



Parking Committee Meeting
March 10, 2026 @ 6:30 PM
This meeting is recorded for public record.

Committee Members:

Stephen Marvin, Chair
Bernie Flynn
Lisa Kearns

Director of Parking Services: Ramsey Reiner
Borough Manager: Sean Metrick

Parking Committee Meeting:

I. Call to Order

II. Announcements

III. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

IV. Reports

A. Garage management report (attachment)

B. Director's report (attachment)

C. Parking Committee – *Chair Report, workplan and issues raised at prior meetings (attachment)*

V. Old Business

A. Motion to approve February 2025 Parking Committee meeting minutes (attachment)

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)

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 27th and 28th, 2026 for Small Business Weekend.

C. Request to allow free parking for the America 250 Special Event on August 2nd, 2026
Issue: Consideration of allowing for free parking for the America 250 Drone Show

and festival on August 2nd.

- 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.
- 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.
- 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.
- 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).

VII. Other Business

VIII. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

West Chester Borough Combined Parking Garage Performance Report

Executive Summary



Month: Feb-26

	Current Month				Year-To-Date		
	Feb-26 Actual	Feb-26 Budget	Jan-26 Actual	Feb-25 Actual	Feb-26 Actual	Feb-26 Budget	Feb-25 Actual
Total Revenue	215,728	222,184	234,078	217,746	449,806	452,388	354,769
Operating Expenses	47,853	45,809	51,300	50,491	99,153	91,618	81,384
Net Operating Income	167,875	176,375	182,777	167,255	350,652	360,770	273,385

	Feb-26 Actual	Jan-26 Actual	Feb-25 Actual
# of Contract Parkers billed			
Bicentennial Garage	316	321	299
Chestnut St Garage	701	712	600
Combined WC Garages	1,017	1,033	899
Average Transient Revenue/Day			
Bicentennial Garage	1,907	1,669	1,677
Chestnut St Garage	1,855	1,718	1,833
Combined WC Garages	3,763	3,387	3,510
Average Tickets/Day			
Bicentennial Garage	463	395	455
Chestnut St Garage	439	390	440
Combined WC Garages	902	785	895

West Chester Borough Parking Garage Performance Report

Month: Feb-26



Bicentennial Garage (371-spaces):

Current Month							YTD							
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
53,406	52,679	727	1.4%	46,949	6,457	13.8%	Revenue							
32,921	32,190	731	2.3%	42,820	(9,899)	-23.1%	Transient	105,156	109,121	(3,965)	-3.6%	89,540	15,616	17.4%
	-	-	#DIV/0!		-	#DIV/0!	Contract	68,616	64,380	4,236	6.6%	60,898	7,718	12.7%
191	396	(205)	-51.7%		191	#DIV/0!	Special Event	-	-	-	#DIV/0!	-	-	#DIV/0!
(1,003)	(666)	(337)	50.6%	(360)	(643)	178.6%	Validations	585	792	(207)	-26.2%	-	585	#DIV/0!
							Payment Proc Fees	(1,632)	(1,332)	(300)	22.5%	(519)	(1,113)	214.5%
85,515	84,599	916	1.1%	89,409	(3,894)	-4.4%	Total Revenue	172,725	172,961	(236)	-0.1%	149,919	22,806	15.2%
22,261	21,925	336	1.5%	22,917	(656)	-2.9%	Operating Expenses	48,055	43,850	4,205	9.6%	36,691	11,364	31.0%
63,254	62,674	580	0.9%	66,492	(3,238)	-4.9%	Net Operating Income	124,670	129,111	(4,441)	-3.4%	113,228	11,442	10.1%
9,849														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	321	316												

Chestnut Street Garage (689-spaces):

Current Month							YTD							
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
51,948	59,601	(7,654)	-12.8%	51,329	619	1.2%	Revenue							
78,972	78,505	467	0.6%	77,631	1,341	1.7%	Transient	105,196	123,459	(18,264)	-14.8%	93,874	11,322	12.1%
	-	-	#DIV/0!		-	#DIV/0!	Contract	173,435	157,010	16,425	10.5%	111,675	61,760	55.3%
1,454	868	586	67.5%		1,454	#DIV/0!	Special Event	-	-	-	#DIV/0!	-	-	#DIV/0!
(2,161)	(1,389)	(772)	55.6%	(623)	(1,538)	246.9%	Validations	1,895	1,736	159	9.2%	-	1,895	#DIV/0!
							Payment Proc Fees	(3,445)	(2,778)	(667)	24.0%	(699)	(2,746)	392.9%
130,213	137,585	(7,372)	-5.4%	128,337	1,876	1.5%	Total Revenue	277,081	279,427	(2,346)	-0.8%	204,850	72,231	35.3%
25,592	23,884	1,708	7.2%	27,574	(1,982)	-7.2%	Operating Expenses	51,098	47,768	3,330	7.0%	44,693	6,405	14.3%
104,621	113,701	(9,080)	-8.0%	100,763	3,858	3.8%	Net Operating Income	225,983	231,659	(5,676)	-2.5%	160,157	65,826	41.1%
52,673														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	712	701												

West Chester Garages Combined:

Current Month							YTD							
Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		Actual	Budget	Variance to Budget		Prior Year	Variance to Prior Year		
		\$	%		\$	%			\$	%		\$	%	
105,353	112,280	(6,927)	-6.2%	98,278	7,075	7.2%	Revenue							
111,894	110,695	1,199	1.1%	120,451	(8,557)	-7.1%	Transient	210,352	232,580	(22,229)	-9.6%	183,414	26,938	14.7%
	-	-	#DIV/0!		-	#DIV/0!	Contract	242,051	221,390	20,661	9.3%	172,573	69,478	40.3%
1,646	1,264	382	30.2%		1,646	#DIV/0!	Special Event	-	-	-	#DIV/0!	-	-	#DIV/0!
(3,164)	(2,055)	(1,109)	54.0%	(983)	(2,181)	221.9%	Validations	2,480	2,528	(48)	-1.9%	-	2,480	#DIV/0!
							Payment Proc Fees	(5,077)	(4,110)	(967)	23.5%	(1,218)	(3,859)	316.9%
215,728	222,184	(6,456)	-2.9%	217,746	(2,018)	-0.9%	Total Revenue	449,806	452,388	(2,582)	-0.6%	354,769	95,037	26.8%
47,853	45,809	2,044	4.5%	50,491	(2,638)	-5.2%	Operating Expenses	99,153	91,618	7,535	8.2%	81,384	17,769	21.8%
167,875	176,375	(8,500)	-4.8%	167,255	620	0.4%	Net Operating Income	350,652	360,770	(10,118)	-2.8%	273,385	77,268	28.3%
62,522														
# of Contract Parkers billed:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	1,033	1,017	-	-	-	-	-	-	-	-	-	-	-	

Notes:

Sales from online reservations through ParkWhiz are not included in transient totals.



Monthly Parking Department Director Report

Prepared by: Ramsey Reiner, Director of Parking Services

Monica Campbell, Assistant Director of Parking Services

Reporting Period: February 2026

1. Executive Summary

- a. Monthly revenue highlights: Meter revenue increased in February. Ticket revenue decreased from 2025. Due to weather, posting revenue decreased. PSD is also being more diligent about the approval of long-term or major postings in residential areas that are not affiliated with utility work. Permit revenue was consistent with Feb 2025, but lower than January 2026.
- b. Operational performance overview: New officer is still training with FT officers. Some modifications have been made to staffing due to an injury on the work force.
- c. Key accomplishments and challenges:
 - i. Parking Services has been notified that Flowbird has announced that the app will be sunseting and replaced fully by Park Mobile sometime mid-year or soon after. The timing of this is fortuitous, as we can be prepared when updating the signage in town. Letter from Flowbird is included at end of report.
 - ii. An audit report for all permits in the SE area of the Borough, along with number of off-street parking spaces, on-street parking spaces and other information will be provided in April for review at Parking Committee to consider next steps.
 - iii. We have updated 104-45 and entered all the removals in cartegraph for PWs to remove.

