WEST LAFAYETTE
HOME of PURDUE

CITY COUNCIL
Monday, January 6, 2025 at 6:30 PM

Meeting Agenda

Common Council is held at Margerum City Hall, 222 North Chauncey Avenue, West Lafayette, IN 47906. Comments can be submitted to the Clerk's office by emailing clerk@westlafayette.in.gov.

Electronic Options:

- Live stream via the Meetings & Agendas section of our website.
- Stream via Microsoft Teams or phone: +1-574-367-5293, Code: 869 451 584

1. CALL TO ORDER: (Pledge of Allegiance)

2. ROLL CALL: Bellisario, Blanco, Burr, Dennis, Lee, Leverenz, Parker, Sanders, Veidemanis

3. COUNCIL ELECTIONS
   i. Council President Nomination and Election
   ii. Council Vice-President Nomination and Election

4. PRE-COUNCIL ACTION ITEMS: None

5. MINUTES:

   a. Approval of Minutes: December 2, 2024 Council Meeting
   Documents:
   - December 2, 2024 Council Minutes

6. REPORTS OF CITY DEPARTMENTS ON FILE IN THE CLERK'S OFFICE :

   a. Street Dept. Report
   Documents:
   - December 2024

   b. Building Permit Report
   Documents:
   - Building

   c. Fire Report - December 2024

Documents:

- 2024 December Fire Report

d. Rental Housing Report

Documents:

- Rental Hsg

e. WWTU Report-November 2024

Documents:

- WWTU Report-November 2024

f. Engineering Report - December 2024

Documents:

- Engineering Report - December 2024

7. REPORT OF APC REPRESENTATIVES: Leverenz, Parker

8. PUBLIC RELATIONS:

   a. Appointments for Approval:
      i. Renew Council Appointments: Redevelopment Commission - Lawrence Oates and Arnold Chen
      ii. Renew Mayoral Appointments with Council Approval: Historic Preservation Commission - Linda Martin and Aaron Thompson

   b. Informational Appointments:
      i. Renew Mayoral Appointments: Redevelopment Commission - Darrell Clase, Kristen Edmundson, and Holly Keckler

9. FINANCIAL REPORT: City Controller

   a. Financial Report

   Documents:

   - Financial Report

10. LEGAL REPORT: Corporation Counsel

11. JOINT BOARD REPORT: Burr

12. SPECIAL REPORTS:

13. UNFINISHED BUSINESS:

    a. Ordinance No. 36-2024 An Ordinance Providing For Temporary Loans (Presented by Controller) [No. of Readings 2 of 2]

    Documents:

- Ordinance No. 36-2024

b. Ordinance No. 39-2024 An Ordinance To Approve Blanket Bond Coverage For 2025 (Prepared by Clerk) [No. of Readings 2 of 2]
Documents:
- Ordinance No. 39-2024 (Amended-PROPOSED)
- Ordinance No. 39-2024
- Memo

14. NEW BUSINESS:

a. Ordinance No. 01-2025 To Amend Certain Portions Of The Unified Zoning Ordinance Of Tippecanoe County, Indiana, Designating The Time When The Same Shall Take Effect. (UZO Amendment #114) (Accessory Dwelling Units) (Submitted by Area Plan Commission) [No. of Readings 1 of 1]
Documents:
- Ordinance No. 01-2025
- APC Staff Report
- APC Certification
- Letter from Historic Preservation Commission
- Resolution No. 08-2024 (for reference)

b. Ordinance No. 02-2025 An Ordinance Acknowledging The Automatic Establishment Of A Fire Merit System For The City Of West Lafayette, Indiana, And Codifying The Same (Sponsored by Councilors Leverenz and Parker) [No. of Readings 1 of 2] *There may be a suspension of the rules to hold the second reading to allow preliminary actions to establish the Fire Merit Commission by March 1, 2025, per IC 36-8-3.5-5.5(f)(2).*
Documents:
- Ordinance No. 02-2025

15. REPORT BY THE MAYOR

16. COMMUNICATIONS

17. PUBLIC COMMENTS
We welcome public comment and encourage active participation at this meeting.

There will be an opportunity for public comment on each Ordinance or Resolution currently before the Council, and again at the end of the meeting for general issues or concerns. These comments should be limited to three (3) minutes in length, and we ask that you not repeat what others have said. Your comments should be courteous and respectful of all. If you need additional time, please consider sending your questions, comments, or concerns to the City Clerk at: clerk@ westlafayette.in.gov.

If you wish to speak, we request that you sign in on the designated sheet at the podium.

Your contribution to this meeting aids the efforts of the Council in addressing issues that are important to the citizens of West Lafayette.

18. ADJOURNMENT

Next Regular Council Meeting: February 3, 2025

Note: Pre-Council meets on an as-needed basis and will be announced on public meeting notices from the Clerk's Office.

CITY OF WEST LAFAYETTE
COMMON COUNCIL
MINUTES
December 2, 2024

The Common Council of the City of West Lafayette, Indiana, met in Council Chambers at Margerum City Hall on December 2, 2024, at the hour of 6:30 p.m.

President Leverenz called the meeting to order and presided. The Pledge of Allegiance was recited.

Members Present: James Blanco, Stacey Baitinger Burr, Colin Lee, Larry Leverenz, Kathy Parker, David Sanders, and Laila Veidemanis.

Absent: Iris O'Donnell Bellisario and Michelle Dennis.

Also present: Mayor Erin Easter, Corporation Counsel Eric Burns, Clerk Sana Booker, City Engineer Natalia Bartos, Director of Technology Chris Benavidez, Communication Director Michelle Brantley, City Controller Peter Gray, Police Chief Troy Harris, WWTU Director David Henderson, Parks Superintendent Kathy Lozano, Fire Chief Jeff Need, Building Commissioner Chad Spitznagle, Street Commissioner Jeremy Stinson, and Director of Development Jen Van Schuyver.

PRE-COUNCIL ACTION ITEMS: None (A Pre-Council meeting was not held.)

MINUTES
Councilor Blanco moved for acceptance of the minutes of the November 4, 2024, Common Council Meeting. Councilor Lee seconded the motion, and the motion passed by unanimous voice vote.

REPORTS OF CITY DEPARTMENTS ON FILE IN THE CLERK'S OFFICE
There were no comments.

REPORT OF THE APC REPRESENTATIVES
President Leverenz reported that the amendment for Accessory Dwelling Units (ADU), only for West Lafayette, will be heard at APC this month and then the January Council meeting.

PUBLIC RELATIONS:
Presentation: 2025 Proposed West Lafayette Redevelopment Commission Spending Plan – RDC President Larry Oates (Informational; no Council action required)
RDC President Larry Oates explained that by State statute, the RDC has to present the RDC Spending Plan for the following year to the Council. That Spending Plan document is available in the agenda packet. Councilor Burr asked how decisions are made of where to prioritize funds. RDC President Oates explained that each department head puts together a list of their priorities, and then the Department of Development concatenates that to one list. Then there is a meeting with the Mayor to decide where the priorities are for the RDC in the year coming, especially for determining how to fund and take care of infrastructure projects.

Council Appointment: Go Greener Commission – Maddie Haulotte
Councilor Blanco moved to approve the appointment of Maddie Haulotte to the Go Greener Commission. Councilor Lee seconded the motion, and the motion passed by unanimous voice vote.

FINANCIAL REPORT
Controller Gray reported that at 92% through the year, current expenses are just under 72% and with encumbrances are at 81%, so we should be under budget for the year. The funds that are not utilized will go back under the cash for those funds. He agreed with President Leverenz that the department heads did a great job.

LEGAL REPORT
This report is on file.

JOINT BOARD REPORT
There was no report.

SPECIAL REPORTS: None

UNFINISHED BUSINESS:
Ordinance No. 32-2024 An Ordinance To Set The 2025 Salary Schedule For Elected Officials, Appointed Officers, Employees, Members Of The Police Department, Members Of The Fire Department, Wellness Center, And Wastewater Treatment Utility Of The City Of West Lafayette, Indiana (Presented by Controller) [No. of Readings 2 of 2] *Continued from the November 4, 2024, meeting.*

Councilor Blanco read Ordinance No. 32-2024 by title only.

Councilor Blanco moved for passage of Ordinance No. 32-2024 on second reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Controller Gray requested that the proposed amendment available on the agenda be approved.

Councilor Blanco moved to amended Ordinance No. 32-2024 by substitution. Councilor Lee seconded the motion.

Controller Gray briefly reviewed the highlighted changes on that amendment, including a salary change and clothing allowance in the Parks Department and language in the notes at the end to clarify benefits.

The motion to amend Ordinance No. 32-2024 passed by unanimous roll call vote.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	**Vote**
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye

Councilperson	Vote
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 32-2024 (Amended) passed on second and final reading.

NEW BUSINESS:
Ordinance No. 36-2024 An Ordinance Providing For Temporary Loans (Presented by Controller) [No. of Readings 1 of 2]

Councilor Blanco read Ordinance No. 36-2024 by title only.

Councilor Blanco moved for passage of Ordinance No. 36-2024 on first reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Controller Gray stated that this is an annual approval of temporary loans to cover cash flow. This year he is only asking for the General Fund and the Parks and Recreation Fund. In the past few years, we have been able to recategorize some things, so we no longer need loans to cover cash flow for the Police and Fire Pension Funds and Self-Insurance Payment Funds.

Councilor Sanders asked why it is necessary to do these loans since we are under budget in our spending. Controller Gray responded that the majority of our funding comes in June and December, and we are not under budget enough to cover the entire necessary cash flow.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 36-2024 passed on first reading.

Ordinance No. 37-2024 An Ordinance Requesting An Additional Appropriation to the 2024 Budget (ARPA) (Prepared by Controller) [No. of Readings 1 of 2]

Councilor Blanco read Ordinance No. 37-2024 by title only.

Councilor Blanco moved for passage of Ordinance No. 37-2024 on first reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Controller Gray requested a suspension of the rules in order to hold two votes on this. He explained that the City's plan for the American Rescue Plan Act (ARPA) funding began in 2021 with $11.4 million budgeted into four categories, as noted on the Amendment #2 document in the agenda packet. We also received an additional $27,539.00. Over the last few years, we have spent just under $9.9 million of that. We need to obligate what is left by the end of this month. Anything that is not obligated would need returned to the federal government. The funds will be obligated to our Revenue Loss category. Earlier this year, with Ordinance No. 21-2024, we added $1,086,943.00 to the budget, and this is the balance of what is available of the $463,374.00. In response to a question from Councilor Burr, Controller Gray explained that the Revenue Loss category was when, due to Covid, there was revenue that was not brought into the City at that time. Through the Covid stipulations, we can take up to $10 million in that category, and we had originally allocated just $2.1 million toward that to cover the General Fund and other expenditures because we continued to support personnel by paying them even though they were not able to work their regular way.

