

**MINUTES OF THE MEETING  
OF THE  
LAFAYETTE PARKING COMMISSION  
July 15, 2019  
11:00 a.m.**

**ATTENDANCE - COMMISSIONERS:** Ken McCammon, Andrew Muffett, Cindy Murray

**ABSENT:** John Christodoulakis, 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; Billy Emerson, Parking Operations; Michelle Conwell, Economic Development

**GUESTS:** Bob Falk, Laura Feeney and Herman Neill from Purdue Federal Credit Union

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

**Approve April 2019 Meeting Minutes**

Ken McCammon moved to approve the April 15, 2019 meeting minutes as submitted. Cindy Murray seconded the motion. The motion passed unanimously.

**New Business**

**Request to add a Handicapped Parking Space adjacent to 545 S. 3<sup>rd</sup> Street**

**Petitioner – Staci James, resident at 545 S. 3<sup>rd</sup> Street**

John Collier spoke on behalf of the petitioner. Ms. James submitted a petition to designate a handicapped parking space adjacent to her residence. She understands that the space can be used by anyone with a handicapped parking license plate or window hangtag and is not for her exclusive use. Cindy Murray moved to approve the addition of the handicapped parking space at 545 S. 3<sup>rd</sup> Street. Ken McCammon seconded the motion. The motion passed unanimously.

**Request to add two, 20-minute parking spaces adjacent to 216 N. 4<sup>th</sup> Street**

**Petitioner – Herman Neill, Purdue Federal Credit Union**

Herman Neill of Purdue Federal Credit Union requested two, 20-minute parking spaces for the safety of PFCU depositors and ATM users. Billy Emerson, Parking Operations, noted that all other banks in the area have only one, 20-minute space. Also, the addition of the two spaces would leave only one 2-hour space remaining on that side of the street for that block. It was suggested that the Commission approve one of the two spaces requested for now with the possibility of revisiting the request for an additional space in the future. Cindy Murray moved to approve the addition of one, 20-minute parking space adjacent to 216 N. 4<sup>th</sup> Street, immediately north of Main Street. Ken McCammon seconded the motion. The motion passed unanimously.

**Parking Operations Report**

Second quarter Parking Operations revenue totals were reviewed. Parking Operations have written fewer tickets, but have increased payments. Current parking garage numbers were reviewed and compared to last year's second quarter totals. Currently, the garage is at 92% capacity. Capacity is down because of students moving out for the summer.

Parking Operations brought up an issue regarding the window of time that is currently permitted for appeals of parking citations. Currently, the appeals window for tickets is 30 days but Parking Operations would like to change this to 14 days. Most people wait until the last minute (29<sup>th</sup> or 30<sup>th</sup> day) to appeal or pay tickets; this currently does not give staff enough time to investigate before camera footage at the intersection is unavailable. Also, it would be in line with current West Lafayette policy. It was decided that this would be addressed at the next meeting.

Cindy Murray brought up an issue that was recently raised about parking for the Lafayette Theater and asked if there is any way for Parking Operations to review and approve those requests since these requests for temporarily blocking a handful of parking spaces isn't really an event that requires road or sidewalk closures, which is what the process that is reviewed by the Board of Works is designed to accommodate. Ed Chosnek stated that we don't currently have a procedure to temporarily block parking spaces only but the Parking Commission can establish guidelines for that. Discussion ensued where notification of neighbors was discussed and whether or not these requests should go through the Board of Works for final approval. Billy Emerson of Parking Operations shared that when a temporary no parking request comes in for a moving truck, for example, those requests are forwarded to Traffic Improvement Department (TID) to approve. Lieutenant Carpenter stated that they deal with these requests regularly and they typically forward to John Withers in Parking Operations and to TID. For these requests, a good neighbor letter isn't required because the requests are received on such short notice and there isn't time to notify others. Mr. Chosnek suggests that the process for temporary closure of parking be the same as what is done for moving trucks. The Parking Commission can adopt some kind of formal resolution at the next meeting. The process could be that the request goes to Parking Operations, which confirms with Lafayette Police Department (LPD) and TID to see if there is an issue and then a modified service permit can be issued. Temporary No Parking signs would come from TID. Mr. Chosnek pointed out that whatever procedures and policies are adopted, there will always be exceptions. He confirmed that the Commission can vote today to implement something temporarily and then confirm the action at the next Parking Commission meeting in October.

Following discussion, a motion was made by Ken McCammon and seconded by Cindy Murray to authorize, pending final resolution, the Parking Operations Department to approve any request to restrict on-street parking following consultation from the LPD and TID. If no issues are found, Parking Operations is authorized to provide Temporary No Parking signs. The motion passed unanimously.

Additional discussion ensued regarding the logistics of issuing the Temporary No Parking issue. 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 LPD and TID.

Ken McCammon moved to approve the Parking Operations Report. Cindy Murray seconded. The motion passed unanimously.

### **Director's Report**

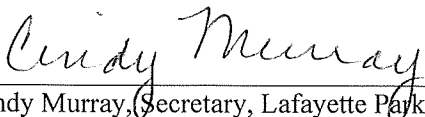
Mr. Collier shared that he received a request for a handicapped parking space adjacent to 1401 Alabama Street just the other day so he wasn't able to get it on the agenda for this month's meeting. However, because the need is for handicapped parking, he asked if the Commission can authorize temporary installation of the handicapped space now so the petitioner doesn't have to wait another 3 months for the space to be installed and then get final approval at next month's meeting. It was determined that the Commission has the authority to permit temporary installation of such a space. Ken McCammon moved to allow temporary installation of a handicapped parking space adjacent to 1401 Alabama Street until it can be officially reviewed and approved at the next Parking Commission meeting. The motion passed unanimously.

### **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 11:32 a.m.

*Respectfully submitted,  
Michelle Conwell for the Secretary*

Signed,



Cindy Murray, Secretary, Lafayette Parking Commissioner