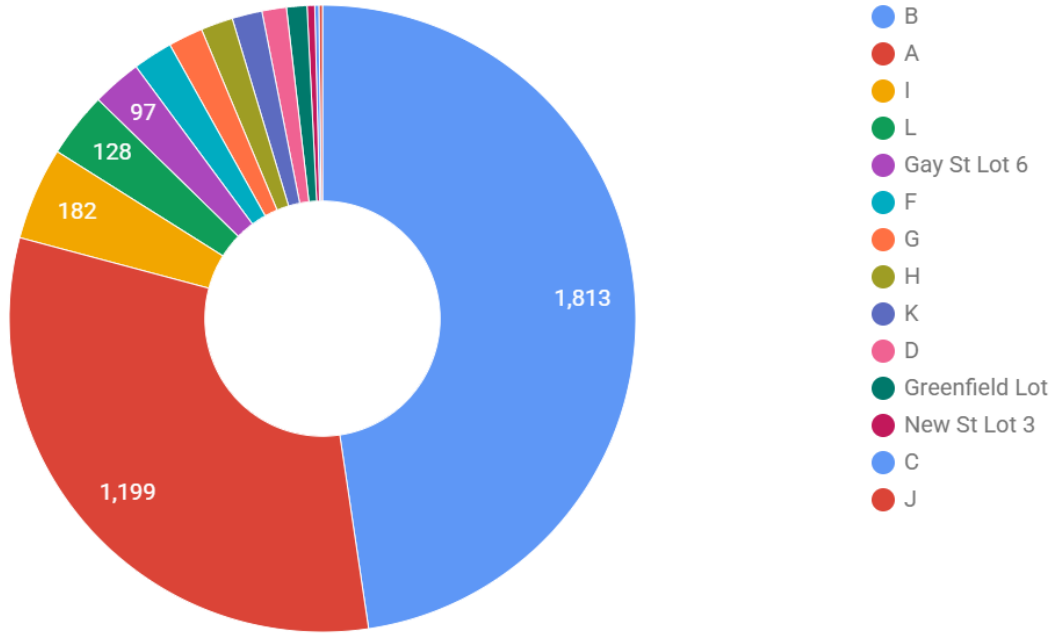
2. Monthly Revenue Overview

	January 25	January 26	February25	February26	YTD Revenue	2026 Budget
Ticket Revenue	\$ 94,480.00	\$ 80,215.00	\$ 99,135.00	\$ 89,085.00	\$ 80,215.00	\$ 1,200,000.00
Posting Revenue	\$ 7,775.05	\$ 5,333.00	\$ 7,617.00	\$ 1,631.00	\$ 5,333.00	\$ -
Meter Revenue	\$ 137,379.25	\$ 152,204.60	\$ 144,856.10	\$ 174,266.15	\$ 152,204.60	\$ 2,028,000.00
Permit Revenue	\$ 3,116.00	\$ 4,209.00	\$ 2,738.00	\$ 2,440.00	\$ 4,209.00	\$ 200,000.00
Total Revenue	\$ 242,750.30	\$ 241,961.60	\$ 254,346.10	\$ 267,422.15	\$ 241,961.60	\$ 3,428,000.00

3. Operational Metrics

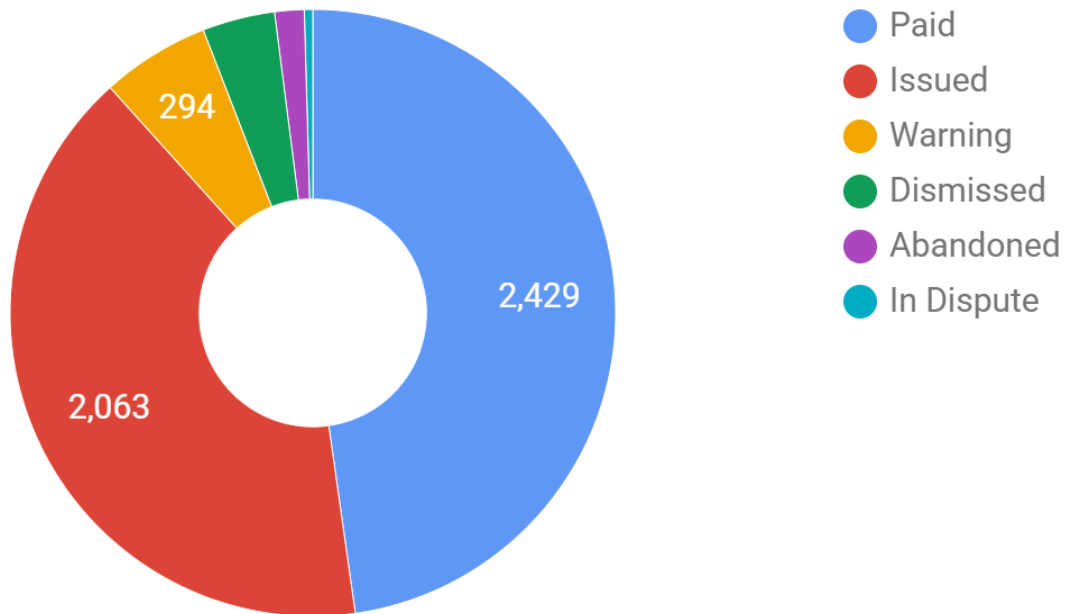
Permit Parking Stats

Borough of West Chester - Permits By Zone (Today)



Enforcement Activity

Borough of West Chester - Tickets By Status (Feb. 2026)



4. Projects & Initiatives

- a. Wayfinding Signage Bid: signage approved by Council. Merje is currently working on bid package.
- b. ParkMobile Rollout: working on consolidating areas with ParkMobile.
- c. Signage update: working with Merje to update signage, placement and standards beginning in CBD for ParkMobile rollout. Once complete, will work on residential permit area signage.
- d. Special Event policy, application and ordinance update: applications have been loaded into SmartGov. New ordinance update will be presented in Public Safety Committee by April 2026.

5. Staff & Administrative Updates

- a. Staffing levels: No new updates
- b. Training:
 - i. 2026 Training Plan will be provided at a later date
- c. Recognition
 - i. Special thanks to David Saino and Ahmir Lawrence for working through the snow emergency routes and helping WCPD with preparation for Snow Storm #2.

6. Issues, Risks & Resolutions

- a. Operational challenges
 - i. With senior employees and with a larger amount of parking considerations and areas, a 3-officer day shift is feeling much tighter operationally. Consideration to add a fourth day-shift officer in 2027 will likely be included in the budget.

7. Outlook for Next Month

- a. Special events: N/A
- b. Operational topics:
 - i. Loading zone audit and updated list will be provided.
 - ii. More updates to Chapter 104 will be forthcoming.



DATE

CUSTOMER INFORMATION

RE: Transition to ParkMobile App

Dear Valued Customer:

As you may be aware, in 2025 Flowbird joined Arrive, a global mobility technology company, which also includes ParkMobile, the leading mobile parking payment provider in the United States. Based on this common ownership, **Flowbird will be transitioning its Flowbird App to the ParkMobile App no later than June 30, 2026.** Flowbird hardware and related services will remain unchanged. This decision was made after careful analysis and consideration and allows us to leverage technology within the family of companies to provide customers with the best possible product and experience.

The Flowbird App will stay in place alongside the ParkMobile App until the transition is complete. The final migration process from the Flowbird App to the ParkMobile App will be discussed and agreed upon between the parties at a later date.

In addition, as part of this transition and subject to the terms of your agreement and applicable law, **we intend to assign the MPP services portion of your contract with Flowbird to ParkMobile, LLC no later than June 30, 2026.** All references and terms related to the Flowbird App in the original agreement will be replaced with ParkMobile upon the deprecation of the Flowbird App and the transition to the ParkMobile App.

As part of this transition and subject to the terms of your agreement, **we will be adjusting your transaction fees for MPP services to \$0.45 per transaction on the date of the app transition.** This fee more closely aligns with ParkMobile's standard pricing and reflects the expanded functionality associated with the ParkMobile App:

- **Expanded North American Coverage:** The ParkMobile app provides access to a network of over 400 cities across the U.S. and Canada, reducing the need for multiple apps in many major metropolitan areas and enabling visitors to comply with local regulations through a familiar platform.
- **App Stability and Platform Reliability:** ParkMobile is now on the Arrive global platform, which we are investing in as our engine of the future. Drivers will notice faster load times and higher reliability on day one.
- **Premium User Experience:** ParkMobile's consistently high app rating, averaging 4.8 stars, is a testament to our world-class UI. We continuously optimize our user experience, refined through global insights from over 2,200 cities.
- **Precision Mapping & Zone Accuracy:** The new and improved map experience, powered by our acquisition of Parkopedia, significantly reduces driver confusion and citation disputes, ensuring drivers pay to park in the correct location.

- **Embedded Operator-to-Driver Communication:** Guide drivers toward regulation compliance and prevent unnecessary payment during free parking hours with configurable messages displayed at key decision points.
- **Partner Integrations:** Position your operation at the forefront of urban mobility with a platform that continuously integrates with innovative partners. This shifts parking from a requirement to a memorable experience for drivers, featuring advancements like Express Pay automatic camera parking, Park & Charge for electric vehicles (EVs), and lightweight, easy payment through App Clips.

Unless we receive a written objection within the next 30 days, no action is required from you at this time. We will proceed with the transition process based on your consent and all relevant legal guidelines, and our team will reach out to begin planning next steps with you. Please let us know if you require any further documentation.

We are committed to providing you with the best possible tools and look forward to continuing to support your success. If you have any questions concerning your account, please contact your account manager or reach out to Mark Leonard at 856-234-8000 ext. 2256 or mark.leonard@arrive.com. We're here to support you through this transition.

Thank you,



Benoit Reliquet
Head of Parking North America
benoit.reliquet@arrive.com



Borough of West Chester
401 East Gay St West Chester PA 19380
www.west-chester.com
(610)-692-7574

Borough Council

Nicole Scimone, President
Bernie Flynn, Vice President
Jerome Szczepaniak
Bryan Travis
Brian McGinnis
Stephen Marvin
Lisa Kearns

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

Parking Committee

Committee Chair Report

Goals and progress

1. West Chester University: Work with WCU to share parking information throughout the WCU communication network in order to educate students and staff about how and where to park.
2. Residential Street Parking Reform: consider data in parking permit areas. Find ways to encourage residents to utilize off-street parking spaces. Research opportunities to reduce on-street parking permits.
3. Garage & Lot Utilization: Encourage use of garages with clearer signage and other notification opportunities.