Councilor Sanders asked if the Ordinance No. 36-2024 should also have two readings since it has a January 1st date for the authorization. Controller Gray responded that we will not need to use the temporary loans until close to June.

Councilor Blanco moved to open a public hearing on Ordinance No. 37-2024. Councilor Lee seconded the motion, and the motion passed by unanimous voice vote.

There were no comments.

Councilor Blanco moved to close the public hearing on Ordinance No. 37-2024. Councilor Lee seconded the motion, and the motion passed by unanimous voice vote.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	**Vote**
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 37-2024 passed on first reading.

Councilor Blanco moved to suspend the rules and hear Ordinance No. 37-2024 on second and final reading. Councilor Lee seconded the motion, and the motion passed by unanimous voice vote.

Councilor Blanco read the title of Ordinance No. 37-2024 again and moved for passage on second and final reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 37-2024 passed on second and final reading.

Ordinance No. 38-2024 To Amend Certain Portions Of The Unified Subdivision Ordinance Of Tippecanoe County, Indiana, Designating The Time When The Same Shall Take Effect. (USO Amendment #14) (Right-of-Way Dedication Language) (Submitted By Area Plan Commission) [No. of Readings 1 of 1]

Councilor Blanco read Ordinance No. 38-2024 by title only.

Councilor Blanco moved for passage of Ordinance No. 38-2024 on first and only reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Building Commissioner Spitznagle explained that this amendment is to clean up language due to a line in the USO that the County wanted to clarify because they had three departments interpreting it differently.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye

Councilperson	Vote
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 38-2024 passed on first reading.

Ordinance No. 39-2024 An Ordinance To Approve Blanket Bond Coverage For 2025 (Prepared by Clerk) [No. of Readings 1 of 2]

Councilor Blanco read Ordinance No. 39-2024 by title only.

Councilor Blanco moved for passage of Ordinance No. 39-2024 on first reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Clerk Booker explained that this is an annual blanket bond for $750,000.00 coverage for City employees who handle money.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Ordinance No. 39-2024 passed on first reading.

Resolution No. 22-2024 A Resolution Requesting The Transfer Of Funds (Payroll) (Prepared by Controller) [No. of Readings 1 of 1]

Councilor Blanco read Resolution No. 22-2024 by title only.

Councilor Blanco moved for passage of Resolution No. 22-2024 on first and only reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Controller Gray stated that at the end of the year we try to make sure our budget numbers match with the different categories. This is not an addition to the budget; it is just to move personnel dollars between funds.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Resolution No. 22-2024 passed on first and only reading.

Resolution No. 23-2024 A Resolution Of The Common Council Of The City Of West Lafayette, Indiana, Approving Certain Matters In Connection With The Amendment Of A Declaratory Resolution For The Levee/Village Redevelopment Area And The Addition Of The Oakwood Village Allocation Area (Submitted by Department of Development) [No. of Readings 1 of 1]

Councilor Blanco read Resolution No. 23-2024 by title only.

Councilor Blanco moved for passage of Resolution No. 23-2024 on first and only reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Director Van Schuyver stated that this is similar to resolutions earlier this year for the Tapawingo and the Levee Landmark allocation areas. She referenced exhibits that are included in the related RDC and APC resolutions, provided in the agenda packet, that show the parcels for Chauncey Hill Mall and The Standard, along with a parking lot. What we have done is pull that area out into its own Tax Increment Financing (TIF) allocation area. It will reset the base and the time period for that TIF district, and it will release those TIF dollars back to the underlying tax entities, including the school district.

Richard Starkey (Barnes & Thornburg LLP) stated that now that the RDC has passed its declaratory resolution and APC adopted its resolution approving the plan, it is now up to the Council to approve what the APC did. It will then go back to RDC for a public hearing in December for final approval.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye

Councilperson	Vote
Parker	Aye
Sanders	Aye
Veidemanis	Aye

Clerk Booker stated that the vote was 7 AYES and 0 NAYS.

President Leverenz announced that Resolution No. 23-2024 passed on first and only reading.

Resolution No. 24-2024 A Resolution Of The Common Council Of The City Of West Lafayette, Indiana, Approving Certain Matters In Connection With Approving Amendments To A Declaratory Resolution And Economic Development Plan For The Kalberer/Cumberland/Blackbird Economic Development Area (Submitted by Department of Development) [No. of Readings 1 of 1]

Councilor Blanco read Resolution No. 24-2024 by title only.

Councilor Blanco moved for passage of Resolution No. 24-2024 on first and only reading, and that the vote be by roll call. The motion was seconded by Councilor Lee.

Director Van Schuyver stated that this is a similar concept to Resolution No. 23-2024. This is an Economic Development Area (EDA). There is an area that was disannexed from the City back to the County, and this process will remove it from the TIF area. This amendment will also include the existing Kalberer/Cumberland/Blackbird (KCB) TIF area, less a few parcels, along with a new Research Advancement (RAD) allocation area that includes some parcels along the eastern edge that were not part of the KCB TIF.

Councilor Blanco asked why the disannexed area had stayed in the TIF area after being disannexed. Director Van Schuyver responded that there is not a reason to go through the paperwork until needed. It is currently a residential area, so we do not pick up taxes there. However, it is a good time to clean that up while the TIF area boundaries are being reshaped.

There was no further discussion.

Clerk Booker called the roll call vote:

Councilperson	Vote
Bellisario	Absent
Blanco	Aye
Burr	Aye
Dennis	Absent
Lee	Aye
Leverenz	Aye
Parker	Aye
Sanders	Nay
Veidemanis	Aye

Clerk Booker stated that the vote was 6 AYES and 1 NAY.

President Leverenz announced that Resolution No. 24-2024 passed on first and only reading.

REPORT BY THE MAYOR

Mayor Easter stated that on November 16th, some members of the Council joined her at an event where she read a proclamation. Over the past year, we have had a lot of difficult conversations about what it means to be a member of this community and what is looks like when we support those individuals. Those difficult conversations have taken place both at Council meeting and outside of them. The challenge that many Councilors brought to individuals in the community was to have something we can act upon that impacts people here. She commends Noor Elmahdi for doing just that. The November 16th event was to celebrate International Day of Solidarity with the Palestinian People. It was not so much recognizing the United Nations' day, but it was more about being present for the members of our community who needed to know that we still support them regardless of the conflict half-way across the world. Mayor Easter then read the last section of the proclamation, which is in its entirety below:

Proclamation
in Observance of International Day of Solidarity with the Palestinian People

WHEREAS, our population hails from all over the world and the City of West Lafayette honors all members of the community. Our vibrant, multicultural population promotes understanding of new perspectives and introduces heritage for all of us to experience, regardless of nationality and/or religion. West Lafayette flourishes with the diversity of our residents who enrich us with their infusion of culture, art, tradition and skills. We are honored and privileged that these men and women chose to come here to West Lafayette to live; and

WHEREAS, we pledge to uphold the values set by and for the City to support all members in ways that recognize the diversity of our community, including residents of Palestinian heritage; and

WHEREAS, in 1977, the general assembly of the United Nations called for the annual observance of the International Day of Solidarity with the Palestinian people, with its resolution 32/40 B made on December 2nd of that year. Since then, the United Nations has supported the Palestinian people every year to recognize them as people through culture, heritage and their existence. In response to the call of the United Nations, various activities, including special messages, are undertaken annually by governments and civil society in observance of the day which will be marked this year on Friday, November 29, 2024. This year, West Lafayette will recognize the International Day of Solidarity with the Palestinian people, in recognition of our residents of Palestinian heritage.

NOW THEREFORE, I, Erin R. Easter, Mayor of the City West Lafayette, Tippecanoe County, Indiana, do hereby recognize the day of Friday, November 29, 2024, to be the

International Day of Solidarity with the Palestinian People

to show support for Palestinian Hoosiers and their families' dreams of a peaceful future in their communities.

I urge residents to foster dialogue, share resources, and learn more about ways to support our local Palestinian community, as well as helping West Lafayette be a welcoming city of choice in which to live, work, and prosper; to recognize their achievements, vibrant traditions and culture, including dance, music, food, literature, poetry, dress, and art; to recognize the impact Palestinian culture has had on this

community, as well as the contributions and achievements our citizens will continue to have.

Mayor Easter then announced the upcoming retirement of Police Chief Troy Harris, who has dedicated an exemplary 27 years to the City. It is a remarkable thing to recognize everything he has done for the City and celebrate that he has the opportunity to do something different and enjoy other parts of this world and life other than being our Chief of Police.

Chief Harris thanked the community for allowing him to serve them for 27 years. They helped him fulfill his childhood dream – it was the only thing he ever wanted to do – of a life of service and a life of dedication to other people. He appreciates our community supporting the Police Department through highs and lows. He has had a front row seat to see some amazing work by some amazing people, forged some great partnerships, had some great leaders he had the opportunity to work for, and made lifelong friendships. He thanked the Council for what they do and for the opportunity they have given to him personally and to the agency. He is sure the best days for the Department are ahead. There are some wonderful people who are ready to come up through the ranks and take over the leadership, and they will need the Council's support.

COMMUNICATIONS

- Councilor Leverenz spoke about the early days of the Police Merit Commission (PMC), when he served as a Commissioner. As they were learning the members and the workings of the Police Department, all of the then Commissioners identified Chief Harris, who was head of Detectives at the time, as an up-and-coming star. He has really lived up to and surpassed those expectations in serving the community, and we thank him for that.

- Councilor Parker stated that Chief Harris has taken a great Department and made it greater while setting a very high standard for policing in the community and in the country. She thanked him for all his great work and the contributions that he has made. She told him that she will miss him.

CITIZEN COMMENTS

There were no comments.

ADJOURNMENT

There being no further business at this time, Councilor Blanco moved for adjournment, and President Leverenz adjourned the meeting the time being 7:08 p.m.

