ E-Mail _____

Address _____ Phone Number: _____

Space Billed to: _____ E-Mail: _____

Billing Address: _____ Phone Number: _____

Space Used By: _____ E-Mail: _____

Address: _____ Phone Number: _____

Vehicle 1 Make/Model _____ Year: _____ Plate: _____ State: _____

Vehicle2 Make/Model _____ Year: _____ Plate: _____ State: _____

1. Customer agrees to pay the City of Lafayette a monthly fee of \$_____ for parking privileges in the Columbia Parking Garage. Payment is due by the 5th day of each calendar month. All parking privileges will be suspended on the 6th day of the month if full payment is not received.
2. If you enter the garage without your parking control card, call (765) 807-1160 within 15 minutes. Do not wait until exiting the garage in your vehicle.
3. Only immediate family members may use your designated parking space on days you are not using it.
4. CANCELLATION POLICY - Written notice must be given to the Garage Manager. If said notice is received after the 1st, the customer will be charged an amount equal to ½ of the monthly fee. If notice is received after the 15th, the customer will be charged for the full month. No refund will be given on advance payment if notice is received after the 15th, and ½ of the monthly fee will be returned if notice is received before the 15th.
5. Reserved parking is enforced Monday-Friday during normal business hours. Reserved parking is not guaranteed for nights, weekends or city observed holidays.
6. Customer agrees that the terms of this agreement is one calendar month, automatically renewable each month upon the timely receipt of the prevailing monthly parking fee. The customer understands the Owner may terminate this agreement by providing thirty days written notice to the customer, at the address listed herein at any time. Parking rates are subject to change upon 30 days' notice to customers.
7. Customer agrees that the monthly fees noted herein are for parking privileges only. The Owner of the Garage, including all officers, employees, and agents, will not be responsible for, and the Customer agrees to hold the Owner and its officer, employees, and agents harmless from all loss and damage by fire, vandalism, and theft, or otherwise, except if such loss is occasioned by gross negligence or willful misconduct of the Owner.

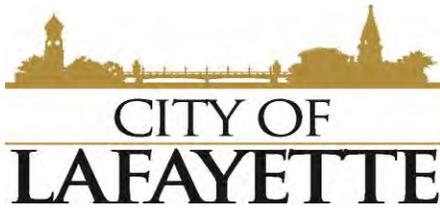
I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THE CONTRACT AGREEMENT:

Name: _____ Date: _____

FOR OFFICE USE ONLY BELOW THIS LINE

Start Date: _____ Notes / Space Number: _____

Permit Issued By: _____



Parking Operations
20 N. 6th Street
Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Columbia Parking Garage Hourly Rates

The Columbia Block Parking Garage is located at 18 N. 5th Street in downtown Lafayette. Garage rates are incurred for time spent in the garage between the hours of 7am and 6pm, Monday through Friday. Fees must be paid by credit/debit card, or by means of a company validation ticket. **NO CASH IS ACCEPTED.** Company validations are available through participating business partners in the downtown area. All transactions are conducted at the exit gate of the garage when leaving in your vehicle.

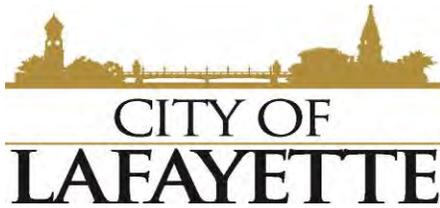
The garage offers free parking during nights, weekends and city observed holidays.

PARKING RATES:

0-5 MINUTES	FREE
5 MINUTES – 2 HOURS	\$1.50
2-3 HOURS	\$3.00
3-4 HOURS	\$4.00
4-5 HOURS	\$5.00
5-6 HOURS	\$6.00
6-7 HOURS	\$7.00
7-8 HOURS	\$8.00
8-9 HOURS	\$9.00
9-10 HOURS	\$10.00
DAILY MAXIMUM	\$11.00
LOST TICKET	\$11.00

CREDIT/DEBIT CARDS AND VALIDATIONS ONLY – NO CASH PAYMENT ACCEPTED

For more information please contact the Parking Operations Department at parking@lafayette.in.gov or call us at 765-807-1160.



Parking Operations
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Lafayette Indiana 47901
765-807-1160
parking@lafayette.in.gov

Columbia Parking Garage - Monthly Pass Options

Reserved Space with Signage **\$125.00**

A reserved space identified with a personalized sign approved by the Lafayette Parking Operations Department.

Reserved Space **\$95.00**

A reserved space identified by a Reserved Parking sign.