Issues Emerging

- Parking in Alleys
- Abandoned vehicles

MINUTES

Parking Committee of Borough Council

Date: Tuesday, February 10th, 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 7:51PM by Chairperson Stephen 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.)**
 - Sean Barry, 15 Linden Street, voiced support for quality of life concerns mentioned in the Public Safety meeting that are related to parking in his ward. He mentioned that parking in the alleys is an issue.
- IV. **Reports**
 - A. **Garage management report (attachment)** was given by Chris Hankins, Colonial Parking, report is available online. It was noted that contract parking is up. Revenue was affected by the snow emergency. Daily ticket revenue was down a bit due to emergency and weather. December had two special events (Christmas Parade & Christkindl Market) that raised the revenue. Mr. Flynn asked why the fire alarm went off 19 times. Ms. Reiner noted that this was being worked on and should be resolved shortly.
 - B. **Director's report (attachment)** Ms. Reiner gave a report that is available online. Resident D. Cook inquired as to whether hints on how to use Flowbird are online (they are) and as to the status of the elevators at Bicentennial. (Elevators were running again.)
 - C. **Parking Committee – Chair report – workplan and issues raised at prior meetings** Concept of the Chair report was introduced and will be included in future meetings. Chairperson Marvin reviewed his ideas for 2026 goals, which would be reviewed and discussed at Council Work Session (Feb).
- V. **Old business**
 - A. **Motion to approve December 2025 Parking Committee meeting minutes (attachment)**
Approved by Mr. Flynn, as Ms. Kearns and Mr. Marvin are new to the committee.
- VI. **New business**
 - A. **Motion to approve Resolution to update handicapped parking spaces within the Borough. (attachment)**

Issue: Ordinance 104-45 is updated bi-annually to add or remove handicapped spaces that have been posted, audited and verified.

Ms. Scimone mentioned 2 handicapped parking spaces that she was aware of that needed to be removed from the street. Both were on resolution.

3-0: moved item to Work Session.

B. Motion to approve monthly contract with Code Elevator (attachment)

Issue: Monthly contract with Code Elevator to service any issues at Parking Garage elevators until Elevator RFP has been released and approved.

3-0: moved item to Work Session. Not contract, but a rate list provided by Code Elevator in preparation for Elevator RFP.

C. Discussion of 2026 Parking Committee Goals (attachment)

Issue: Chairperson Marvin will present ideas for 2026 goals for the Parking Committee for discussion.

No action. Item was discussed under Chair Report.

VII. Other business NONE

VIII. Adjournment at 8:28 PM

Visit www.west-chester.com for access to all attachments. Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.



February 25, 2026

Dear Council:

On Friday, May 1st and Friday, October 2nd, Downtown West Chester will be presenting the West Chester Gallery Walks. We host two Gallery Walks a year, one in the Spring and one in the Fall. These events are a celebration of our local art scene. Attendees will explore our art galleries and one-night show hosts, which are stores that host local artists for a special pop-up event. This event attracts thousands of people to West Chester and is essential to keep our galleries and local artists thriving.

We time these events to coincide with First Friday, which has free street-level parking throughout the Central Business District. That free parking currently starts at 5 p.m. We are asking that you allow free street-level parking to starting at 4 p.m.

We greatly appreciate your consideration of this request.

Thank you,

John O'Brien
Executive Director
West Chester Business Improvement District
137 N High St
West Chester, PA 1938
www.downtownwestchester.com



February 25, 2026

Dear Council:

I am writing to formally request that the Borough allow free street-level metered parking on Friday, November 27th, and Saturday, November 28th in support of “Shop Small Weekend”. Small Business Saturday is always the Saturday after Thanksgiving and in West Chester, we have expanded that to drive customers to shop locally all weekend. The focus of this event is encouraging customers to do their holiday season shopping locally at our amazing small businesses.

The Downtown West Chester appreciates the partnership we have with Council in helping our small businesses thrive and grow. This request is especially important for our retail sector who depend heavily on a strong holiday season sales performance.

Thank you for your consideration of this request.

Sincerely,

John O’Brien
Executive Director
West Chester Business Improvement District
137 N High St
West Chester, PA 1938
www.downtownwestchester.com

ARTICLE IV
Mobile Food Vendors
[Adopted ~~5-1-2014~~X-2026 8 by Ord.
No. 18-01]

§ 233-23. Purpose.

The Municipality finds that allowing mobile food vendors to operate, subject to practical regulations and limitations, is beneficial to ~~persons~~people living and working within the Municipality. This article recognizes the unique physical and operational characteristics of mobile food vending, establishes standards for mobile food vending operations and promotes practices that serve the health, safety and welfare of the public.

§ 233-24. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

CANTEEN TRUCK — A ~~motorized~~ vehicle that operates to provide food services to workers at locations where access to such services is otherwise unavailable or impractical (e.g., a construction site); from which the operator sells food and beverages that require no on-site preparation or assembly other than the heating of precooked foods; and is not advertised in any form to the general public except by virtue of signage on the vehicle. Products sold from canteen trucks may include fruits, vegetables, precooked foods such as hot dogs, prepackaged foods and prepackaged drinks.

COMMISSARY — An establishment or facility in a fixed location that is used for the storage of supplies for a mobile food service vehicle, the preparation of food to be sold or served at a mobile food service vehicle, or the cleaning or servicing of a mobile food service vehicle or the equipment used in conjunction with a mobile food service vehicle.

EDIBLE FOOD PRODUCTS — Those products that are ready for immediate consumption, including prepackaged food and food cooked, prepared or assembled on-site. The term "edible food products" does not include fresh produce unless the produce has been packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared for consumption.

FOOD TRUCK — A vehicle from which edible food products are cooked, prepared or assembled with the intent to sell such items to the general public, provided further that food trucks may also sell other edible food products and beverages that have been prepared or assembled elsewhere. Food truck operators may market their products to the public via advertising, including social media.

ICE CREAM TRUCK — A vehicle from which the operator sells only prepackaged frozen dairy or water-based food products and prepackaged beverages. For purposes of this article, a nonmotorized cart from which such products are sold shall be considered an ice cream truck.

LICENSE ADMINISTRATOR — The person designated by the Municipality to oversee the issuance, suspension and revocation of mobile food vendor license.

LOCATION — Any single property parcel or any combination of contiguous parcels that are owned or controlled by a single entity or affiliated entities.

MOBILE FOOD SERVICE VEHICLE — A food truck, canteen truck or ice cream truck and

includes any portable unit that is attached to a motorized vehicle and intended for use in the operation of a food truck, canteen truck or ice cream truck.

MOBILE FOOD VENDOR — Self-contained food service operation, located in a readily movable motorized, wheeled, or towed vehicle, used to store, prepare, display or serve food intended for individual portion service.

MOBILE FOOD VENDOR EVENT — A coordinated and advertised gathering of more than three mobile food service vehicles in one location on a certain date with the intent to serve the public.

MOBILE FOOD VENDOR LICENSE — A license issued by the Municipality for the operation of a mobile food service vehicle.

OPERATE — To sell food, beverages, and other permitted items from a mobile food service vehicle and includes all tenses of the word.

OPERATOR — Any person operating or permitted to operate a mobile food service vehicle.

VEHICLE — Every device in, upon or by which any person or property may be transported or drawn upon a street, including devices moved by human power.

Commented [RR1]: How do we make this clear that it cannot be a cart that's unsafe for parking in the street or one that is pushed/pulled by hand?

Commented [DD2R1]: I think KC made this clear in Ch.80

Commented [RR3]: Need clarification on this

§ 233-25. Licenses and permits required; fees.

- A. It shall be unlawful to operate a mobile food service vehicle to sell or offer for sale any food, service, or merchandise at any location within the Municipality unless a mobile food vendor license has been issued by the ~~Municipality of Norristown~~Borough of West Chester and in compliance with the other requirements of this article.
- B. Mobile food vendors must comply with all federal, state and local licensing, which includes registering for and obtaining a local business license, up-to-date records on health inspections, as well as any and all other permitting regulations and all business tax, sales tax and other tax requirements.
- C. The Municipal Administrator is hereby authorized to promulgate rules and regulations supplemental to the provisions herein for the purpose of carrying out the administration and enforcement of such provisions.

Commented [AF4]: Suggest that you replace this with either the Director of the Parking Department or Parking Department will promulgate rules and regulations. Municipal administration is too ambiguous.

Commented [RR5R4]: Agree but think it should be your department. is that ok?

§ 233-26. Locations and hours of operation.

- A. Food trucks.
 - (1) Right-of-way/public property. Food trucks may not operate within the public right-of-way or on any Municipal property except as may be specifically allowed by the Municipality. When allowed in the public right-of-way, a food truck must be positioned so as to comply with the requirements of § ~~233-27~~BUPDATE herein. Operation of food trucks within Municipal parks shall be subject to rules and regulations established by council. Food trucks may not operate on property owned by a public entity other than the Municipality unless specifically allowed by such public entity. No unattended food truck shall be left at any time in the right-of-way or parked on any other public property overnight.

- (2) Private property. A food truck with a current mobile food vendor permit may operate on private property if allowed as a permitted use under Chapter 320-112 (Zoning) of this Code,' subject to the following conditions:
 - (a) Permission. Food trucks selling to the public from private property shall have the written permission of the property owner, which shall be made available to the Municipality immediately upon request.
 - (b) Unimproved properties. Regardless of any agreement with the owner of the property, a food truck may not operate on an unimproved parcel. For purposes of this section, a parcel is considered "improved" if it contains a building that may be occupied pursuant to applicable building codes.
 - (c) Maximum number of food trucks. No more than three food trucks may operate at any location at one time unless authorized by the Municipality.
 - (d) Placement on lot. Food truck operations, including any canopies, signage, equipment, and seating areas, may not occupy more than four parking spaces per food truck. Food trucks not parked within designated parking spaces shall not block fire lanes, designated traffic lanes or ingress or egress to or from a building or street.
- (3) Hours of operation. Food trucks may operate beginning at 7:00 a.m. and ending at 9:00 p.m. unless otherwise restricted by the operator's mobile food vendor permit or by the property owner. The Municipality may permit extended hours of operation.