West Lafayette Street/Sanitation/Recycling Department
December 2024

SANITATION/RECYCLING

December Income Fee	$ 108,107.99		To Date	$ 1,150,040.99
Recyclables Sales	$ 402.10		To Date	$ 2,710.70
Waste Land Filled	400.35	Tons	Tip Fee	$ 22,183.39
Street Sweepings Land Filled	0.00	Tons	Tip Fee	$ -
Materials Recycled Curb Side	120.91	Tons	ATF	$ 6,699.62
Yard Waste Composted	32.53	Tons	ATF	$ 1,802.49
Leaves Composted	134.09	Tons	ATF	$ 7,429.93

ATF: Avoided Tip Fee is $55.41/ton

ACTIVITIES	HOURS		
Street Sweeping	38.50		
Leaf Collection	196.50	134.09	Tons Collected
Snow Removal	118.00		
Pre-Wetting	56.00		
Accident Cleanup	6.0		
Street Light Maintenance	4.0		
Sign Maintenance	6.5		
Signal Maintenance	10.00		
Sign Making	25.00		
Traffic Locates	23.00		
Manhole Repair/Replace	29.00		
Cath Basin Repair/Replace	63.00		
Sewer Repair/Replace	0.00		
Sewer Locates	104.0		
Sewer Cleaning	7.5	688.00	Feet Cleaned
Sewer Televising	0.0		Feet Televised
Storm Sewer Televising	0.0		Feet Televised
Combo Sewer Televising	0.0	190.00	Feet Televised
Storm Sewer Cleaning	0.00		Feet Cleaned

MATERIALS	TONS	REVENUE	ATF
Bi. & Scrap Metal	4.73	$ 402.10	$ 262.09
Comingled- Curbside	120.91	$ -	$ 6,699.62
Food Waste	1.31	0	$ 72.59

City of West Lafayette
Report of Permits Issued
12/1/2024 through 12/31/2024

Permit Type	Appl.	Issued	Owner	Contractor	Location	Description	Project	Est. Cost
Commercial - Build Out	27262	12/05/2024	BDC-West Lafayette LLC	Capitol Construction Services, Inc.	1625 Sachem Blvd Parcel # 79-06-01-053-013.003-034	Build out - Starbucks #83960		$800,000.00
	Total							**$800,000.00**
Commercial - Improvement	27311	12/16/2024	Trustees Of Purdue University	Concordia Wireless Inc	120 N Grant St Parcel # 79-07-19-282-001.000-026	Replace 9 antennas & add 2 - Verizon Wireless		$15,000.00
	27261	12/05/2024	Gas, LLC	Titan Construction & Engineering Services	1020 Gemini Ln Ste 120 Parcel # 79-06-01-426-016.000-035	Renovate Ste 120 & build out portion of Ste 130	J Noelle & Co Salon	$182,000.00
	27223	12/18/2024	Purdue Research Foundation	Cube & Company, Inc.	1105 Endeavour Dr Parcel # 79-06-01-200-008.000-034	Temporary germ-free trailer install - IMI	Electric, concrete pad & sidewalk	$60,000.00
	27300	12/17/2024	Purdue Research Foundation	J.R. Kelly Company Inc.	1105 Endeavour Dr Ste 400 Parcel # 79-06-01-200-008.000-034	New classroom - IMI IN-MaC		$255,000.00
	Total							**$512,000.00**
Electrical	27336	12/31/2024	Lee, Hyowon & Lee, Jae Yim	Huston Electric, Inc.	116 Creighton Rd Parcel # 79-07-18-205-008.000-026	Service upgrade to 200 amp		$0.00
	27294	12/16/2024	Odle, Sharon	Brand Home Service LLC	118 Meridian St Parcel # 79-07-18-433-003.000-026	Service upgrade: 100 amp to 200 amp		$5,700.00
	27324	12/20/2024	Percifield, John	Artisan Electric	1730 Sheridan Rd Parcel # 79-07-18-106-012.000-026	Service upgrade: 100 amp to 200 amp	Underground conversion	$6,240.00

	27293	12/16/2024	Tan, Shujing & Bennett, Devin Ray Scott	Brand Home Service LLC	2317 Carmel Dr Parcel # 79-07-07-329-003.000-026	Service upgrade: 100 amp to 200 amp		$6,500.00
	27290	12/04/2024	Williams, Clifford & Pamela	Brand Home Service LLC	2616 Trace Twenty Six Parcel # 79-07-07-304-030.009-026	Replace 100amp service disconnect		$1,650.00
	27314	12/18/2024	Pardillo, Guillermo & Lopez-Quiroga, Car	Artisan Electric	3051 Hamilton St Parcel # 79-07-05-351-013.000-035	Pushmatic 200 amp service changeout		$6,425.00
	Total							**$26,515.00**
Pool - Commercial	27303	12/12/2024	West Lafayette IN Properties II KP6 LLC	Victory Surfaces, LLC.	147 W Wood St Parcel # 79-07-19-426-025.000-026	In ground pool - Ever (Verve 2)		$441,415.00
	Total							**$441,415.00**
Residential - Improvement	27276	12/05/2024	Upper Room Inc.	Upper Room Inc.	100 Tecumseh Park Ct Parcel # 79-07-07-476-002.000-026	Add on to existing deck		$3,000.00
	27310	12/17/2024	Quigley, Shawn A. & Victoria A.	Souligne Construction Inc.	115 Rockland Dr Parcel # 79-07-18-276-006.000-026	Addition to garage, kitchen & bedroom		$383,000.00
	27312	12/16/2024	Michels, Jeremy David & Mary Ann	D-K Construction Inc.	1816 Summit Dr Parcel # 79-07-18-102-012.000-026	Remodel master suite & replace kitchen vent hood		$153,000.00
	27277	12/05/2024	Upper Room Inc.	Upper Room Inc.	2198 Tecumseh Park Ln Parcel # 79-07-07-476-001.000-026	New deck		$3,000.00
	27285	12/04/2024	Sherman, Ryan L. & Kristie L.	Riverside Construction	3401 Morgan St Parcel # 79-07-06-430-003.000-035	Convert screen porch to 3 season room	Replace decking on existing deck	$71,293.00

	27295	12/16/2024	d'Almeida, Fabricio	d'Almeida, Fabricio	3707 Westmoreland Dr Parcel # 79-07-05-105-003.000-034	Finish basement		$35,000.00
	Total							**$648,293.00**
Residential - New Build	27269	12/05/2024	Majestic Custom Homes of Lafayette, Inc.	Majestic Custom Homes of Lafayette, Inc.	616 Robinson St Parcel # 79-07-17-351-016.000-026	New single family residence		$294,000.00
	27302	12/11/2024	Stoddart, James A & M Alison	Pour Boys Concrete LLC	690 Sugar Hill Dr Parcel # 79-06-24-100-002.000-029	New single family residence	Foundation only	$800,000.00
	27288	12/06/2024	Rice, Douglas E. & Mary E.	Old Town North LLC	1573 Mitch Daniels Blvd Parcel # 79-06-24-427-010.000-029	New single family residence	Provenance	$543,135.00
	Total							**$1,637,135.00**
Sign - Permanent	27271	12/16/2024	Midwest Student Housing Properties LLC	Sign Experts Inc	111 S River Rd Ste E Parcel # 79-07-20-307-004.000-026	Permanent signs - Hala's Grill		$1,800.00
	27286	12/16/2024	Calvary Baptist Church of West Lafayette	Signworks Inc.	310 Kalberer Rd Parcel # 79-07-06-252-015.000-034	Permanent sign - Calvary Baptist Church		$16,000.00
	27265	12/03/2024	BDC-West Lafayette LLC	Omaha Neon Sign Company	1625 Sachem Blvd Parcel # 79-06-01-053-013.003-034	Permanent sign - Starbucks drive thru		$0.00
	27316	12/23/2024	2549 Yeager LLC	Creative Inc.	2549 Yeager Rd Ste 140 Parcel # 79-06-12-277-006.000-026	Permanent signs - Brookshire Learning Center		$3,600.00
	Total							**$21,400.00**
Grand Total								**$4,086,758.00**

Permit Type	# Permits	Total Estimated Cost
Commercial - Build Out	1	$800,000.00
Commercial - Improvement	4	$512,000.00
Electrical	6	$26,515.00
Pool - Commercial	1	$441,415.00
Residential - Improvement	6	$648,293.00
Residential - New Build	3	$1,637,135.00
Sign - Permanent	4	$21,400.00
Grand Total	**25**	**$4,086,758.00**

WEST LAFAYETTE FIRE DEPARTMENT

REPORT

Ensuring West Lafayette is always a safe and great place to work, live, and play.

TO: West Lafayette Common Council
FROM: Jeff A. Need, Fire Chief
DATE: January 6, 2025
SUBJECT: December 2024 Fire Report

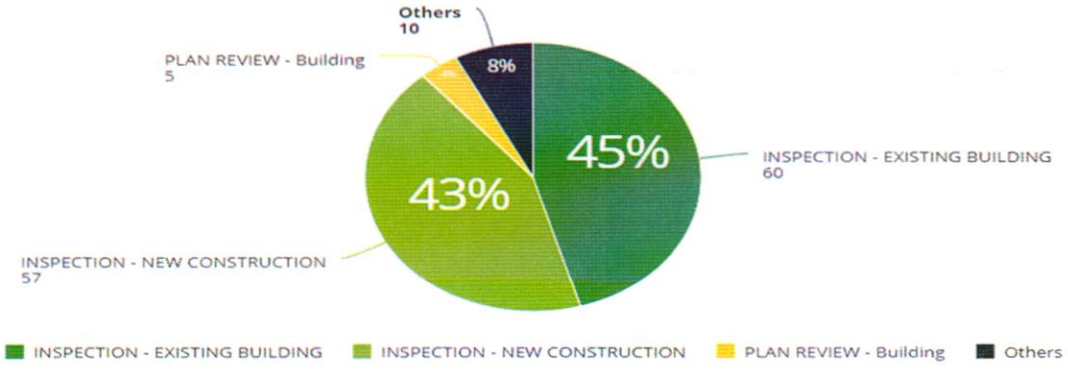
CALL TOTALS: West Lafayette Fire responded to 217 total calls in December.

EMS: 151	Fire: 8	HazMat: 8
Service Call: 13	False Alarm: 25	Good Intent: 12
TOTAL RUNS: 217	**TOTAL RUNS/YEAR: 3,004**	

TRAINING: West Lafayette Fire performed 870 total hours of training in December.

EMS	MONTHLY	CLASSES
Semi-annual audit with Dr. Sansone	Specialty Teams trained with LFD	CPM Phase I and Phase II
Medical Run Review	OSHA required annual training	
TOTAL HOURS: 870	**TOTAL HOURS/YEAR: 12,245**	

INSPECTIONS: West Lafayette Fire's fire prevention and education totaled 167 units in December and 2,483 units/year.