Unreserved Space **\$63.00**

A "Hunt and Find" space option. The spaces are first-come, first-served.

Downtown Resident **\$40.00**

A "Hunt and Find" space option at a discounted rate for downtown residents is available. (Must provide proof of residence) Resident parking is restricted to designated areas on the upper level of the garage.

Reserved parking in the parking garage is enforced Monday-Friday during normal business hours. (7am – 5pm)

Reserved parking is not guaranteed on nights, weekends, and city observed holidays.

For more information please contact:

Parking Operations at parking@lafayette.in.gov or (765) 807-1160.



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Downtown Resident - Information & Rules For Parking Garage Use

Name: _____ E-Mail: _____

Address: _____ Phone: _____

Car Information:

Make/Model: _____ License Plate: _____ State Issued: _____

1. Residents who are under the discount rate must park in the Residential Areas on the south side of the ramp leading to the 3rd level, and the south side of the 3rd level as marked by the signs. Those spaces are numbered from 270-311 and 362-380. Being parked outside of the Residential Areas is a violation and may result in a citation. These restrictions are enforced Monday through Friday from 7am – 6pm.
2. Residents must verify their downtown residency status in order to receive the discounted monthly rate.
3. You may not use your garage pass to “badge out” another vehicle.
4. Residents/vehicle owners who wish to park in the Columbia Garage may not allow any city issued citations to become delinquent. A citation may be appealed through proper channels. If a citation remains unpaid after 30 days, the garage pass will be deactivated and the monthly contract cancelled.
5. Residents agree to send an e-mail to parking@lafayette.in.gov regarding any changes to their personal or vehicle information that is on file with our office.
6. City Ordinance states that you shall not leave your vehicle parked in the garage for more than 5 days continuously. If you are traveling or otherwise need to leave your vehicle for a longer period of time, you are asked to submit a request to parking@lafayette.in.gov. This helps us facilitate maintenance and garage management functions as needed.

Initials _____

Date _____





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Repair / Maintenance Permit - Contract

Company Name: _____ Business Phone: _____

Company/Business Address: _____

Contact Person: _____ Title/Position: _____

Contractor Vehicle Description: Make _____ Model _____ Plate _____

Location where work will occur: _____

1. Customer agrees to pay City of Lafayette a permit fee of \$20 for parking privileges allowing a company-marked service vehicle to be parked on the street in excess of the posted time restrictions while performing repair/maintenance work at a downtown worksite.
2. Customer certifies that they fit the description of a for-profit business operator who is performing urgent or ordinary/routine repairs or maintenance involving a downtown Lafayette building, its mechanicals, business equipment, utilities or other appurtenances.
3. Customer agrees the term of this agreement is for six (6) calendar months from the date of issue or by the job completion date, whichever comes sooner. A new contract will need to be filled out for any renewals. Permits are issued at the City Clerk's Office at City Hall, 20 N 6th Street. (phone 765-807-1021)
4. Permits are not valid in fire lanes, handicap spaces, 20 and 30 minutes loading zones, or wherever general parking is prohibited. Permits are not valid if a vehicle or business has any overdue/unpaid citations.
5. Permits are not valid if work is not in progress. Permits may not be used for any other purpose.
6. Permits are not valid when parked in the same block as the company's main business address or actual location, when that business is located within the downtown enforcement zone.
7. Permits must be displayed in rear window (or best alternative location) at all times while in use.
8. Customer agrees that the permit fee noted herein is for the aforementioned parking privileges only. All other parking regulations will be enforced while permit is valid. Misuse of a Repair/Maintenance Permit may result in the revocation of all current and future permit parking privileges.

Copy of Maintenance / Service Contract (to include contract terms) Attached: _____

Letter from Building Owner/Manager detailing need for limited parking privileges: _____

I HAVE ATTACHED THE FOLLOWING DOCUMENTS AND CERTIFY THAT
ALL INFORMAITON PROVIDED IS TRUE AND ACCURATE. I HAVE ALSO _____ INITIALS _____
READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS FORM.

FOR OFFICE USE ONLY DATE: _____ PERMIT ENTERED BY: _____

START DATE: _____ END DATE: _____

NOTES: _____



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Repair / Maintenance Contractor Permit Policy

PERMITS MAY BE OBTAINED AT THE CITY CLERK'S OFFICE AT 20 N 6TH STREET.

ELIGIBILITY:

You must fit the following description; A business operator who is performing repairs or maintenance to a building located in downtown Lafayette. The work must involve a building's mechanicals, business equipment, utilities, or other appurtenances. A Repair/Maintenance Contractor Permit is not valid when services are being performed to your own building, as determined by your Business or Company address. Government and/or Public Utility Companies are excluded from this definition.