Commented [AF6]: Zoning Ordinance is Chapter 112

Commented [RR7]: Confirm #

Commented [DD8R7]: It would depend on the size of the street. Maybe 4/5?

Commented [DD9]: I would not allow any of this. Their truck is their "sign." No tables

Commented [RR10R9]: Agree

B. ~~Canteen trucks.~~

Commented [RR11]: Do not think this should be allowed at this time.

- ~~(1) Right-of-way/public property. A canteen truck with a current mobile food vendor permit may operate from the right-of-way adjacent to a clearly delineated location to cater to on-site workers. A clearly delineated location is one in which the boundaries are defined by the use of fencing enclosing the location or where the surrounding area is undergoing construction activity. Canteen trucks may not operate within any other public right-of-way or on any Municipal property except as may be specifically allowed by the Municipality. When allowed in the public right-of-way, a canteen truck must be positioned so as to comply with the requirements of § 233-27B herein. Operation of canteen trucks within Municipal parks shall be subject to rules and regulations established by the council. Canteen trucks may not operate on property owned by a public entity other than the Municipality unless specifically allowed by such public entity. No unattended canteen truck shall be left at any time in the right-of-way or parked on any other public property overnight.~~
- ~~(2) Private property. A canteen truck with a current mobile food vendor permit may operate on private property if allowed as a permitted use under Chapter 320 (Zoning) of this Code, subject to the following conditions:

 - ~~(a) Permission. Canteen trucks operating on private property shall have the written permission of the property owner, which shall be made available to the Municipality immediately upon request.~~~~

- ~~(b) Unimproved properties. A canteen truck may operate on an unimproved parcel only if the parcel or an adjoining parcel is undergoing construction activity.~~
- ~~(c) Placement on lot. Canteen trucks shall not block fire lanes, designated traffic lanes or ingress or egress to or from a building or street.~~
- ~~(3) Hours of operation. Canteen trucks may operate beginning at 7:00 a.m. and ending at 6:00 p.m. unless otherwise restricted by the operator's mobile food vendor permit. A canteen truck shall not remain in the public right-of-way for more than one hour during a day.~~

C.B. Ice cream trucks.

- (1) Right-of-way/public property. An ice cream truck with a current mobile food vendor permit may operate from the right-of-way at any one location for no more than 15 minutes before relocating to another location not less than 1/4 mile from the previous location. When operating in the public right-of-way, an ice cream truck must be positioned so as to comply with the requirements of § ~~233-27~~**UPDATE** herein. Operation of ice cream trucks within Municipal parks shall be subject to rules and regulations established by the council. Ice cream trucks may not operate on any other property owned by the Municipality or another public entity except as may be specifically allowed by the Municipality or other public entity. No unattended ice cream truck shall be left at any time in the right-of-way or parked on any other public property overnight.
- (2) Private property. An ice cream truck with a current mobile food vendor permit may operate on private property if allowed as a permitted use under Chapter ~~320~~**112** (Zoning) of this Code, subject to the following conditions:
 - (a) Permission. Ice cream trucks operating on private property shall have the written permission of the property owner, which shall be made available to the Municipality immediately upon request.
 - (b) Unimproved properties. Regardless of any agreement with the owner of the property, an ice cream truck may not operate on an unimproved parcel. For purposes of this section, a parcel is considered "improved" if it contains a building that may be occupied pursuant to applicable building codes.
 - (c) Placement on lot. Ice cream trucks shall not block fire lanes, designated traffic lanes or ingress and egress to and from a building or street.
- (3) Hours of operation. Ice cream trucks may operate beginning at 11:00 a.m. and ending at sunset unless otherwise restricted by the operator's mobile food vendor license.

Commented [AF12]: Zoning is Chapter 112

§ 233-27. Operating requirements.

A. Vehicle requirements.

- (1) Design and construction. Mobile food service vehicles must be specifically designed and constructed for the purpose of preparation and sale of the specific type of food being sold and may not operate in any manner that is not compatible with the purpose for

which the vehicle has been designed and constructed.

- (2) Licensing. Mobile food service vehicles must be licensed and equipped in accordance with the rules and regulations of all local, state and federal agencies having jurisdiction over such vehicles. The preparation and sale of food from mobile food service vehicles must comply with all applicable local, state and federal laws and regulations.

B. Operating in the right-of-way.

- (1) Mobile food service vehicles shall park facing the same direction as traffic, at a distance of no more than 128 inches between the curb face or edge of pavement and with the service window of the vehicle facing the curb or edge or pavement.
- (2) When a mobile food service vehicle is allowed to operate in the public right-of-way, no seating area shall be provided, except as permitted in conjunction with a street closure for a special event.

C. Business access. No mobile food service vehicle may operate in a location that:

- (1) Impedes the ingress to or egress from another business or otherwise causes undue interference with access to another business.
- (2) Blocks the lawfully placed signage of another business.
- (3) Prevents access to another business by emergency vehicles.

D. Pedestrians. If on or adjacent to a sidewalk, the components of a mobile food service vehicle's operations, including signage, seating areas and patron queue may not reduce the clear pedestrian path of travel on the sidewalk to less than six feet. All awnings or canopies of the vehicle shall be at least six feet, eight inches above the sidewalk.

E. Distance. A mobile food service vehicle must maintain a minimum distance of 10 feet between other mobile food service vehicles and may not operate within 100 feet of a brick and mortar eating establishments.

F. Safety and fire prevention.

- (1) All cooking, heating and electrical equipment and all cooking practices must comply with applicable safety regulations, including applicable fire and electrical codes and any other safety requirements imposed by the Municipality's fire and rescue department.
- (2) No power cord, cable or equipment shall be extended across any public street, sidewalk or other public property.
- (3) No cooking equipment other than a heating apparatus compliant with applicable safety regulations may be used in a canteen truck. No cooking or heating equipment may be used in an ice cream truck.
- (4) All mobile food service vehicles must be equipped with a 2A-10BC fire extinguisher that is inspected annually and certified as meeting National Fire Protection Association standards.

Commented [DD13]: Good idea!

Commented [DD14R13]: Ice cream trucks discuss with KC. We should license them,

Commented [DD15]: would talk with the Fire Marshall

- (5) All mobile food service vehicles with a generator must provide a 3A-40BC fire extinguisher. Generators may not be placed on the ground or sidewalk. Must be affixed to the food truck.
- (6) All food service vehicles utilizing a deep fat fryer must provide a type K fire extinguisher in addition to the required extinguisher requirements set forth in this article.
- (7) The maximum amount of LPG gas that can be stored/used is two 100-pound tanks with LPG storage tanks only permitted to be stored/used on the exterior of the mobile food service vehicle; furthermore, all piping and fittings for the distribution and use of LPG gas must be UL or FM approved.
- (8) Any type of cooking inside the mobile food service vehicle that produces grease laden vapors is required to be protected with an NFPA 96 compliant fire suppression system.
- (9) All vendors must maintain a clearance of at least 10 feet away from buildings, structures, vehicles, and any combustible materials and must also maintain a clearance of at least 15 feet from a fire hydrant.
- (10) Any engine-driven source of power must be separated from the public by barriers, such as physical guards, fencing, or enclosures.
- (11) Any engine-driven power must comply with the following: at least 10 feet in all directions from openings and air intakes; at least 10 feet from every means of egress; directed away from all buildings; directed away from all other cooking vehicles and operations.

Commented [AF16]: Add some language about all discharge must be corrected and any illicit discharge reported to the Municipality, probably our Building Housing and Code Enforcement Department

Commented [RR17R16]: added another line to J

Commented [RR18]: How do prevent these from being placed in ROW or street?

Commented [AF19R18]: Outright ban them and put a comment about penalties, this would allow any parking, police or code enforcement officer to enforce.

Commented [DD20]: again, Fire Marshall

Commented [DD21R20]: Check with Isaac

Commented [AF22R20]: right now the closest we have to a fire marshall is Paul

G. Solid **fuel** safety (wood, charcoal).

- (1) Fuel must not stored above any heat producing appliance or vent.
- (2) Fuel must not stored closer than three feet to any cooking appliance.
- (3) Fuel must not stored near any combustible liquids, ignition sources, chemicals, and food supplies and packaged goods.
- (4) Fuel must not stored in the path of the ash removal or near removed ashes.
- (5) All ash cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.
- (6) Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least three feet from any cooking appliance.

H. Noise. No sounds that are prohibited by Chapter 245-UPDATE (Noise) of this Code may be produced by a mobile food service vehicle's operations.

I. Support methods. No mobile food service vehicle may use stakes, rods or any other method of support that must be drilled, driven or otherwise fixed into or onto asphalt, pavement, curbs, sidewalks or buildings.

J. Spills. To prevent discharges into waterways, drainage systems or public sewer systems, each

food truck shall comply with all stormwater regulations of the Municipality and all regulations regarding prohibited discharges to public sewers. In addition, each vehicle shall have a spill response plan to contain and remediate any discharge from the vehicle. Food trucks must ensure that all waste, including wastewater from cleaning and sanitation, is properly managed and disposed of to avoid discharging harmful pollutants into storm drains.