Respectfully submitted,

Jeff A. Need
Fire Chief, City of West Lafayette

WEST LAFAYETTE FIRE DEPARTMENT

300 NORTH STREET

WEST LAFAYETTE, INDIANA 47906

765.775.5175

Ensuring West Lafayette is always a safe and great place to work, live, and play.

December Monthly Training Report

The medical training for December was our semi-annual audit and review with Dr. Sansone. Captain Lamb was present and selected medical runs for our review. We covered various signs and symptoms of the patient and what could have been the patient's diagnosis.

Our specialty teams continue to train with the Lafayette Fire Department every month. Battalion Chief Doyle and Captain Taylor are continuing with the second phase of the Certified Public Manager course, while Captain Birge and Captain Lamb are continuing with Phase One. This month, we give all members time to complete their OHSA-required annual training.

The total hours of training by members this month came to 870 hours.

Presented by Captain Birge

WEST LAFAYETTE BUILDING DEPARTMENT

RENTAL INSPECTION

MONTHLY REPORT

December 2024

RENTAL HOUSING INSPECTION

		Monthly	Cumulative Total
INITIAL INSPECTIONS			
Number of Properties by Category			
Category 1	Single Family	32	460
Category 3	Multifamily	3	96
Category 4	Converted	2	101
Category 5	Condos	5	142
Total Number of Properties:		**42**	**799**
Total Number of Units		103	2912
Total Number of Violations		28	1259
RE-INSPECTIONS		9	274
3rd PARTY INSPECTIONS			
Category 3	Multifamily	2	3
Number of Units		329	535
APPEALS			
Number of Appeals Requested		0	0
CERTIFICATIONS			
Number of Properties by Category			
Category 1	Single Family	35	418
Category 3	Multifamily	7	95
Category 4	Converted	9	97
Category 5	Condos	6	39
Total Number of Properties:		**57**	**649**
FEES COLLECTED		$13,112.00	$399,060.00
LEGAL ACTION			
Number Referred		0	0
Number Resolved		0	0
Liens Filed		0	0
Liens Released		0	0
NEW SINGLE FAMILY RENTALS		2	47
COMPLAINTS			
Tenant		0	5
Other (ie: neighbor)		0	0

Violations by Type

December 2024

Number of Units Inspected:	103	
Interior Violations		**Cumulative Totals since 1/1/24**
Electrical	2	265
Plumbing	4	125
HVAC	1	51
Fire Protection Systems	18	523
Egress	0	2
Fire Stop Penetrations	0	18
Improper Use of Space	0	9
Interior Handrails	0	3
Stairs (Interior)	0	3
Windows & Doors	0	29
Interior Paint	0	0
Unsanitary Conditions	0	63
Other (Interior)	1	60
Subtotal Interior Violations:	26	1151
Exterior Violations		
Masonry	0	3
Roof	0	4
Gutters & Downspouts	1	15
Siding & Trim	1	27
Stairs (Exterior)	0	5
Balconies	0	0
Ext. Handrails & Guardrails	0	19
Exterior Concrete	0	0
Exterior Paint	0	1
Structural	0	6
Other (Exterior)	0	28
Subtotal Exterior Violations:	2	108
Total Number of Violations:	**28**	**1259**

Wastewater Treatment Utility
500 South River Road
West Lafayette, Indiana 47906
Voice: (765) 775-5145
Fax: (765) 775-5149

MONTHLY REPORT OF OPERATIONS

National **P**ollutant **D**ischarge **E**limination **S**ystem -- **NPDES**

November 2024--MONTHLY AVERAGES				**Limit**
TSS		3.4	mg/l	(30.00)
CBOD5		1.7	mg/l	(25.00)
NH_4		0.26	mg/L	(6.00)
Cl_2		N/A	mg/L	(0.06)
Phosphorus		0.88	mg/L	(1.00)
E. COLI		N/A	#/100ml	125.00
FLOW	TOTAL	199.22	MG	
	AVG	6.64	MGD	
	MAX	8.5	MGD	
	MIN	4.82	MGD	
PRECIPITATION		2.35	INCHES	

November 2024--PERCENT REMOVALS

TSS	98.4	REPORT ONLY
CBOD	98.8	REPORT ONLY
Ammonia	99.2	REPORT ONLY
Phosphorus	83.9	REPORT ONLY

COMBINED SEWER OVERFLOWS

November 2024	**MG**	**HOURS**	**Events**
TOTAL FLOW	**199.22**		
PERCENT FULLY TREATED	**100.00**		
OVERFLOW POINT			
DEHART STREET	0.0000	0	0
QUINCY STREET	0.0000	0	0
Wet Weather Treatment Facility	0.0000	0	0
OVERFLOW TOTAL	**0.0000**	**0.00**	**0**

WEST LAFAYETTE
ENGINEERING

Engineering Department
Monthly Report
December – 2024

DEPARTMENT STATISTICS

Permits and Inspections

	Permits Issued	Inspections
Right of Way/Excavation	15	20
Storm Water	0	60

Sewer Taps

	Permits Issued
Sewer Taps	2

CONSTRUCTION PHASE PROJECTS

- **Cherry Lane Trail**
  - **Location:** Cherry Lane between Northwestern Avenue and US-231.
  - **Scope:** To include a paved non-motorized trail connecting US-231 to Northwestern Avenue. The current design places the trail on the south side of the road.
  - **Update:** The trail and Cherry Lane are open. The City is awaiting a final change order.

- **Sagamore Parkway Trail (INDOT Project)**
  - **Location:** The Sagamore Parkway Trail project is a new, 10-foot asphalt trail construction from Happy Hollow Road to the Wabash River Bridge.
  - **Scope:** The Sagamore Parkway Trail provides a connection from the Nighthawk Trail to the Wabash Heritage Trail, as well as connecting to an existing path across the Wabash River Bridge to the City of Lafayette. The path to the bridge includes a meandering, scenic ride through woods to your destination. The project was awarded to HIS Constructors, Inc., for the amount of $4,978,000.00. This included the installation of the trail, as well as needed stormwater infrastructure including a 96” concrete pipe underneath the trail.
  - **Project Completion:** The trail had a soft opening in the spring of 2024.
  - **Update:** The pedestrian boardwalk is now re-opened. Erosion and punch list items are ongoing and expected to be completed by spring of 2025.

- **Salisbury Street/Grant Street Corridor Improvements**
  - **Location:** Salisbury Street between Cumberland Avenue and Grant Street, and Grant Street between Salisbury Street and Northwestern Avenue.
  - **Scope:** The Salisbury Street/Grant Street Redevelopment Project aimed to connect our trail systems from north to south, improving access and safety for multimodal travelers.
    A build-operate-transfer (BOT) with White Construction and GM Development team was agreed to at a guaranteed maximum price of $7,012,499.57. This project includes pavement overlay between Grant Street and Cumberland Avenue, pavement preservation, curb reconstruction, trail construction, pedestrian safety improvements, and traffic signal upgrades.
  - **Projected Completion:** Construction was completed in fall 2023, while punch list and final surface for Grant Street will take place in spring 2025.
  - **Update:** Crews will be working until the spring of 2025 on punch list items and landscaping holdovers, followed by the trail completion. Utility relocations were completed. Trail construction from Kent and Salisbury to Salisbury and Navajo is complete.

DESIGN PHASE PROJECTS

- **Soldiers Home Road – Phase 1 (INDOT Project)**
  - **Location:** Rural to urban cross-section conversion from Old US 52 (Sagamore Parkway) to Hamilton Street.
  - **Scope:** To include pavement reconstruction, new sidewalk & trail construction, and stormwater drainage improvements. Soldiers Home Road is a minor arterial in need of reconstruction to accommodate increased traffic and pedestrian demands, as well as to correct structural pavement issues.
  - **Update:** A second public meeting took place on January 18, 2024. The project is currently in the Design Phase and construction could begin as early as 2028.

- **Soldiers Home Road – Phase 2 (INDOT Project)**
  - **Location:** Rural to urban cross-section conversion from Hamilton Street to Kalberer Road.
  - **Scope:** To include pavement reconstruction, new sidewalk & trail construction, and stormwater drainage improvements. Soldiers Home Road is a minor arterial in need of reconstruction to accommodate increased traffic and pedestrian demands, as well as to correct structural pavement issues.
  - **Update:** Two consultants provided their qualifications for the City's consideration. Construction is scheduled to begin after 2029.

- **McCormick Road Reconstruction and Culvert Replacement**
  - **Location:** McCormick Road, from Cherry Lane to north of Lindberg Road.
  - **Scope:** To include pavement reconstruction, new sidewalk construction, and stormwater drainage improvements. McCormick Road is a minor arterial in need of reconstruction to accommodate increased traffic and pedestrian demands, as well as to correct structural pavement issues.
  - **Update:** Funding for this project will be evaluated by the Redevelopment Commission in the 2nd quarter of 2025.

Visit WLmoves or the Engineering Department page for information about projects.

City of West Lafayette, Indiana
Budget Report - YTD
December 2024

Row Labels	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expensed	Encumbrances	Available Budget	% Used
1010 General Fund	19,309,107	638,075	19,947,182	17,841,621	803,393	1,302,168	93%
2010 Motor Vehicle Highway (MVH)	2,349,042	1,561,896	3,910,938	1,917,486	1,307,661	685,791	82%
2015 MVH-Restricted	555,000	589,514	1,144,514	581,697	260,161	302,657	74%
2020 Local Road & Street	408,600	156,092	564,692	295,449	146,129	123,114	78%
2040 Parks and Recreation	1,795,946	6,213	1,802,159	1,553,200	50,610	198,350	89%
2090 Economic Development IT	3,123,794	750,150	3,873,944	2,801,785	596,435	475,724	88%
2330 Law Enforce Continuing Ed	18,500	-	18,500	18,449	-	51	100%
2490 Public Safety LIT	980,531	215,951	1,196,482	868,672	183,040	144,770	88%
2540 Rental Housing Inspection	312,496	-	312,496	273,519	-	38,977	88%
2780 Fire Fighting	8,000	-	8,000	8,000	-	-	100%
4020 Cumulative Capital Dev	935,700	273,880	1,209,580	972,998	165,723	70,859	94%
4180 Coronavirus ARPA Fund	-	3,083,582	3,083,582	1,533,265	1,550,317	-	100%
8010 Fire Pension-1937	745,342	-	745,342	669,554	-	75,788	90%
8020 Police Pension-1925	818,211	-	818,211	713,717	-	104,494	87%
Grand Total	**31,360,269**	**7,275,353**	**38,635,622**	**30,049,411**	**5,063,468**	**3,522,743**	**91%**

Presented by the Controller

ORDINANCE NO. 36-2024

AN ORDINANCE PROVIDING FOR TEMPORARY LOANS

Whereas, the Common Council may authorize the transfer of a prescribed amount, for a prescribed period, to a depleted fund in need of money for cash flow purposes from another fund that has sufficient money;

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE that:

The City Controller is authorized as of January 1, 2025, to make the following loans from funds having a sufficient balance to funds that are temporarily short in anticipation of tax draws and/or other anticipated funds.

