

TO: Institutional Planning Committee

FROM: Robert Gutierrez, Facilities Manager
Micaela Ochoa, Vice President, Administrative Services

DATE: January 30, 2021

RE: Renaming CSM Parking Lots
February 3, 2021, Agenda Item #6

We previously took action on removing the existing CSM parking lot names. We are now asking IPC to take action on renaming the parking lots with numbers or letters. Below we provide three options with pros and cons associated with numbers and letters. We also provide our recommendation.

Options	Pros	Cons
Option 1: Remove existing names and maintain existing numbering scheme. Remove the current names and maintain the existing numbers (sequence and format) as currently numbered.	<ul style="list-style-type: none"> ▪ Maintains some consistency with the current environment ▪ There is no need for current and former faculty, staff, and students to learn a new naming convention 	<ul style="list-style-type: none"> ▪ Could create confusion for guests and staff since existing parking lot numbers don't match building numbers ▪ There are inherent issues with the existing lot numbers such as: <ul style="list-style-type: none"> ○ non-consecutive numbering ○ multiple lots with the same numbers that are physically separate from each other
Option 2: Remove existing names and create a new numbering scheme. Renummer parking lots so that the numbers are in consecutive order around the campus.	<ul style="list-style-type: none"> ▪ User friendly for future employees and guests ▪ Provides improved consistency 	<ul style="list-style-type: none"> ▪ Could cause confusion for current and former faculty, staff and students when referring to lots by new numbering versus legacy numbering
Option 3: Remove existing names and create a new alpha letter naming scheme. Replace numbers with letters.	<ul style="list-style-type: none"> ▪ Removes the confusion created by the existing format where existing parking lot numbers don't match building numbers 	<ul style="list-style-type: none"> ▪ Would be a departure from what current and former faculty, staff and students are familiar with and could take some getting used to
Recommendation Option 3: Shift to an alpha lettering scheme as outlined in Option 3. Minimizes potential confusion for current and former faculty, staff and students. Gets us better set up for the long-term future		