- K. Waste collection. The area of a mobile food service vehicle operation must be kept neat and orderly at all times. Operation of a mobile food service vehicle in an area is deemed acceptance by the operator of the responsibility for cleanliness of the area surrounding the operations (not less than 50 feet from all parts of the vehicle) regardless of the occurrence or source of any waste in the area. During each period of operation at a location, the operator must provide proper trash receptacles for public use that are sufficient and suitable to contain all trash generated by the mobile food service vehicle. All trash receptacles must be emptied when full, and all waste must be removed prior to departure of a mobile food service vehicle from a location.
- L. Pedestrian service only. Mobile food service vehicles shall serve pedestrians only. Drive-through or drive-in service is prohibited.
- M. Signage. Signage for each mobile food service vehicle shall be limited to signs on the exterior or interior of the vehicle and one sandwich board sign. All signs on the exterior of the vehicle shall be secured and shall not project more than six inches from the vehicle. One sandwich board sign may be placed outside the mobile food service vehicle, provided that the base of a sandwich board sign must be placed no further than two feet beyond the mobile food service vehicle. Sandwich board signs shall not exceed eight square feet per side or 48 inches in height and shall not obstruct or impede pedestrian or vehicular traffic.
- N. Alcohol sales. Food trucks may not sell alcoholic beverages, except as may be specifically allowed by applicable state law and Municipal ordinance. Canteen trucks and ice cream trucks are prohibited from selling alcoholic beverages at all times.
- O. Insurance.
 - (1) Mobile food service vehicles must maintain all motor vehicle insurance coverage required by applicable state and federal laws and regulations.
 - (2) Mobile food service vehicles operating on Municipal property other than the right-of-way shall at all times maintain such further insurance coverage as may be required by the Municipal Administrator. In the event the required coverage is not properly maintained, permission to operate on Municipal property will be immediately revoked.
- P. Exterior cooking equipment. Any food preparation equipment outside of the mobile food service vehicle shall not obstruct vehicular or pedestrian traffic, and the use and operation of such equipment shall not create safety hazards for the public. Food shall not be served to customers directly from any outside food preparation equipment. Any smoker or other exterior equipment that generates heat shall be surrounded with at least three traffic safety cones.
- Q. Commissary. A commissary, as defined in this article, shall not be located in any residential zoning district unless permitted as a home occupation in compliance with Chapter 112-903.E of this Code.

Commented [DD23]: It's no for me

Commented [RR24]: Do we want to allow this signage?

Commented [RR25]: Should not allow this at all unless at special events, like rest fest, etc.

Commented [DD26]: Nope!

Commented [AF27]: change to 112-903E Home occupation in our zoning

Commented [RR28R27]: done

§ 233-28. Operational restrictions.

A. All mobile food vendors are prohibited from:

- (1) Any area where they will impede pedestrian traffic.
- (2) Operating within 1,000 feet of the outside perimeter of school property during school hours as well as one hour preceding or one hour after when school is in session.
- (3) Consuming alcoholic beverages while vending.
- (4) Vending within 100 feet of a licensed concession stand in a municipal park when that stand is open for business, unless the mobile food vendor is under contract with the Municipality to be in that specific location.
- (5) Vending in any residential neighborhood, excluding ice cream trucks or unless specially permitted as part of a large event authorized by the Municipality.
- (6) Within 150 feet of the primary entrance of a licensed restaurant during the hours the restaurant is open for business, unless the vendor is operating with the consent of the restaurant.
- (7) Parking where traffic or parking laws or ordinances would be violated.
- (8) Parking in fire lanes, loading zones or other spaces with parking limitations.
- (9) Vending for more than four hours in the right-of-way in one location within any twenty-four-hour period unless specially permitted as part of a large event authorized by the Municipality.
- (10) Placing chairs, tables, tents or other similar items in the right-of-way or on private property without authorization from the property owner.
- (11) Offering public seating within a mobile food truck or any other mobile vehicle.
- (12) Vending on a private commercial lot for more than four hours within any twenty-four-hour period.
- (13) Vending on any undeveloped lots (dirt lots or lots without a licensed business) for more than four hours within a twenty-four-hour period unless observing air quality standards and acting as an open air vendor with an open air vending license.
- (14) No mobile food vendor will be permitted to vend their goods and/or services within the right-of-way of any of the streets in the Borough of West Chester except those listed in 104.55.1.

Commented [DD29]: I would say no

§ 233-29. Mobile food vendor permits.

A. Required. The designated permit administrator shall oversee the issuance, suspension and revocation of mobile food vendor permits. No mobile food service vehicle may operate within the Municipality without a mobile food vendor permit issued by the Municipality Borough. A mobile food vendor permit authorizes the holder only to engage in the vending of products from a mobile food service vehicle in compliance with this Code and as specified on the permit. The mobile food vendor permit must be prominently displayed when the mobile food service vehicle is in operation. This section shall not apply to contractual arrangements between a mobile food service vehicle operator and any individual, group or entity for prearranged catering at a specific location for a period of not more than four hours, provided that the mobile food service vehicle is not open to or serving the general public.

Commented [AF30]: Need a decision on who is enforcing the permits. If parking then Director of Parking or other designated personnel, or if BH&CE then Director of BH&CE or other designated personnel.

B. Application.

Commented [DD31]: A list of all employees

- (1) In order to obtain a mobile food vendor permit, a mobile food service vehicle operator must complete an application form provided by the Municipality Borough. The application shall include the following information:
 - (a) Name and address of the owner of the vehicle.
 - (b) Name and address of the operator of the vehicle.
 - (c) Color photographs of the exterior (front, side, and back) of the vehicle in its final condition and with all markings under which it will operate.
 - (d) A copy of the vehicle license and registration form reflecting the vehicle identification number (VIN) of the vehicle.
 - (e) A copy of the state or county health department license or permit applicable to mobile food providers.

- (f) A copy of any alcoholic beverage licenses, if applicable.
 - (g) A copy of the operator's business license.
 - (h) A certificate of insurance coverage, including required motor vehicle insurance coverage.
 - (i) A signed acknowledgement that the operator has read this article and will comply with all applicable requirements herein.
 - (j) Any additional information required by the Municipality.
- (2) Submittal of an application for a mobile food vendor permit must be accompanied by payment of an application fee in the amount of \$300. Any mobile food service vehicle previously found to be operating within the Municipality without a current permit shall also pay the application fee shall of \$300 for new vendors.
- (3) Each mobile food vendor permit holder shall have an ongoing duty to provide the Municipality with notice of any change to any of the information submitted with its permit application, within 10 days of the change, including current photographs of the mobile food service vehicle in the event of any change in the appearance of or signage on the vehicle.
- C. Issuance. A mobile food vendor permit shall be issued upon verification that an application has been completed in accordance with the requirements of this section, except that no such permit will be issued to an operator whose permit is currently suspended or has been revoked within the preceding 12 months, or to any person who intends to operate the same mobile food service vehicle for which the operator's permit is currently suspended or has been revoked within the preceding 12 months. If the permit administrator denies the application, such denial shall be in writing and provided to the applicant within 15 days of receipt of the application.
- D. Expiration. All mobile food vendor permits shall expire on December 31 of each year, or on such alternate date as may be set by the permit administrator. A mobile food vendor permit may be renewed for the next twelve-month period, provided that all applicable requirements are met and the permit is not currently suspended or has not been revoked within the preceding 12 months. The fee for renewal shall be the same as the application fee for a new mobile food vendor permit.
- E. Transferability. A mobile food vendor permit may not be transferred except as part of the sale of a controlling interest in a business holding the permit or a sale of substantially all of the assets of a business holding the permit. The operator of the mobile food service vehicle shall notify the Municipality within 10 days of any such sale and shall update any information that has been changed since the submittal of the application for the mobile food vendor permit.
- F. Temporary permit. If an operator of a mobile food service vehicle has not previously obtained a mobile food vendor permit and is found to be operating within the Municipality, Municipal staff may authorize the operator to continue operating for not more than two hours, provided that the operations must comply with the location and hours of operation

requirements set forth in § ~~233-26~~ UPDATE herein. Thereafter, the operator shall not operate a mobile food service vehicle within the Municipality without first paying the required application fee and obtaining a mobile food vendor permit as required by this section.

§ 233-30. Enforcement.

A. Citation. Each of the following circumstances constitute a violation of this article, for which a citation of ~~\$300~~ no less than \$100 and no more than \$1000 fine may be issued to the violator of this article by a codes enforcement officer, fire official, and/or police officer of the Municipality:

- (1) Operation of a mobile food service vehicle without a current, valid permit, provided further that each day and each separate location at which a mobile food service vehicle is operated without a current, valid permit shall be considered a separate violation.
- (2) Continuation of temporary mobile food service vehicle operations beyond the time period authorized by staff.
- (3) Holding a special event without a permit or failing to comply with the conditions of approval for a special event permit.
- (4) Failure to comply with any other provision of this article.

B. Responsibility for violations. The Municipality codes enforcement officers, fire officials, and/or police officers may, at their discretion in consideration of the situation, cite any of the individuals or entities listed below for any violation of the provisions of this article:

- (1) The operator of a mobile food service vehicle.
- (2) An employee working at a mobile food service vehicle.
- (3) The owner of the property on which a mobile food service vehicle is operated.
- (4) The entity or organization hosting a special event, or the person in charge of the special event.