Loan from:	Loan to:		Amount
Motor Vehicle Highway	General Fund		$2,000,000
Motor Vehicle Highway	Parks & Recreation Fund		1,000,000
		TOTAL	$3,000,000

The loans may be drawn as needed up to the maximum amount. All loans are to be repaid by December 31, 2025.

This ordinance shall be in full force and effect from and after its passage and signing by the Mayor.

INTRODUCED ON FIRST READING ON THE _____ DAY OF _____, 2024.

MOTION TO ADOPT MADE BY COUNCILOR _____, AND SECONDED BY COUNCILOR _____.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE _____ DAY OF _____, 2025, HAVING BEEN PASSED BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidimanis				

_____
Larry J. Leverenz, Presiding Officer

Attest:

_____
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE _____ DAY OF _____, 2025.

_____
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE _____ DAY OF _____, 2025.

_____
Erin R. Easter, Mayor

Attest:

_____
Sana G. Booker, Clerk

Prepared by Clerk Sana G. Booker

ORDINANCE NO. 39-2024 (Amended)

AN ORDINANCE TO APPROVE BLANKET BOND COVERAGE FOR 2025, 2026, and 2027

WHEREAS, certain elected and appointed officials of the City of West Lafayette are required by Indiana code (IC 5-4-1) to file an official bond for the faithful performance of duty within ten days of issuance or, if approval is required, within ten days after their approval by the person required to approve the bonds; and

WHEREAS, bonds are required for all individuals who are employees or contractors of the City where official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the City; and

WHEREAS, the person who approves an official bond shall write the approval on the bond; the Mayor being the person who approves the bonds of all city officers except the Mayor's own bond and that of members of the Common Council; the Common Council being the body who approves bonds of the members of the Board of Public Works and Safety; and

WHEREAS, the West Lafayette Common Council did approve Ordinance No. 7-07, adopting the provisions of Indiana Code Section 5-4-1-18(b) which provides blanket bonds in lieu of individual bonds for those officials and all employees, commission members and persons acting on behalf of the City of West Lafayette and its agencies, including the City Clerk, the City Controller, the City Judge and the Redevelopment Commissioners; and

WHEREAS, the City blanket bond policy is renewed upon expiration.

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE that:

Section 1.
The renewal of blanket bond coverage for 2025, 2026, and 2027 is approved in lieu of individual bonds for public officials and all employees, commission members and persons acting on behalf of the City of West Lafayette and its agencies. The total amount of insurance is $750,000, effective January 1, 2025, and expiring on January 1, 2028.

Section 2.
The Common Council approves coverage for the members of the Board of Public Works and Safety. The President of the Common Council is hereby directed to sign the Certificate of Insurance and insurance policy signifying approval.

Section 3.
The Mayor approves coverage of all other City officers, employees, commission members, and persons acting on behalf of the City of West Lafayette and its agencies. The Mayor is hereby directed to sign the Certificate of Insurance signifying approval.

Section 4.
The Clerk is hereby directed to record this Ordinance and the Certificate of Insurance with the County Recorder within ten days of approval.

INTRODUCED ON FIRST READING ON THE _____ DAY OF _____, 2024.

MOTION TO ADOPT MADE BY COUNCILOR _____, AND SECONDED BY COUNCILOR _____.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE _____ DAY OF _____, 2025, HAVING BEEN PASSED BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidemanis				

_____
Larry J. Leverenz, Presiding Officer

Attest:

_____
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE _____ DAY OF _____, 2025.

_____
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE _____ DAY OF _____, 2025.

_____
Erin R. Easter, Mayor

Attest:

_____
Sana G. Booker, Clerk

Prepared by Clerk Sana G. Booker

ORDINANCE NO. 39-2024

AN ORDINANCE TO APPROVE BLANKET BOND COVERAGE FOR 2025

WHEREAS, certain elected and appointed officials of the City of West Lafayette are required by Indiana code (IC 5-4-1) to file an official bond for the faithful performance of duty within ten days of issuance or, if approval is required, within ten days after their approval by the person required to approve the bonds; and

WHEREAS, bonds are required for all individuals who are employees or contractors of the City where official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the City; and

WHEREAS, the person who approves an official bond shall write the approval on the bond; the Mayor being the person who approves the bonds of all city officers except the Mayor's own bond and that of members of the Common Council; the Common Council being the body who approves bonds of the members of the Board of Public Works and Safety; and

WHEREAS, the West Lafayette Common Council did approve Ordinance No. 7-07, adopting the provisions of Indiana Code Section 5-4-1-18(b) which provides blanket bonds in lieu of individual bonds for those officials and all employees, commission members and persons acting on behalf of the City of West Lafayette and its agencies, including the City Clerk, the City Controller, the City Judge and the Redevelopment Commissioners; and

WHEREAS, the City blanket bond policy is renewed annually.

NOW, THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE that:

Section 1.
The renewal of blanket bond coverage for 2025 is approved in lieu of individual bonds for public officials and all employees, commission members and persons acting on behalf of the City of West Lafayette and its agencies. The total amount of insurance is $750,000, effective January 1, 2025, and expiring on January 1, 2026.

Section 2.
The Common Council approves coverage for the members of the Board of Public Works and Safety. The President of the Common Council is hereby directed to sign the Certificate of Insurance and insurance policy signifying approval.

Section 3.
The Mayor approves coverage of all other city officers, employees, commission members, and persons acting on behalf of the City of West Lafayette and its agencies. The Mayor is hereby directed to sign the Certificate of Insurance signifying approval.

Section 4.
The Clerk is hereby directed to record this Ordinance and the Certificate of Insurance with the County Recorder within ten days of approval.

INTRODUCED ON FIRST READING ON THE _____ DAY OF _____, 2024.

MOTION TO ADOPT MADE BY COUNCILOR _____, AND SECONDED BY COUNCILOR _____.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE _____ DAY OF _____, 2025, HAVING BEEN PASSED BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidemanis				

_____
Larry J. Leverenz, Presiding Officer

Attest:

_____
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE _____ DAY OF _____, 2025.

_____
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE _____ DAY OF _____, 2025.

_____
Erin R. Easter, Mayor

Attest:

_____
Sana G. Booker, Clerk

WEST LAFAYETTE
OFFICE OF THE CLERK

To: City Council

From: Sana Booker – City Clerk

Date: Monday, December 2, 2024

Subject: Blanket Bond Coverage 2025

The blanket bond coverage is a way of protecting the City if anyone mismanages City money. This is a $750,000.00 total bond that would go against the various officers of the City who would be handling money if any losses occurred. A blanket bond is a way of getting a better rate. This is approved annually to ensure that the City is always protected.

Thank you,

Sana Booker

Sana Booker
City Clerk

ORDINANCE NO. 01-2025
TO AMEND CERTAIN PORTIONS OF THE UNIFIED ZONING ORDINANCE OF TIPPECANOE COUNTY, INDIANA, DESIGNATING THE TIME WHEN THE SAME SHALL TAKE EFFECT.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, THAT ORDINANCE NO. 32-97 IS HEREBY AMENDED AS FOLLOWS:

Section 1: Change **UZO Section 1-2 Definitions**, by adding the definition of ***Accessory Dwelling Unit (ADU)*** as follows:

ACCESSORY DWELLING UNIT (ADU): Permitted in West Lafayette only, and only in all single-family zones and R2 and R2U zones, an ADU is an additional dwelling unit on a lot with an existing single-family dwelling that is independent of and incidental to the principal dwelling unit. This unit is equipped with kitchen and bathroom facilities. There are three types of ADU: internal, attached, or detached from the principal dwelling. If internal, the ADU must fit within the existing footprint of the principal dwelling unit. An Internal or attached ADU may or may not have interior access to the principal dwelling; however, the accessory dwelling unit must be independently accessible via an exterior door.

Section 2: Amend **Sections 2-1** through **2-7** as follows:

Change all mentions of "***dwelling unit***" regarding parking standards to "primary ***dwelling unit***."

Section 3: Add footnote 13 to the Table in 4-2-1 clarifying that ***accessory dwelling units*** are exempt from lot coverage and vegetative coverage standards.

Section 4: Amend **UZO Sections 4-1, 4-6-3, 4-11-1, 4-11-13** as follows:

In **UZO Section 4-1**, add "(31) ***ADU*** (standard)" to the uses listed under subsection (b).

In **UZO Section 4-6-3**, change all mentions of "***dwelling unit***" to "primary ***dwelling unit***."

In **UZO Section 4-11-1**, add "***Accessory dwelling units*** shall have a minimum floor area of 400 square feet and a maximum floor area of 750 square feet."

In **UZO Section 4-11-13**, add "(c) a ***transient guest house*** shall not be permitted in an **ADU**."

Section 5: Add a new section, "**UZO Section 4-12**" and list the following regulations therein:

(a) An ***accessory dwelling unit*** is permitted in West Lafayette only and only in certain zones and when the below qualifications can be met. It shall be within a single-family detached dwelling, or as a separate dwelling unit on the same lot or parcel with a principal dwelling unit.

(b) To qualify for an attached or detached ***ADU*** requiring new construction or expansion by-right, the existing lot or parcel and its ***single-family dwelling*** unit must meet all the lot width, lot area, lot coverage, and vegetative cover ratios required in that zone without previous variance. For lots or parcels that meet this requirement, any proposed ***ADU*** shall be exempt from the lot coverage and vegetative cover ratios required in that zone. Existing accessory structures can be eligible for conversion to a detached ADU by variance if the lot or parcel is noncomplying.

(c) An internal ADU may be permitted by-right on lots that have been granted variance(s) for lot width, lot area, lot coverage, or vegetative coverage.

(d) No more than one ***accessory dwelling unit*** is permitted on any ***lot*** or ***parcel***.

(1) If the principal ***dwelling unit*** is served by sanitary sewer and public water systems, the ***accessory dwelling unit*** must share the same sewage disposal and water supply laterals as the associated principal ***dwelling unit***. Properties with septic and well facilities are subject to Health Department review and approval.