INFORMATION REQUIRED:

- Completed Parking Permit Application Form
- Copy of Maintenance/Service Contract
- Letter from the building owner/manager stating type of services that are needed by a contractor.

PERMIT PRIVILEGES AND COSTS:

This permit will allow a company marked service vehicle to remain parked on the street in excess of the posted time restrictions while performing repair/maintenance related services, for up to eight (8) hours per day, for up to 3 consecutive days. Permitted vehicles may park within a one block radius of the work site. A maximum of two (2) permitted vehicles may be parked at the same service location, and each vehicle must have a separate permit.

A \$20.00 fee is incurred with each permit. A Permit should be conspicuously displayed in the left rear window of the service vehicle if possible. If that is not possible, the Permit should be on display inside the vehicle on the driver's side dashboard.

PERMIT LIMITATIONS:

- Permits are valid for up to six (6) months unless otherwise specified. Contact the Clerk's office for a renewal.
- Permits allow 2 or 3 hours parking time limits to be exceeded only. Permits are not valid in a 20 minute zone, 30 minute loading zone, handicap space, fire zone, or any other prohibited or restricted area.
- Permits are not valid in alleys.
- Permits are not valid if work is not in progress at the worksite.
- Permits are not valid when parked in the same block of the company's main business address or actual location, when that business is located within the downtown enforcement zone.
- Permits are not transferable between vehicles.

ENFORCEMENT PROCEDURES: All other parking regulations will be enforced while the permit is valid. Misuse of a Repair/Maintenance Permit may result in the revocation of all current and future permit parking privileges. Permits are not valid if a vehicle or business has outstanding citations that are unpaid after 30 days of being issued.



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Request for Temporary Single Day Parking Restriction

Date Needed: _____

Time: From: _____ (am/pm) To: _____ (am/pm)

Description of need: _____

Location of Spaces to be Restricted: _____

Building or Business Name : _____

Building Address: _____

Number of Parking Spaces Impacted: _____

Type or Size of Vehicle(s) Involved: _____

Applicant Contact Information

Name: _____ Business/Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Alternate Contact person(s): _____

Phone Number(s): _____

Emails: _____



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REQUEST FOR TEMPORARY SINGLE DAY PARKING RESTRICTION

The following rules and regulations herein apply to anyone requesting a Temporary Single Day Parking Restriction on any street within the Downtown Business District. A Temporary Parking Restriction is limited to a single day, and the vehicle(s) in question is not permitted to remain there a second day. A Temporary Parking Restriction will prohibit parking for the general public for a fixed period of time. This temporary restriction allows an approved passenger vehicle(s) and/or larger commercial vehicle(s) to occupy these parking spaces for a specific purpose. Common examples of these larger vehicles might include a Moving Van, Bus, or Service Vehicle. *The City does not allow Temporary Storage Containers (POD's) to be placed on any street in the Downtown Business District.*

This request allows a vehicle(s) to occupy two or more regular parking spaces, as defined and approved by the City of Lafayette's Parking Operations Department. During this time, posted time restriction limits will not be enforced. This does not allow, or in any way authorize, a vehicle to occupy any other regulated parking areas such as a handicap space or fire zone.

A completed application of a **Request For Temporary Single Day Parking Restriction** should be mailed to the Parking Operations Department at 20 N 6th Street, Lafayette IN 47901. Requests can also be made by contacting us by email at parking@lafayette.in.gov. The request form may also be found online at www.lafayette.in.gov/parking.

Upon receiving the completed forms and documentation, requests will be evaluated and assessed before determining how to proceed. Some of the things we will consider are:

- The timeliness of the request, and the ability to review and coordinate the processes with other City Departments. We prefer a one week notice for all such requests.
- Consideration of other events or activities occurring downtown, which might adversely affect downtown traffic patterns and those matters relating to pedestrian and/or vehicle safety.
- The ability of the requestor to ensure that the loading or unloading, or needs of the specialty vehicles in question, will proceed and conclude without unnecessary delay.

The applicant, or anyone associated with the Temporary Single Day Parking Restriction request, may not unfairly place any additional restrictions on pedestrian or vehicular traffic, not previously discussed and/or authorized by the City.

Upon approval, the Parking Operations Department will coordinate with the Traffic Improvement Department for the placement of any temporary signs, barricades, or traffic cones in an effort to define the approved area, and the duration of the parking restrictions.