C. Suspension of permit. A mobile food vendor permit shall be suspended by the permit administrator if:

- (1) The applicant for the permit knowingly provided false information on the application.
- (2) Two violations of this article have occurred within a six-month period in conjunction with the mobile food service vehicle for which the permit has been issued.
- (3) The operator of a mobile food service vehicle fails to maintain a current, valid vehicle registration, health department permit, business license or proof of required motor vehicle insurance coverage.

D. Revocation of permit. A mobile food vendor permit shall be revoked by the permit administrator if:

- (1) Four violations of this article have occurred within a twelve-month period.

Commented [AF32]: no less than \$100 and no more than \$500 or \$1000 fine. This gives the enforcement officer to use their judgement on what they should ask for from the judge. If a multiple offence, higher fine

Commented [RR33]: Can we add parking tickets or warrants to this? Need to add information stating that they must follow all local/state parking ordinances. Need to pay for parking- space not guaranteed by the issuance of application.

- (2) A mobile food service vehicle is operated in an unlawful manner so as to constitute a breach of the peace or otherwise threaten the health, safety or general welfare of the public.

E. Reinstatement.

- (1) Suspended permit. An operator may reinstate a suspended mobile food vendor permit by taking such actions as may be necessary to correct a mobile food service vehicle's noncompliance and paying a reinstatement fee of \$500 to offset the Municipality's cost of enforcement measures, inspections and compliance verifications.
- (2) Revoked permit. An operator whose mobile food vendor permit has been revoked may apply for a new permit after 12 months from the date of revocation, provided the operator has taken such actions as may be necessary to correct a mobile food service vehicle's noncompliance. The operator shall pay a permit reinstatement fee of \$500 to offset the Municipality's cost of enforcement measures, inspections and compliance verifications.
- (3) No permit will be issued to any person who intends to operate the same mobile food service vehicle for which the operator's permit is currently suspended or has been revoked within the preceding 12 months.

- F. Notice. Notice of the suspension or revocation of a mobile food vendor permit shall be issued to the operator in writing by the permit administrator.

§ 233-31. Appeals.

- A. Filing. The denial, suspension or revocation of a mobile food vendor permit by the permit administrator may be appealed by filing a **written** notice of appeal, establishing the grounds for the appeal, with the Municipal Administrator no later than 10 business days following receipt of the notice of denial, suspension or revocation. ~~For food truck rallies requiring the approval of the Planning Commission, the Planning Commission's decision shall be final.~~
- B. Municipal Administrator's review. When an appeal is filed with the Municipal Administrator as set forth herein, the Municipal Administrator may request such additional information from the operator and the permit administrator as may be deemed necessary. At the Municipal Administrator's discretion, the appeal may be decided based on the written information and documentation submitted, or a hearing may be scheduled with the operator and the permit administrator. The Municipal Administrator's decision shall be issued in writing, based on a written summation of the pertinent facts, and shall be final. The Municipal Administrator may reverse the denial, suspension or revocation of a permit, or may reduce the waiting period required for reinstatement of a revoked permit if it is determined that the operator has taken reasonable steps to mitigate the violations leading to the revocation and to prevent future violations.
- C. Refunds. There shall be no refund of an application fee for a mobile food vendor permit that has been denied. There shall be no refund of a reinstatement fee for a suspended or revoked permit unless the Municipal Administrator determines on appeal that the permit administrator acted in error in suspending or revoking the permit.

Commented [AF34]: Who is the body that will hear an appeal should have someone other than the Borough Manager to make the determination.

Commented [RR35R34]: is it the COG? need to ask KC.

§ 104-47. Parking meter zones established. [Amended last 9-20-2022 by Ord. No. 08-2022]

A. Three-hour zone; with rates to be established by resolution of Borough Council.

- (1) Except for such spaces as are or shall be designated as bus spaces, entrances to hotels and theaters, fireplugs or other places where parking is now or may hereafter be prohibited, it shall be unlawful and a violation of this article for the owner or operator of any motor vehicle, between the hours of 8:00 a.m. and 10:00 p.m. on Monday, Tuesday and Wednesday, between the hours of 8:00 a.m. and 12:00 midnight on Thursdays and Fridays, and between the hours of 5:00 p.m. and 12:00 midnight on Saturdays (except holidays), to park such vehicle for more than three hours at any time upon the streets in the Borough of West Chester hereinafter described, which are hereby established as three-hour parking meter zones with rates to be established by resolution of Borough Council:

Highway	Side	Location
Chestnut Street	North	From Church Street to Matlack Street
Chestnut Street	South	From New Street to High Street
Chestnut Street	South	From Walnut Street to Matlack Street
Church Street	East	From Washington Street to Barnard Street
Church Street	West	From Chestnut Street to Barnard Street
Church Street	West	100 North Church Street
Darlington Street	West	From Chestnut Street to Miner Street
Gay Street	Both	From Matlack Street to Darlington Street
High Street	East	From Barnard Street to Miner Street
High Street	East	From Washington Street to Evans Street
High Street	West	From Market Street to Barnard Street
High Street	West	From a point 63 feet south of Washington Street to Prescott Alley

Highway	Side	Location
Market Street	North	From Church Street to High Street
Market Street	North	Between New Street and Potter Alley
Market Street	North	From a point approximately 65 feet west of Potter Alley to New Street
Market Street	South	From Darlington Street to High Street
Market Street	South	From a point approximately 65 feet east of High Street to Matlack Street
Market Street	South	From Matlack Street to Franklin Street
Matlack Street	East	From Market Street to Cedar Alley
Miner Street	North	From Church Street to Walnut Street
Miner Street	South	From Church Street to High Street
New Street	West	From Gay Street to Market Street
Walnut Street	East	From Market Street to Cedar Alley
Walnut Street	East	From Prescott Alley to Chestnut Street
Wollerton Street	North	From Darlington Street to New Street
Wollerton Street	South	From New Street to Borough Parking Lot No. 9

B. Three-hour zone; with rates to be established by resolution of Borough Council.

- (1) Except for such spaces as are or shall be designated as bus spaces, entrances to hotels and theaters, fireplugs or other places where parking is now or may hereafter be prohibited, it shall be unlawful and a violation of this article for the owner or operator

of any motor vehicle, between the hours of 8:00 a.m. and 10:00 p.m. on Monday, Tuesday and Wednesday, between the hours of 8:00 a.m. and 12:00 midnight on Thursdays and Fridays, and between the hours of 5:00 p.m. and 12:00 midnight on Saturdays (except holidays), to park such vehicle for more than three hours at any time upon the streets in the Borough of West Chester hereinafter described, which are hereby established as three-hour parking meter zones with rates to be established by resolution of Borough Council:

Highway	Side	Location
Church Street	Both	From Sharpless Street to Rosedale Avenue
High Street	West	From University Avenue to Rosedale Avenue
Linden Street	Both	From High Street to Sharon Alley
New Street	East	From Sharpless Street to Rosedale Avenue
Nields Street	Both	From New Street west to the entrance of the West Chester University Parking Garage (on the south side) and along McBratnie Park (on the north side)
Rosedale Avenue	North	From High Street to New Street
Rosedale Avenue	North	From Wayne Hall to New Street
Sharpless Street	South	From High Street to New Street
University Avenue	Both	From High Street to Church Street

C. Thirty-minute zone; with rates to be established by resolution of Borough Council.

- (1) Except for such spaces as are or shall be designated as bus spaces, entrances to hotels and theaters, fireplugs or other places where parking is now or may hereafter be prohibited, it shall be unlawful and a violation of this article for the owner or operator of any motor vehicle, between the hours of 8:00 a.m. and 10:00 p.m. on Monday, Tuesday and Wednesday, between the hours of 8:00 a.m. and 12:00 midnight on Thursday and Fridays, and between the hours of 5:00 p.m. and 12:00 midnight on Saturdays (except holidays), to park such vehicle for more than 30 minutes at any time upon the streets in the Borough of West Chester hereinafter described, which are hereby established as thirty-minute parking meter zones with rates to be established by

resolution of Borough Council:

Highway	Side	Location
Church Street	West	Two metered parking spaces immediately south of Chestnut Street
Sharpless Street	South	20 meters along the 50 block of Sharpless Street between High Street and Church Street
Walnut Street	East	From Prescott Alley to Gay Street and one metered space on the north of Middle Alley and one metered parking space south of Middle Alley
Walnut Street	West	Between Chestnut Street and Evans Alley

D. Fifteen-minute zone; with rates to be established by resolution of Borough Council.

- (1) Except for such spaces as are or shall be designated as bus spaces, entrances to hotels and theaters, fireplugs or other places where parking is now or may hereafter be prohibited, it shall be unlawful and a violation of this article for the owner or operator of any motor vehicle, between the hours of 8:00 a.m. and 10:00 p.m. on Monday, Tuesday and Wednesday, between the hours of 8:00 a.m. and 12:00 midnight on Thursdays and Fridays, and between the hours of 5:00 p.m. and 12:00 midnight on Saturdays (except holidays), to park such vehicle for more than 15 minutes at any time upon the streets in the Borough of West Chester hereinafter described, which are hereby established as fifteen-minute parking meter zones with rates to be established by resolution of Borough Council:

Highway	Side	Location
Market Street	South	From High Street to a point approximately 65 feet east thereof
North Darlington Street	West	1 space north of Courthouse Alley
South Darlington Street	West	50 South Darlington Street
South Darlington Street	West	Between West Market Street and Wollerton Alley

E. (Reserved)

- F. It shall be unlawful and a violation of this article for the owner or operator of any motor vehicle, between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday, to park such vehicle for more than 15 minutes at any time upon the streets in the Borough of West Chester hereinafter described which are hereby established as fifteen-minute parking meter zones with rates to be established by resolution of Borough Council:

Highway	Side	Location
Walnut Street	West	From Evans Alley to a point 90 feet south thereof

ARTICLE 534

Residential Permit Parking

- 534.01 Purpose.
- 534.02 Residential Permit Parking Program.
- 534.03 Designation of Central Business District.
- 534.04 Designation Criteria.
- 534.05 Designation Process.
- 534.06 Issuance of Parking Permits.
- 534.07 Display of Permit.
- 534.08 Permit Parking Exemption.
- 534.09 Application for and Duration of Permit.
- 534.10 Permit Fees.
- 534.11 Revocation of Permit.
- 534.12 Residential Parking Permit Areas.
- 534.13 Regulations and Procedures.
- 534.99 Penalties.