(e) The living area of an ***accessory dwelling unit*** cannot exceed 50% of the ***ground floor area*** of the principal dwelling unit unless 50% of the principal dwelling unit is less than 400 square feet. In this case, any proposed accessory dwelling unit shall only be permitted a living area of 400 square feet.

(1) A detached ***ADU*** shall be no larger than 750 square feet.

(2) In the case that a detached ***ADU*** is part of a larger accessory structure (e.g., a pole barn), the living area of that ***ADU***, including all bathroom and kitchen facilities, cannot exceed 750 square feet.

(f) Occupancy limits for an ***ADU*** are restricted to one ***family***. This is exclusive of the occupants of the ***primary dwelling unit***, meaning that the primary dwelling may also be occupied by a separate ***family*** concurrently.

(g) The owner of the property must live on the premises, either in the principal dwelling unit or the ***accessory dwelling unit*** and maintain that address as their primary place of residence.

(h) No new access points or driveways may be created or installed on the abutting ***street*** for vehicular access to the ***accessory dwelling unit***. No additional parking shall be required for an ***ADU***. However, a variance will be required if the ground floor area of the proposed ***ADU*** reduces the required parking for the principal dwelling unit.

(i) Detached and attached ***accessory dwelling units*** must meet all front and (street) side ***setback*** requirements of the zone in which they are located. Side and rear ***setbacks*** for attached ***ADU***s shall be the same as those for ***primary use buildings***, and detached ***ADU***s shall be the same as those for ***accessory use buildings***. Also, there shall be a minimum separation of 6’ between a detached ***ADU*** and the principal ***dwelling unit***.

(j) ***Accessory dwelling units*** within an overlay district must conform to all applicable building design and material requirements of Chapter 7. Any proposed ***accessory dwelling unit*** is subject to the requirements of any applicable ***local historic district***.

(k) ***Transient Guest Houses*** shall not be permitted in ***ADUs***; home occupations shall only be permitted in an ***ADU*** if they are accessory to the residential use of the ***ADU***.

(l) Illegal ***ADUs*** existing prior to this amendment may be made legally conforming by permit. In West Lafayette, rental inspection requirements may also be required.

(m) As a condition of approval, the owner must prepare a deed restriction to be reviewed and approved by the ***Administrative Officer (A.O.)*** Following approval by the ***A.O.***, the applicant shall record the deed restriction with the County Recorder and confirm that the property is eligible for a

Homestead tax exemption. A copy of the deed restriction shall be provided to the ***A.O.*** The deed restriction must include a statement that the principal dwelling and the ***accessory dwelling unit*** will remain in the same ownership and the lot will remain owner-occupied, unless the dwellings can be subdivided into individual building ***lots***, each of which complies with the requirements of the ***USO***. The ***A.O.*** will not issue an ILP for the ***accessory dwelling unit*** until a copy of the recorded deed restriction is provided to the ***A.O.***

(n) Property owners should refer to any applicable covenants, conditions, and restrictions that may impose greater restrictions than are found in this ordinance. This ordinance does not abrogate any private covenants that may apply to property. Likewise, approval of any addition or improvement pursuant to private covenants does not act as a waiver of any requirements contained in this ordinance.

Section 6: Amend **UZO Section 6-2-5** as follows:

Amend subsection (b) from "In addition to the requirements of 6-2-5-a above, a ***site plan*** involving a ***single- or two-family residence*** (including a ***modular home***, ***manufactured home***, or a ***mobile home***) shall, where applicable, include:" to "In addition to the requirements of 6-2-5-a above, a site plan involving a **single-** or **two-family residence** (including a **modular home**, **manufactured home**, or a **mobile home**), or an **accessory dwelling unit**, shall, where applicable, include:"

This ordinance shall be in full force and effect from and after its passage.

INTRODUCED ON FIRST READING ON THE _____ DAY OF _____, 2024.

MOTION TO ADOPT MADE BY COUNCILOR _____ AND SECONDED BY COUNCILOR _____.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE _____ DAY OF _____ 2024, HAVING BEEN PASSED BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidemanis				

_____
Larry J. Leverenz, Presiding Officer

Attest:

_____
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE _____ DAY OF _____ 2024.

_____
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE _____ DAY OF _____ 2024.

_____
Erin R. Easter, Mayor

Attest:

_____
Sana G. Booker, Clerk

Unified Zoning Ordinance Amendment #114
PERMITTING ACCESSORY DWELLING UNITS BY-RIGHT IN WEST LAFAYETTE

Staff Report
December 12, 2024

RELEVANT CONTEXT

This proposal comes at the request of the City of West Lafayette via Resolution No. 8-2024, which directed APC staff to study ADUs and craft an ordinance amendment to provide a legal zoning pathway for their development. The resolution was adopted in an effort to address the growing housing shortage within West Lafayette.

Currently, the UZO permits no more than one dwelling unit per lot in single-family zones, and no more than one single-family dwelling or two-family dwelling (duplex) in R2, R2U, and A zones. The proposed amendment would create and define a new accessory use, "accessory dwelling unit (ADU)," and permit this use by-right in R1, R1A, R1B, R1U, R2, and R2U zones only in the City of West Lafayette.

The initial draft of this proposed amendment was developed through an analysis of 13 model zoning codes both here in Indiana and nationwide, a policy report produced by the American Planning Association (APA), and research produced by the US Department of Housing and Urban Development (HUD). Staff also spoke at length with multiple Indiana zoning authorities with ADU ordinances on the books, including Putnam County Planning and Zoning Department, City of Bloomington Planning and Transportation Department, Allen County Department of Planning Services, and Vanderburgh County Area Plan Commission. Prior to the first reading at Ordinance Committee, staff met with and discussed the first draft with West Lafayette City Councilors who authored the Resolution No. 8-2024 to address any questions early on in this process.

Through three presentations at Ordinance Committee from September-November of this year, staff has gathered and incorporated feedback from both members of APC and the broader community. Multiple iterations of the proposal have been discussed with the Administrative Officer's committee as well as the County Health Department and revised accordingly. On December 17th, staff will meet with the West Lafayette Historic Preservation Commission to discuss additional areas of concern. Through this extensive research and collaboration, APC staff is confident the following amendment language fulfills the request of West Lafayette City Council.

KEY ELEMENTS

Within the City of West Lafayette, an "accessory dwelling unit (ADU)" will be defined as:

> *An additional dwelling unit on a lot with an existing single-family dwelling that is independent of and incidental to the principal dwelling unit. This unit is equipped with kitchen and bathroom facilities. There are three types of ADU: internal,*

attached, or detached from the principal dwelling. If internal, the ADU must fit within the existing footprint of the principal dwelling unit. An Internal or attached ADU may or may not have interior access to the principal dwelling; however, the accessory dwelling unit must be independently accessible via an exterior door.

ADUs will be permitted in the R1, R1A, R1B, R1U, R2, and R2U zones within the corporate boundaries of West Lafayette. The living area of these accessory units will be confined to 400-750sqft in size and will be no larger than 50% of the ground floor area (GFA) of the single-family primary residence. Primary residences on eligible properties with a GFA smaller than 800sqft will still be permitted to have an accessory dwelling unit of no greater than 400sqft. If a detached ADU is located within a larger accessory structure (i.e. pole barn), then the living area of the ADU must be no larger than 750sqft. Additional key regulations for this use include:

1. Newly-constructed detached and attached ADUs may be permitted by-right on properties that conform to lot width, lot area, lot coverage, and vegetative coverage standards of their respective zones. Once an ADU site plan is submitted, reviewed, and the property is determined eligible, the permitted ADU will be exempt from those standards, and the parking standards for that zone. Existing accessory structures may be eligible for conversion to a detached ADU by variance if the lot or parcel is nonconforming.

2. An internal ADU may be permitted by-right on properties that have been granted variance(s) for lot width, lot area, lot coverage, or vegetative coverage.

3. No new access points or driveways may be created or installed to serve the ADU, and no additional parking shall be required. However, a variance will be required for the primary dwelling unit if the ground floor area of the proposed ADU reduces the required parking for the principal dwelling unit.

4. Detached and attached ADUs must meet all the front and (street-abutting) side setbacks of the zone in which they are located. Internal ADUs must conform to the required setbacks for a primary use building, and detached ADUs must conform to the required setbacks for an accessory use building. Detached ADUs must be located a minimum of 6’ from the primary dwelling unit.

5. ADUs within an overlay district must conform to all standards in that district per UZO Chapter 7. Any proposed ADU is subject to the requirements of any applicable local historic district.

6. An ADU and its associated principal dwelling must remain in common ownership, and the owner must live on the property in either of the two units. This provision will be enforced through a deed restriction.

7. An ADU cannot be used as a transient guest house, and it may only be used for a home occupation if the ADU is being used principally as a residence.

8. If the principal dwelling unit is served by sanitary sewer and public water systems, the accessory dwelling unit must share the same sewage disposal and water supply laterals as the associated principal dwelling unit. Properties with septic and well facilities are subject to Health Department review and approval.

9. Occupancy limits for an ADU are restricted to one family. This is exclusive of the occupants of the primary dwelling unit, meaning that the primary dwelling may also be occupied by a separate family concurrently.

10. Illegal ADUs existing prior to this amendment may be made legally conforming by permit. However, property owners should refer to any applicable covenants, conditions, and restrictions that may impose greater restrictions on their property than are found in this ordinance. This ordinance does not abrogate any private covenants that may apply to property. Likewise, approval of any addition or improvement pursuant to private covenants does not act as a waiver of any requirements contained in this ordinance.

RECENT REVISIONS

Following November Ordinance Committee, staff received word from the West Lafayette City Council and Historic Preservation Commission (HPC) regarding HPC's concern with proposed language related to properties within a local historic district that may qualify for an ADU as per this ordinance. The following section was revised to address these concerns:

UZO Section 4, subsection (j): ***accessory dwelling units*** within an ~~local historic~~overlay district must conform to all applicable building design and material requirements of Chapter 7. ~~or any historic preservation district applicable to the principal building~~Any proposed ***accessory dwelling unit*** is subject to the requirements of any applicable ***local historic district***.

