

## MINUTES

### Parking Committee of Borough Council

**Date:** Tuesday, March 10<sup>th</sup>, 2026 @ 6:30 PM

**Committee Members:** Stephen Marvin, Chair  
Bernie Flynn  
Lisa Kearns

**Staff:** Ramsey Reiner, Assistant Borough Manager & Director of Parking Services  
Monica Campbell, Assistant Director of Parking Services  
Sean Metrick, Borough Manager

- I. **Call to order** at 7:15PM by Chairperson Marvin.
- II. **Announcements** None
- III. **Comments, suggestions, petitions by residents, property owners, and visitors in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)** None
- IV. **Reports**
  - A. **Garage management report (attachment)** was given by Chris Hankins, Colonial Parking. The fire alarm issue at Bicentennial Garage was discussed. It was noted that Johnson Controls was on site to look into the issue that was possibly being caused by a faulty smoke detector. Report is in the online meeting management center.
  - B. **Director's report (attachment)** Ms. Reiner gave the Director's report that can be found in the online meeting management center. Ms. Kearns asked if the department was able to make the warning tickets look less threatening. Unfortunately, the system does not allow for that kind of customization at this time. Mr. Flynn discussed quality of life and opportunities for more hours for officers.
  - C. **Parking Committee – Chair Report, workplan and issues raised at prior meetings (attachment)** Mr. Marvin discussed the Borough's uniqueness with being the County seat and home to West Chester University and the problems this may cause with enforcement. He mentioned that he was thankful after speaking to WCU and receiving requested information regarding shuttles, use of garages, etc. He noted that it is a dense campus area. He also noted that the garages each have different personalities and the consideration that the Borough try shifting more monthly parking to Chestnut Street Garage to allow for more transient use at Bicentennial for visitors to town. There was mention of parking in alleys, to which it was noted that only the Police Department is able to ticket for parking on private property. The concern over abandoned vehicles was also briefly discussed.
- V. **Old business**
  - A. **Motion to approve February 2025 Parking Committee meeting minutes (attachment)** Minutes approved 3-0

## VI. New business

- A. Request to approve extension of free parking time on-street and in lots for Gallery Walks 2026, John O'Brien, ED of Downtown West Chester. (attachment)**  
*Issue: Approve extension of free parking from 5pm to 4pm on May 1<sup>st</sup> and October 2<sup>nd</sup>, 2026 for the Downtown West Chester annual Gallery Walks.* Manager Metrick asked for the financial implication for this consideration. Item moved to Work Session for discussion and Ms. Reiner would bring the cost.
- B. Request to approve free parking time on-street and in lots for 2026 Small Business Weekend, John O'Brien, ED of Downtown West Chester. (attachment)**  
*Issue: Approve free parking on-street and in lots on November 27<sup>th</sup> and 28<sup>th</sup>, 2026 for Small Business Weekend.* Item was also moved to Work Session for discussion with the cost that would be provided by Ms. Reiner. Mr. Cook, 250 S Walnut, asked if people would be able to park for 3 days in a row for free. Ms. Reiner noted that all other ordinances, like 2-5 or 8-11 restrictions would still be in effect.
- C. Request to allow free parking for the America 250 Special Event on August 2<sup>nd</sup>, 2026**  
*Issue: Consideration of allowing for free parking for the America 250 Drone Show and festival on August 2<sup>nd</sup>.* Mr. Marvin noted that he was not in favor of charging special fees for special events and believed that parking fees should remain consistent. Ms. Scimone inquired if the County garage would be included in this. Ms. Reiner noted the County has asked not to be included when garages in town are discussed but that she would reach out. Item moved to Work Session 3-0.
- D. Discussion regarding Special Event Parking Fees**  
*Issue: Chairperson Marvin would like to discuss the opportunity to allow for free parking at special events in the Borough of West Chester.* Mr. Marvin discussed his opinion that all special events should not have special event fees at garages and that parking fees should remain consistent. Mr. Flynn disagreed. Ms. Kearns noted that this has been discussed for almost two years and was not interested in considering it again. John O'Brien, ED of BID, noted that he was not advocating for free parking but that people have complained that the \$20 is high. Mr. Flynn noted that the intention was to help split the cost of events with organizers. (Item died in committee 2-1.)
- E. Motion to direct solicitor to prepare and advertise a food truck ordinance. (attachment)**  
*Issue: Parking Services and Building and Housing have created an updated, more comprehensive food truck ordinance to limit parking time and to help adhere to codes.* Discussion about types of food trucks and approved settings for food trucks took place. Item will be staying in committee while Ms. Reiner and Mr. Flook (Building & Housing) formulate a clearer ordinance.
- F. Motion to approve changes to Chapter 104: Parking meter zones established. (104-47)**  
*Issue: There are time limits established within the Borough parking areas that need to be reviewed and updated.* Ms. Reiner discussed the fact that chapter 104-47 and 104-33 have not been reviewed in many years. Areas need to be updated, consolidated, and Council should consider streamlining the timed restrictions in all areas to a more standardized restriction-asked for 3 hours in town and 4 hours on WCU campus. Some streets in the existing ordinance are listed with several different, competing time restrictions. The goal is to standardize parking, parking signage and give clarity to visitors, while encouraging turnover on-street so that visitors are able to access nearby businesses throughout the day. John O'Brien, ED of BID, requested

that this take place with a thoughtful rollout, which Ms. Reiner agreed & noted that she was already working on it.

**G. Residential Permit Petition Policy (attachment)**

***Issue: Consideration to update the permit areas creation policy with a data driven petition policy similar to Bethlehem Parking Authority's policy (attached).*** Ms. Reiner requested the Parking Committee/Council consider removing permit areas in either the Town Center or BID area in town. These are short-term parking areas and residents that choose to live in these properties should understand that access to long-term parking for properties without lots/driveways is not necessarily the responsibility of the Borough. The suggestion was to create a more thoughtful permit petition policy for areas not within the Town Center based on data and surveys, rather than just by request. Ms. Kearns asked for more information on the number of permits already existing in these areas. Ms. Reiner noted that the permits for homeowner occupied properties would be allowed to continue until a property owner sells the home or no longer occupies it. Rental permits would be extinguished as leases expire, and landlord would be notified as the change is being made. No action was taken on this item until Ms. Reiner brought more data back for review.

**VII. Other business** None

**VIII. Adjournment** meeting was adjourned.

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