CROSS REFERENCES

Parking meters - See TRAF. Art. 533

Parking Authority Law, Act of June 5, 1947 (P.L. 458)

534.01 PURPOSE.

The City Council of the City of Bethlehem considers it to be in the interest of the citizens of the City of Bethlehem to provide for the establishment of a Residential Permit Parking (RPP) Program in order to alleviate the hardship experienced by residents in obtaining on-street parking space, to preserve the residential quality of neighborhoods and to provide for improvement in air quality. The powers and duties as contained in this Article shall be performed by the Parking Authority.

534.02 RESIDENTIAL PERMIT PARKING PROGRAM.

The Parking Authority is hereby authorized to designate, as herein provided, certain streets and other public areas within the City of Bethlehem as Residential Permit Parking areas in which resident vehicles displaying valid parking permits may stand or be parked without limitation by parking time

restrictions established by this Article. Vehicles not displaying valid parking permits may stand or be parked for a limited time not to exceed the time specified upon adequately posted signs.

534.03 DESIGNATION OF CENTRAL BUSINESS DISTRICT.

The Central Business District as used in this Ordinance is defined as follows:

(a) On the north side of the Lehigh River, the area bounded on the west by Main Street, on the north by Union Boulevard, on the east by Linden Street and on the south by Church Street.

(b) On the south side of the Lehigh River, the area bounded on the north by Third Street, on the east by Hayes Street, on the south by Morton Street and on the west by the streets of Brodhead to Fourth to Broadway to Wyandotte to Third.

534.04 DESIGNATION CRITERIA

A residential area shall be deemed impacted and thereby eligible for Residential Permit Parking provided that the following criteria are satisfied:

(a) In areas zoned other than Central Business District, the following criteria must be met:

(1) At least fifty (50%) percent of the street level, front footage use is residential or non-business related.

(2) During any period between the hours of 8:00 A.M. and 10:00 P.M. on weekdays, except holidays, the number of vehicles parked and/or standing, legally or illegally, at on-street parking spaces is equal to seventy (70%) percent or more of the legal on-street parking capacity of the area. For purposes of this evaluation, a legal parking space shall be twenty (20) linear feet.

(3) During the same time period as specified above, twenty-five (25%) percent or more of the vehicles parking and/or standing, on the streets in the area are not registered in the name of a person residing within three (3) blocks, with the exception of those vehicles registered to residents living on

an adjacent street having been zoned RPP, within a three (3) block area who are otherwise eligible for permits.

(4) On streets where there are parking meters and/or time restricted parking in Section 534.04 (a) (2) and (3) are not criteria for designation.

(b) In areas zoned Central Business District, the following criteria must be met:

(1) At least seventy (70%) of the street level front footage abutting the street designated have a residential or non-business related use.

(2) During any period between the hours of 8:00 A.M. and 10:00 P.M. on weekdays except holidays, at least seventy (70%) percent of all occupied on-street parking spaces are occupied by vehicles registered in the name of a person residing within a three (3) block distance of the location at which the vehicle is parked.
(Ord. 3896. Passed 7/7/98.)

534.05 DESIGNATION PROCESS.

(a) If the area in question is not an approved Residential Permit Parking Zone and a majority of residents have requested to be a Residential Permit Parking zone or if the Parking Authority determines the criteria are met then the Parking Authority will schedule and administer a public hearing. Notice of said public hearing shall be conspicuously posted by the Parking Authority at points deemed sufficient by the Parking Authority within the proposed Residential Permit Parking zone to notify potentially interested citizens. The affected area shall be posted at least one (1) week prior to the date of the hearing. On the basis of testimony taken, and in consideration as to whether the criteria set forth in 534.04 has been met, the Parking Authority shall or shall not recommend to City Council the designation of the area as an official Residential Permit Parking area. The area in question shall not be an approved residential permit parking zone until City Council approves by resolution the designation of the area for inclusion into the residential permit parking program. (Ord. 3432 - Passed 9/17/91.)

(b) On blocks or portions thereof within a Residential Parking Permit zone where parking meters and/or time restricted parking already exists, the Parking Authority may designate the area as a Residential Permit Parking block.

(c) On blocks or portions thereof within a Residential Parking Permit zone where no parking meters and/or time restricted parking exists, the following process is to be followed:

(1) A block or portion thereof may be considered as a potential residential parking block or portion thereof upon the receipt by the Parking Authority of verified petitions from the residents of that block or portion thereof. A separate petition must be filed for each block.

(2) The Parking Authority shall in its discretion conduct surveys of potential residential parking blocks to determine the following:

(a) The number of legal on-street parking spaces available on each block in the area.

(b) The number of legal on-street spaces occupied by parked vehicles during an average week-day on each block in the area. Two (2) surveys will be made on different days of the week and at different times of the day. One observation will be made in the early part of the day and the other later in the day.

(c) The number of parked vehicles in the block which are registered to addresses of persons who do not live in the area.

(3) If all designation criteria for a particular block has been satisfied, the Parking Authority shall cause to be erected, signs on the designated block indicating that parking beyond the stipulated number of hours is by permit only.

534.06 ISSUANCE OF PARKING PERMITS.

The Parking Authority may issue appropriate permits and shall cause parking signs to be erected in the area indicating the times and conditions under which parking shall be allowed. A permit shall be issued upon application and payment of the applicable fee, only to the owner or operator of a motor vehicle registered at an address in the appropriate Residential Permit Parking area. Any applicant having outstanding parking violations shall provide evidence of payment or pay said outstanding parking violations prior to the issuance of a permit. A separate permit shall be required for each motor vehicle. Commercial vehicles exceeding a gross weight of 10,000 pounds are not eligible for permits. Eligibility for a permit shall be as follows:

(a) Residents - The resident must prove residency and vehicle ownership or evidence of having a leased or company owned vehicle. A separate application shall be required for each vehicle and each application shall be accompanied by a permit fee.

(b) Visitors - Special permits may be issued to visitors for a period of time not to exceed fourteen (14) days in any calendar year. No resident of a Residential Permit Parking area shall be issued more than two (2) visitor permits at any time.

(c) Students - The Parking Authority shall develop, from time to time, regulations to provide for students residing in Residential Permit Parking areas who are operators of motor vehicles not registered in the appropriate Residential Permit Parking area; provided, however, that said permits shall not exceed two (2) per residential address.

(d) Employees or Business Owner/Operator - The Parking Authority shall from time to time develop regulations to provide for the issuance of permits to those persons who provide proof of employment and/or business ownership in the City of Bethlehem, who are operators of motor vehicles not registered in the appropriate Residential Permit Parking Area; provided, however, that the number of spaces available for permits will not exceed 60% of the vacant parking spaces per block to be determined from time to time after completed surveys and provided further that said permits will not be valid for areas where meters are located and will be valid only from 8:00 AM to 4:00 PM, Mondays through Fridays. (Ord. 3322 §1. Passed 3/6/90.)

(e) Summer Students - May be issued to students and shall be valid from June 1 through and including August 31 of the issue year designated. Summer permits shall not exceed two (2) per residential address.

(Ord. 3896. Passed 7/7/98.)

(f) Special Permit - Permits may be issued to persons living upon a residential street in the Residential Permit Parking Zone provided such persons are employed on a full time basis within the City of Bethlehem and such persons maintain permanent residence outside the City of Bethlehem. The person requesting such permit must provide proof of full-time employment within the City of Bethlehem either by producing current pay documentation indicating their weekly/bi-weekly hours of employment,

and/or a statement from their employer verifying their full-time employment within the City of Bethlehem. Further, such person shall produce an additional form of identification verifying the address at which they are residing within the city limits of Bethlehem. (Ord. 3969. Passed 10/19/99.)

534.07 DISPLAY OF PERMIT.

Various permits to be issued shall be displayed as follows:

(a) Residents and Students - Permits for residents and students shall be displayed inside the vehicle on the lower left corner of the rear window (driver's side). An exception to this placement location can be made if the vehicle's structure does not allow for proper placement or visibility. The alternate location must be approved by the Authority.

(b) Employee/Business Owner - Permits for Employees/Business Owners shall be displayed on the side rear window behind the driver. An exception to this placement location can be made if the vehicle's structure does not allow for proper placement or visibility. The alternate location must be approved by the Authority. (Ord. 3322 §2. Passed 3/6/90.)

(c) Visitor Permit, Contractor, and All-City Permits - Are hang-tag type permits which shall be displayed by hanging from the rearview mirror.