Additionally, following an internal staff review, the following revisions were made to clarify additional proposed language from the previous version:

UZO Section 4, subsection (b): To qualify for an attached or detached ~~any of the three types of~~ ADU requiring new construction or expansion by-right, the existing lot or parcel and its ***single-family dwelling*** unit must meet all the lot width, lot area, lot coverage, and vegetative cover ratios required in that zone without previous variance. For lots or parcels that meet this requirement, any proposed ***ADU*** shall be exempt from the lot coverage and vegetative cover ratios required in that zone. Existing accessory structures can be eligible for conversion to a detached ADU by variance if the lot or parcel is noncomplying.

UZO Section 4, subsection (c): An internal ADU may be permitted by-right on lots that have been granted variance(s) for lot width, lot area, lot coverage, or vegetative coverage.~~; however, a new variance must be granted by the BZA for any proposed detached or attached ADU failing to meet those standards. For noncomplying lots, all~~

~~three types of ADU may only be permitted when lot width, lot area, lot coverage or vegetative coverage can be met either by right or by variance.~~

UZO Section 4, subsection (e): The living area of an ***accessory dwelling unit*** cannot exceed 50% of the ***ground floor area*** of the principal dwelling unit unless 50% of the principal dwelling unit is less than 400 square feet. In this case, any proposed accessory dwelling unit shall only ~~have a minimum~~be permitted a living area of 400 square feet.

STAFF RECOMMENDATION
Approval

ORDINANCE NO._____

AN ORDINANCE AMENDING CHAPTER ___
OF ORDINANCE NO._____
BEING THE UNIFIED ZONING ORDINANCE
OF TIPPECANOE COUNTY.

Be it ordained by the (County Commissioners of Tippecanoe County, Indiana; the Common Council of the City of Lafayette, Indiana; the Common Council of the City of West Lafayette, Indiana; the Town Council of the Town of Battle Ground, Indiana; the Town Council of the Town of Dayton, Indiana; and the Town Council of Clarks Hill, Indiana), that Ordinance No._____, being the Unified Zoning Ordinance of Tippecanoe County is hereby amended as follows:

Section 1: Change **UZO Section 1-2 Definitions**, by adding the definition of ***Accessory Dwelling Unit (ADU)*** as follows:

ACCESSORY DWELLING UNIT (ADU): Permitted in West Lafayette only, and only in all single-family zones and R2 and R2U zones, an ADU is an additional dwelling unit on a lot with an existing single-family dwelling that is independent of and incidental to the principal dwelling unit. This unit is equipped with kitchen and bathroom facilities. There are three types of ADU: internal, attached, or detached from the principal dwelling. If internal, the ADU must fit within the existing footprint of the principal dwelling unit. An Internal or attached ADU may or may not have interior access to the principal dwelling; however, the accessory dwelling unit must be independently accessible via an exterior door.

Section 2: Amend **Sections 2-1** through **2-7** as follows:

Change all mentions of "***dwelling unit***" regarding parking standards to "primary ***dwelling unit***."

Section 3: Add footnote 13 to the Table in 4-2-1 clarifying that ***accessory dwelling units*** are exempt from lot coverage and vegetative coverage standards.

Section 4: Amend **UZO Sections 4-1, 4-6-3, 4-11-1, 4-11-13** as follows:

In **UZO Section 4-1**, add "(31) ***ADU*** (standard)" to the uses listed under subsection (b).

In **UZO Section 4-6-3**, change all mentions of "***dwelling unit***" to "primary ***dwelling unit***."

In **UZO Section 4-11-1**, add "***Accessory dwelling units*** shall have a minimum floor area of 400 square feet and a maximum floor area of 750 square feet."

In **UZO Section 4-11-13**, add "(c) a ***transient guest house*** shall not be permitted in an **ADU**."

Add a new section, "**UZO Section 4-12**" and list the following regulations therein:

(a) An ***accessory dwelling unit*** is permitted in West Lafayette only and only in certain zones and when the below qualifications can be met. It shall be within a single-family detached dwelling, or as a separate dwelling unit on the same lot or parcel with a principal dwelling unit.

(b) To qualify for an attached or detached ***ADU*** requiring new construction or expansion by-right, the existing lot or parcel and its ***single-family dwelling*** unit must meet all the lot width, lot area, lot coverage, and vegetative cover ratios required in that zone without previous variance. For lots or parcels that meet this requirement, any proposed ***ADU*** shall be exempt from the lot coverage and vegetative cover ratios required in that zone. Existing accessory structures can be eligible for conversion to a detached ADU by variance if the lot or parcel is noncomplying.

(c) An internal ADU may be permitted by-right on lots that have been granted variance(s) for lot width, lot area, lot coverage, or vegetative coverage.

(d) No more than one ***accessory dwelling unit*** is permitted on any ***lot*** or ***parcel***.

(1) If the principal ***dwelling unit*** is served by sanitary sewer and public water systems, the ***accessory dwelling unit*** must share the same sewage disposal and water supply laterals as the associated principal ***dwelling unit***. Properties with septic and well facilities are subject to Health Department review and approval.

(e) The living area of an ***accessory dwelling unit*** cannot exceed 50% of the ***ground floor area*** of the principal dwelling unit unless 50% of the principal dwelling unit is less than 400 square feet. In this case, any proposed accessory dwelling unit shall only be permitted a living area of 400 square feet.

(1) A detached ***ADU*** shall be no larger than 750 square feet.

(2) In the case that a detached ***ADU*** is part of a larger accessory structure (e.g., a pole barn), the living area of that ***ADU***, including all bathroom and kitchen facilities, cannot exceed 750 square feet.

(f) Occupancy limits for an ***ADU*** are restricted to one ***family***. This is exclusive of the occupants of the ***primary dwelling unit***, meaning that the primary dwelling may also be occupied by a separate ***family*** concurrently.

(g) The owner of the property must live on the premises, either in the principal dwelling unit or the ***accessory dwelling unit*** and maintain that address as their primary place of residence.

(h) No new access points or driveways may be created or installed on the abutting ***street*** for vehicular access to the ***accessory dwelling unit***. No additional parking shall

be required for an ***ADU***. However, a variance will be required if the ground floor area of the proposed ***ADU*** reduces the required parking for the principal dwelling unit.

(i) Detached and attached ***accessory dwelling units*** must meet all front and (street) side ***setback*** requirements of the zone in which they are located. Side and rear ***setbacks*** for attached ***ADU***s shall be the same as those for ***primary use buildings***, and detached ***ADU***s shall be the same as those for ***accessory use buildings***. Also, there shall be a minimum separation of 6' between a detached ***ADU*** and the principal ***dwelling unit***.

(j) ***Accessory dwelling units*** within an overlay district must conform to all applicable building design and material requirements of Chapter 7. Any proposed ***accessory dwelling unit*** is subject to the requirements of any applicable ***local historic district***.

(k) ***Transient Guest Houses*** shall not be permitted in ***ADUs***; home occupations shall only be permitted in an ***ADU*** if they are accessory to the residential use of the ***ADU***.

(l) Illegal ***ADUs*** existing prior to this amendment may be made legally conforming by permit. In West Lafayette, rental inspection requirements may also be required.

(m) As a condition of approval, the owner must prepare a deed restriction to be reviewed and approved by the ***Administrative Officer (A.O.)*** Following approval by the ***A.O.***, the applicant shall record the deed restriction with the County Recorder and confirm that the property is eligible for a Homestead tax exemption. A copy of the deed restriction shall be provided to the ***A.O.*** The deed restriction must include a statement that the principal dwelling and the ***accessory dwelling unit*** will remain in the same ownership and the lot will remain owner-occupied, unless the dwellings can be subdivided into individual building ***lots***, each of which complies with the requirements of the ***USO***. The ***A.O.*** will not issue an ILP for the ***accessory dwelling unit*** until a copy of the recorded deed restriction is provided to the ***A.O.***

(n) Property owners should refer to any applicable covenants, conditions, and restrictions that may impose greater restrictions than are found in this ordinance. This ordinance does not abrogate any private covenants that may apply to property. Likewise, approval of any addition or improvement pursuant to private covenants does not act as a waiver of any requirements contained in this ordinance.

Section 6: Amend **UZO Section 6-2-5** as follows:

Amend subsection (b) from "In addition to the requirements of 6-2-5-a above, a ***site plan*** involving a ***single- or two-family residence*** (including a ***modular home***, ***manufactured home***, or a ***mobile home***) shall, where applicable, include:" to "In addition to the requirements of 6-2-5-a above, a site plan involving a **single-** or **two-family residence** (including a **modular home**, **manufactured home**, or a **mobile home**), or an **accessory dwelling unit**, shall, where applicable, include:"

This ordinance shall be in full force and effect from and after its passage.

Area Plan Commission of Tippecanoe County, Indiana

December 19, 2024
Ref. No.: 2024-331

West Lafayette City Council
222 N Chauncey Avenue
West Lafayette, IN 47906

CERTIFICATION

RE: UZO AMENDMENT #114
An amendment to the Unified Zoning Ordinance which will allow ADUs (Accessory Dwelling Units) in certain situations within West Lafayette.

Dear West Lafayette City Council:

As Secretary to the Area Plan Commission of Tippecanoe County, I do herby certify that at a public hearing held on December 18, 2024, the Area Plan Commission of Tippecanoe County voted 11 Yes – 2 No on the motion to approve the enclosed amendment to the Unified Zoning Ordinance. Therefore, the Area Plan Commission of Tippecanoe County recommends to the West Lafayette City Council that the proposed zoning ordinance be approved.

Sincerely,

Ryan O'Gara
Executive Director

RO/kl

Enclosures: Staff Report and Ordinance

WEST LAFAYETTE HISTORIC PRESERVATION COMMISSION

WEST LAFAYETTE HOME of PURDUE



From: West Lafayette Historic Preservation Commission
To: City Council Members, West Lafayette, Indiana

District 1 - Laila Veidemanis
District 2 - Michelle Dennis
District 3 - Colin Lee
District 4 - Larry Leverenz
District 5 - Kathy Parker
District 6 - Stacey Baitinger Burr
At Large - Iris O'Donnell Bellisario
At Large - James Blanco
At Large - David Sanders

Subject: Accessory Dwelling Units - Proposed Ordinance

Honorable City Council members,

The West Lafayette Historic Preservation Commission (HPC) convened on Tuesday, November 19th, and as part of our regular agenda, thoroughly reviewed and discussed the proposed changes initiated by the City Council to the unified zoning ordinance concerning the allowance of accessory dwelling units (ADUs). After careful consideration, the HPC has identified several significant concerns and objections to the proposed amendments, particularly concerning the New Chauncey Historic District. We appreciate the opportunity to provide feedback as the council considers these changes and welcome the opportunity to collaborate on shaping this ordinance.