(d) Summer Student Permits - shall be displayed inside the vehicle on the lower left corner of the rear window (driver's side). An exception to this placement location can be made if the vehicle's structure does not allow for proper placement or visibility. The alternate location must be approved by the Authority.

(Ord. 3986. Passed 7/7/98.)

534.08 PERMIT PARKING EXEMPTION.

A resident vehicle on which is displayed a valid parking permit as provided for herein shall be permitted to stand or be parked in the Residential Permit Parking area for which the permit has been issued without being limited by time restrictions established pursuant to this Article. However, said resident's vehicle shall not be exempt from parking restrictions or prohibitions established pursuant to authority other than this Article including Article 531, Stopping and Parking, Street Sweeping, of the Codified Ordinances as well as loading zones, five minute parking zones, handicapped zones and other

special parking restrictions. All other motor vehicles parked within a Residential Permit Parking area shall be subject to the time restrictions adopted as provided in this Article as well as the penalties provided for herein.

A Residential Parking Permit shall not guarantee or reserve to the holder thereof an on-street parking space within the designated Residential Permit Parking area.

534.09 APPLICATION FOR AND DURATION OF PERMIT.

Residential, student (excluding summer permits), and employee/business permits shall be valid for one (1) year from the date of issuance. Permits acquired after the normal renewal period shall be pro-rated accordingly. Permits may be renewed annually upon reapplication in the manner required by the Parking Authority. Each application or reapplication for a parking permit shall contain information sufficient to identify the applicant, his residence address or address of real property owner or leased within a Residential Parking area, vehicle registration for which application is made and proof of financial responsibility, and such other information that may be deemed relevant by the Parking Authority. If a resident sells or otherwise transfers a vehicle bearing a removable parking permit, he shall remove the sticker before transfer and return it to the Parking Authority. If a resident sells or otherwise transfers a vehicle bearing a non-removable permit parking sticker he shall provide the Parking Authority with proof of the transfer and an affidavit attesting to the non-use of the sticker. The Parking Authority shall in either case provide, at no cost, a new sticker which shall expire at the same time as the original sticker. The provisions of this Section shall also apply for permits issued to Employee/Business Owners pursuant to Section 534.06 of this Ordinance.

(Ord. 3322 §3. Passed 3/6/90; Ord. 3896. Passed 7/7/98.

534.10 PERMIT FEES.

Various parking permit fees shall be as follows:

(a) Residents/Students - The initial cost for Residential Parking Permit, including those who are students residing in Residential Parking Permit Areas who are operators of motor vehicles not registered in the appropriate Residential Permit Parking Area shall be \$20.00, and for each annual renewal, the cost will be \$10.00.

(b) Employee/Business Owner - The initial cost for each Employee/Business Owner will be \$50.00, and each renewal will be \$40.00. A deposit of \$10.00 will be required for each permit issued, which will be refunded when the permit holder moves from the area or otherwise relinquishes his or her space.

(c) Special Permit - The initial cost for each Special Permit shall be \$20.00, and each renewal thereof shall be \$10.00. (Ord. 3969. Passed 10/19/99.)

The Parking Authority may make such changes to said fees, from time to time, as it sees fit. (Ord. 3322 §4. Passed 3/6/90.)

534.11 REVOCATION OF PERMIT.

The Parking Authority is authorized to revoke the Residential Parking Permit of any person found to be in violation of this Article and, upon written notification thereof, the person shall surrender such permit to the Parking Authority. Failure, when so requested, to surrender a Residential Parking Permit so revoked shall constitute a violation of law and of this Article.

534.12 RESIDENTIAL PARKING PERMIT ZONES.

The following areas are to be Residential Parking Permit Zones:

(a) Residential Parking Permit Zone "A".

Area bounded on the north by Broad Street to Eighth Avenue, on the west by Eighth Avenue south to Prospect Avenue, on the south by Prospect Avenue to First Avenue and on the east from First Avenue to Broad Street. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(b) Residential Parking Permit Zone "B".

Area bounded on the north by Broad Street to Thirteenth Avenue, on the west by Thirteenth Avenue, on the south by Prospect Avenue to Eighth Avenue, north to Broad Street. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(c) Residential Parking Permit Zone "C".

Area bounded on the south by Broad Street, on the west by Eighth Avenue, on the north by Union Boulevard, on the east by First Avenue. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(d) Residential Parking Permit Zone "D".

Area bounded on the south by Broad Street, on the west by Thirteenth Avenue, on the north by Union Boulevard, on the east by Tenth Avenue. Tenth Avenue to North Street, North Street east to Ninth Avenue and Ninth Avenue south to Broad. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(e) Residential Parking Permit Zone "E"

Area bounded on the west by Monocacy Creek, on the north by Goepf Street, on the east by Center Street, on the south by Broad Street. The streets that comprise the boundary area, both sides of the street will be included within the designated zone.

(Ord. 3705. Passed 8/22/95.)

(f) Residential Parking Permit Zone "F"

Area bounded on the west by Center Street, on the north by Goepf Street, on the east by Maple Street, on the south by Broad Street. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(g) Residential Parking Permit Zone "G".

Area bounded on the west by Main Street, on the south by Church Street, on the east by Center Street, on the north by Broad Street. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(h) Residential Parking Permit Zone "H".

Area bounded on the west by Center Street, on the south by Church Street, on the east by Maple Street, and on the north by Broad Street. The streets that comprise the boundary area, both sides of the street will be included within a designated zone.

(i) Residential Parking Permit Zone "I"

Area bounded on the south by East and West Goepf Street, on the west by the Monocacy Creek, on the north by Aurora Avenue to Lenox Avenue, continuing on the north by West Greenwich Street from Lenox Avenue to Linden Street, on the east by Lenox Avenue from Aurora Avenue to West Greenwich Street, and continuing on the east by Linden Street from East Greenwich Street to East Goepf Street. (Ord. 3705. Passed 8/22/95.)

(j) Residential Parking Permit Zone "J"

Area bounded north by West Third Street, on the west by Wyandotte Street, on the west by Vernon Street, on the south by West 10th Street, on the east by Carlton Avenue, on the south by West 9th Street, on the east by Montclair Avenue, on the south by West 8th Street, on the east by Brodhead Avenue, on the north by Packer Avenue, on the east by Vine Street, on the south by West Morton Street, and on the east by South New Street. (Ord. 3896. Passed 7/7/98.)

(k) Residential Parking Permit Zone "K".

On the north by East Third Street; on the east by Hayes Street, Hayes Street south to Mountain Drive, west on East Eighth Street to Hillside Avenue to Stoneman Street, south on Stoneman to First Terrace; west on Meade Street to Thomas Street, north on Thomas to Hillside, west on Hillside to Fillmore Street north to East Third Street. The entire length of First Terrace, and the 900 block of East Fifth Street are to be included in this zone. (Ord. 3339 §1. Passed 5/1/90; Ord. 4277 – Passed 10/5/04.)

(l) Residential Parking Permit Zone "L".

North by East Third Street, on the west by New Street, south to East Morton Street, east to Webster Street, south on Webster Street to Packard Avenue; Packard Avenue east to Fillmore Street; Fillmore Street north to East

Third Street. (Ord. 3339 §2. Passed 5/1/90.)

534.13 REGULATIONS AND PROCEDURES.

(a) Time Restriction on Parking - Except as otherwise designated, on-street parking will be restricted to a one to three hour time limit on streets that now have legal, on-street parking except for metered areas. Vehicle bearing valid Residential Parking Permit stickers to this area shall be exempt from the one to three hour time limit and meter requirements. The Parking Authority will erect, or cause, to be erected, signs. These signs shall indicate the one to three hour time limit and the exclusion for vehicles with Residential Permit Parking stickers or shall indicate the exclusion of said vehicles from meter requirements. The one to three hour time limit shall be enforced at such times as the Parking Authority shall from time to time see fit.

(b) In areas with existing parking meters, operators with valid Residential Parking Permits will be allowed to be parked at meters within the designated area without the need to deposit coins.

(c) Existing Parking Regulations - All existing parking regulations shall remain in effect. These include but are not limited to: prohibited parking areas, street cleaning restrictions, five (5) minute parking areas, loading zones. Holders of Residential Permit Parking stickers will not be exempt from these regulations.

(d) It shall be unlawful and a violation of this Article for a person to falsely represent himself as eligible for a parking permit or to furnish information in an application therefor.

(e) It shall be unlawful and a violation of this Article for a person holding a valid parking permit issued pursuant hereto to permit the use or display of such permit on a motor vehicle other than that for which the permit is issued. Such conduct shall constitute an unlawful act and violation of this Article both by the person holding the valid parking permit and the person who so uses or displays the permit on a motor vehicle other than that for which it is issued.

(f) It shall be unlawful and a violation of this article for a person to copy, produce or otherwise bring into existence a facsimile or counterfeit parking permit in order to evade time limitations or parking applicable in a Residential Permit Parking area.

(Ord. 3896. Passed 7/7/98.)

534.99 PENALTIES.

Any person who violates any provision of this Article shall be subject to the following penalties:

(1) First violation - A fine of \$100.00, or thirty days imprisonment, or both;

(2) Second violation - A fine of \$200.00, or sixty days imprisonment, or both;

(3) Third and each subsequent violation - A fine of \$300.00, or ninety days imprisonment, or both.

(Ord. 3260 §1. Passed 4/18/89; Ord. 3896. Passed 7/7/98.)