Purpose of the HPC

The West Lafayette Historic Preservation Commission (WLHPC) is tasked with safeguarding the city's historical, architectural, and cultural heritage. WLHPC's mission is to preserve and protect West Lafayette's historic neighborhoods, thus safeguarding the architectural integrity of these historically significant areas. The Commission reviews Certificate of Appropriateness (COA) applications from landowners for exterior remodeling, new construction, or demolition projects requiring authorized approval. When the Commission, or its designee, has found that the proposed work is appropriate, we grant a Certificate of Appropriateness to allow the project to proceed. We achieve this protection by applying the "Secretary of Interior Standards" primarily related to the preservation and treatment of historic buildings. For more information on these standards, see https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm.

While these standards don't directly address Accessory Dwelling Units (ADUs) specifically, they would be relevant when considering the development of an ADU on any



property within one of the designated local historic preservation districts, ensuring that any new construction is compatible with the existing historic features and character of the building, maintaining its historical integrity. The Commission briefly reviewed the overall purpose and value of ADUs to address broader housing issues, and individual commissioners including a description of Morgan County's ADU ordinance policy shared by one of our commissioners (https://morgancounty.in.gov/egov/documents/1646061715_8818.pdf). Our discussion focused on the potential impact on our city's historic districts. We offer the following concerns raised during our conversation for your consideration:

Objections to Proposed ADU Ordinance Changes

1. **Incompatibility with R1U Zoning Classification:** The New Chauncey Local Historical District's is primarily, but not exclusively, zoned R1U, which acknowledges that these lots are substandard for residential construction. The purpose of the R1U zoning designation is to allow for smaller housing options, recognizing the unique characteristics of older neighborhoods and historic development patterns. Further, this zoning classification is intended “to preserve and protect older developed parts of the community by providing areas for medium and relatively high designs single-family dwellings on older platted lots in urbanized, sewered areas.” The WLHPC has overseen several infill construction projects on R1U zoned lots and has observed significant pushback from residents regarding the scale and density of new developments. The proposed ordinance changes to allow ADUs, between 400 and 750 square feet, contradicts the intent of the R1U zoning and threatens to change the character of the historic district. Adding 400-750 square feet is comparable to the existing footprints of many of the homes within the district (footprints of homes on Lincoln Street range between 700 and 1200 square feet). This means that ADUs as described in the proposed ordinance essentially allows for the construction of two full-sized homes on a single lot. ADUs would drastically alter the neighborhood's character and create an imbalance in density and scale. The R1U zoning classification exists to allow communities covered by the Area Plan Commission to increase residential development and infill; further accessory structures are redundant to this zoning district's purpose and would create avoidable conflicts. ***The physical dimensions of R1U lots are too small to support accessory dwelling units.***

2. **Negative Impact on Historic District Density and Character:** The proposed allowance of ADUs within the historic district raises serious concerns regarding the already maximized residential housing density. Adding extra dwelling units in a



district with 2 to 2.5 times the number of dwelling units per acre compared to other West Lafayette neighborhoods means that residents will feel the pressure of living in a more densely populated area. This situation is further exacerbated by the Historic New Chauncey Neighborhood's existing challenges with intense student housing demand due to its proximity to the Purdue University campus. Adding ADUs would fundamentally alter the neighborhood's character and intensify existing overcrowding. Further, the national movement to allow ADUs is driven by the goal of creating dense, walkable neighborhoods, approaching a target of 5-6 dwelling units per acre. The New Chauncey Historic District already possesses these characteristics and is a model for positive, dense residential neighborhoods. ***Further development within the district will damage the city's ongoing efforts to stabilize this designated historic single-family residential neighborhood.***

3. **Exacerbation of Non-Enforcement Issues:** The HPC is concerned about the city's inability to effectively regulate restrictions on unrelated tenants living together. This issue is already prominent in the New Chauncey Historic District, where enforcing rules around unrelated tenants in single-family homes is challenging. Introducing accessory dwelling units (ADUs) without a clear pathway for enforcing proper regulatory measures would worsen this problem, potentially resulting in increased conflicts and a decline in the quality of life within the district. We also recognize the related concerns about parking, which is already an issue within the historic district and a reason the City of Lafayette expressed for withdrawing from these proposed ordinance changes.

Recommendations

****Remove R1U Zoning:**** We strongly recommend that the council remove R1U zoning from the proposed districts included in the ADU (Accessory Dwelling Unit) proposal revisions to the unified zoning code.

****Protect Historic Districts:**** We encourage the council to consider a provision that would exclude local and federal historic districts from by-right entitlements for ADUs. Future historic districts in West Lafayette will likely contain R1 zoning affected by this ordinance proposal, which could lead to similar negative impacts on historic density and character.

****Addition of Lot Coverage Restrictions:**** As a best practice for ADUs and for responsible zoning overall, we recommend considering maximum lot coverage



restrictions for building footprints. This would help prevent excessive development that may be inappropriate for the surrounding area.

The West Lafayette Historic Preservation Commission strongly believes that the proposed changes to the unified zoning ordinance, particularly concerning ADUs, are incompatible with the preservation and character of the New Chauncey Historic District. We urge the City Council to reconsider these amendments and engage in further dialogue with the WLHPC to develop alternative solutions that prioritize the protection of our city's valued historic assets.

Sincerely,

Aaron Thompson
Chair of the West Lafayette Historic Preservation Commission

This letter is sent on behalf of WLHPC members in attendance on 11/19/2024 as a summary of our discussion. The following commission members were present for the discussion:

Chair - Aaron Thompson
Vice Chair - Colby Bartlett
Council Representative - Iris O'Donnell Bellisario
Commissioner - Peter Bunder
Commissioner - Ann Clark
Commissioner - Shelley Lowenberg-DeBoer
Commissioner - Linda Martin
Commissioner - Michelle Merta

CC:
Jenifer Van Schuyver, Director of Development, City of West Lafayette
Ethan Fortner, Community Development Manager, City of West Lafayette
Ryan O'Gara, Executive Director of Area Plan Commission (rogara@tippecanoe.in.gov)

Sponsored by Councilor James Blanco

RESOLUTION NO. 08-2024

A RESOLUTION REQUESTING THE AREA PLAN COMMISSION TO STUDY ACCESSORY DWELLING UNITS FOR NEIGHBORHOODS IN THE CITY OF WEST LAFAYETTE

WHEREAS, the City of West Lafayette faces a growing shortage of available housing units for students, professionals, and the population at large; and

WHEREAS, Accessory Dwelling Units (ADUs) are a traditional means of providing additional housing units in cities, in particular cities in which land is scarce; and

WHEREAS, ADUs have been disallowed by ordinance for a long time, but discussion of and interest in their use has reemerged in the midst of housing shortages faced by cities nationwide and in particular in the City of West Lafayette.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA AS FOLLOWS:

That the Common Council of the City of West Lafayette requests that the Area Plan Commission of Tippecanoe County direct its staff to study the use and zoning to allow for ADUs in appropriate neighborhoods, and once the study is completed, develop an amendment, consistent with the principles of the Unified Zoning Ordinance, to allow for such use, and hold appropriate public hearings to inform and solicit input from the public prior to passing such an amendment.

INTRODUCED ON FIRST AND ONLY READING ON THE 1 DAY OF April 2024.

MOTION TO ADOPT MADE BY COUNCILOR Blanco AND SECONDED BY COUNCILOR Bellisario.

DULY RESOLVED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 1 DAY OF April 2024, HAVING BEEN PASSED BY A VOTE OF 9 IN FAVOR AND Ø OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario	✓			
Blanco	✓			
Burr	✓			
Dennis	✓			
Lee	✓			
Leverenz	✓			
Parker	✓			
Sanders	✓			
Veidemanis	✓			

Larry J. Leverenz, Presiding Officer

Attest:

Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 2 DAY OF April 2024.

Sana G. Booker, Clerk

THIS RESOLUTION APPROVED AND SIGNED BY ME ON THE 2 DAY OF April 2024.

Erin R. Easter, Mayor

Attest:

Sana G. Booker, Clerk

Sponsored by Councilors Larry Leverenz
and Kathy Parker

ORDINANCE NO.: 02-2025

AN ORDINANCE ACKNOWLEDGING THE AUTOMATIC ESTABLISHMENT OF A FIRE MERIT SYSTEM FOR THE CITY OF WEST LAFAYETTE, INDIANA, AND CODIFYING THE SAME

WHEREAS, I.C. § 36-8-3.5-5.5(d) provides that "[e]ffective January 1, 2025, a merit system is established for each eligible department that does not have a merit system unless, not later than December 31, 2024, the unit … (1) establishes a merit system … or (2) adopts a resolution rejecting establishment of a merit system;

WHERAS, the Fire Department of the City of West Lafayette, Indiana (the "Department") is an eligible department for purposes of I.C. § 36-8-3.5-5.5(d);

WHEREAS, the City of West Lafayette, Indiana (the "City") has not established a Fire Merit System;

WHEREAS, the City has not adopted a resolution rejecting the establishment of a Fire Merit System;

WHEREAS, this Ordinance codifies the Fire Merit System and acknowledges the establishment of the Fire Merit System pursuant to I.C. § 36-8-3.5-5.5(d); and

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE that:

Chapter _____ ARTICLE ____ is added to the West Lafayette City Code as a new Article, effective upon due passage:

ARTICLE __ -- FIRE MERIT COMMISSION

Sec. _____. Establishment of Merit System.

(a) There is established for the Fire Department of the City of West Lafayette, Indiana, a Fire Merit System pursuant to I.C. § 36-8-3.5-5.5.

(b) The Fire Merit System will be implemented through appointed and elected commissioners of the Fire Merit System as authorized by I.C. § 36-8-3.5.

INTRODUCED ON FIRST READING ON THE _____ DAY OF _____, 2025.

MOTION TO ADOPT MADE BY COUNCILOR _____, AND SECONDED BY COUNCILOR _____.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE _____ DAY OF _____, 2025, HAVING BEEN PASSED BY A VOTE OF ____ IN FAVOR AND ____ OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bellisario				
Blanco				
Burr				
Dennis				
Lee				
Leverenz				
Parker				
Sanders				
Veidemanis				

_____
Larry J. Leverenz, Presiding Officer

Attest:

_____
Sana G. Booker, Clerk

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE _____ DAY OF _____, 2025.

_____
Sana G. Booker, Clerk

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE _____ DAY OF _____, 2025.

_____
Erin R. Easter, Mayor

Attest:

_____
Sana G. Booker, Clerk