



Public Safety & Quality of Life Committee Meeting
April 7, 2026 @ 6:00 PM
This meeting is recorded for public record.

Committee Members:

Bryan Travis, Chair
Brian McGinnis
Lisa Kearns

Chief of Police: Joshua Lee

Director of Parks & Recreation: Keith Kurowski

Borough Manager: Sean Metrick

Fire Chief: Mark Scanlon

Director of Operations Good Fellowship Ambulance Club: Justin Robbins

Public Safety & Quality of Life 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. Monthly WCFD Report (attachment)

B. Monthly WCPD Report (attachment)

C. Monthly GFAC Report (attachment)

D. Public Safety Committee – Chair Report, workplan and issues raised at prior meetings (attachment)

V. Old Business

A. Approve March 2026 meeting minutes (attachment)

B. Motion to adopt the amendment to Chapter 80 – Peddling, Soliciting, Handbills (attachment)
Issue: Review amendments to Chapter 80

VI. New Business

A. Discuss impact of mass gatherings in residential areas.
Issue: Discuss mass gatherings at student houses and social clubs in residential

neighborhoods.

- B. Motion to approve weekend closure of Gay Street for summer open air market.

Issue: Approve the weekend closure of Gay Street

- C. Discuss impact of vape shops in residential neighborhoods in proximity to parks, schools, and bus stops in the residential zoning districts.

Issue: Discuss the impact of the retail use of vape shops in residential neighborhoods

- D. Discuss Borough chain of command for emergency and non-emergency issues in the Borough.

Issue: Currently there is no in-house emergency and/or non-emergency team to contact.

- E. Special Event Applications (SEAs) (attachments)

i. West Chester Green Team - Porchfest 2026 - May 16 2026

ii. Friends of Marshall Square Park - Summer Concert Series: June 18, July 9, July 30, August 20

iii. F4s Chili Cook Off - October 11, 2026 (rain date: October 18, 2026)

Issue: Approve Special Event Permits

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 Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

Monthly Report March 2026

Incident Summary

| Total Incidents for March: | 147 |
|----------------------------|----------|
| West Chester Borough: | 73 |
| East Bradford Township: | 12 |
| West Goshen Township: | 27 |
| Birmingham Township: | 4 |
| Thornbury Township: | 3 |
| Westtown Township: | 11 |
| Mutual Aid Responses: | 17 |
| Total Time in Service: | 59:10:20 |
| Average Manpower: | 7.9 |

| Total Incidents for 2026: | 474 |
|---------------------------|-----------|
| West Chester Borough: | 198 |
| East Bradford Township: | 42 |
| West Goshen Township: | 110 |
| Birmingham Township: | 11 |
| Thornbury Township: | 20 |
| Westtown Township: | 41 |
| Mutual Aid Responses: | 52 |
| Total Time in Service: | 217:07:54 |
| Average Manpower: | 8.6 |

Training/Activity Summary

| March | |
|-----------------------|-------|
| Total Training Hours: | 753 |
| Total Activity Hours: | 1,989 |

| 2026 | |
|-----------------------|-------|
| Total Training Hours: | 2,906 |
| Total Activity Hours: | 5,367 |

Property Loss

| March | | |
|---------------------|-------------|--------------|
| | Property | Contents |
| Pre Incident Value: | \$83,100.00 | \$260,000.00 |
| Estimated Loss: | \$15,000.00 | \$20.00 |

| 2026 | | |
|---------------------|--------------|-----------------|
| | Property | Contents |
| Pre Incident Value: | \$18,919,900 | \$26,363,100.00 |
| Estimated Loss: | \$3,114,500 | \$1,687,720.00 |

Significant Incidents

March 11 - Vehicle Fire / W Market Street, West Chester Borough

March 20 - Brush Fire / S Creek Road, East Bradford Township



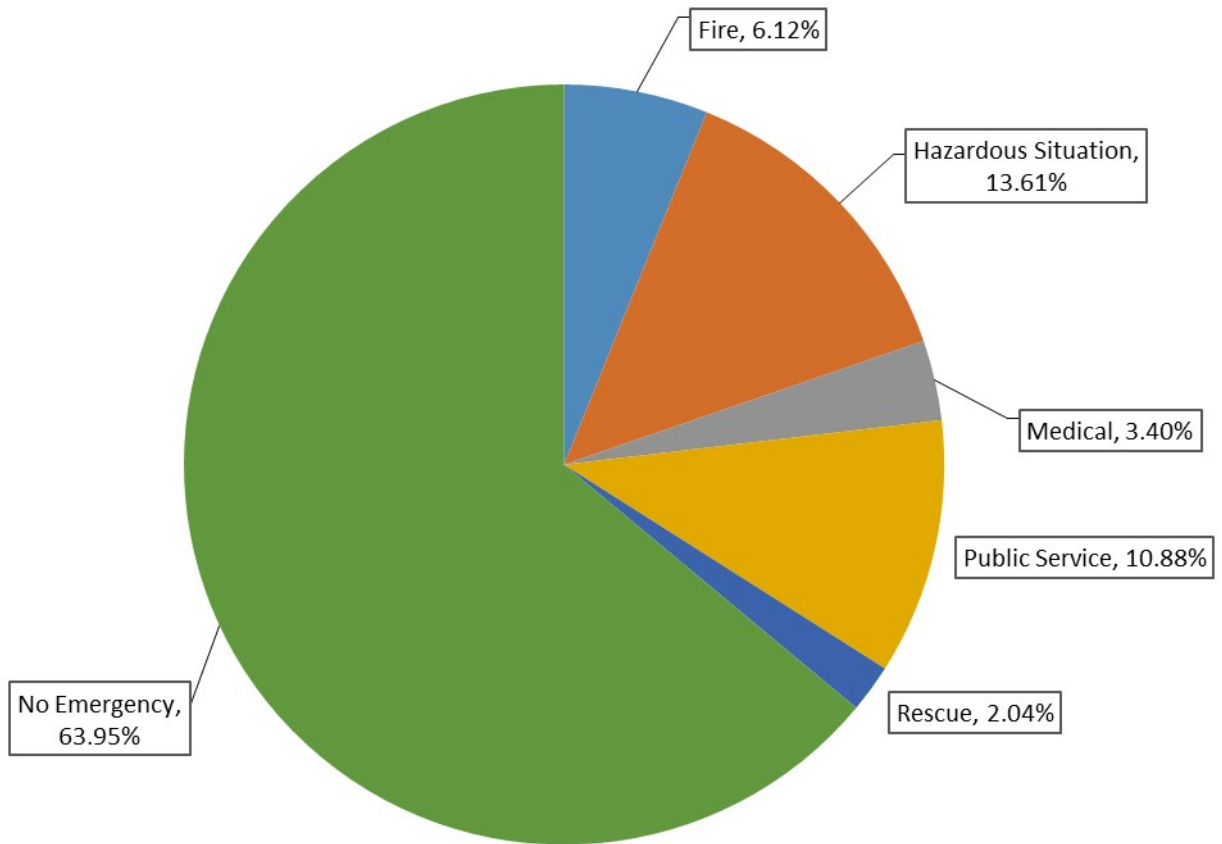
West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

Major Incident Types March 2026



| Major Incident Type | # Incidents | % of Total |
|---------------------|-------------|----------------|
| Fire | 9 | 6.12% |
| Hazardous Situation | 20 | 13.61% |
| Medical | 5 | 3.40% |
| Public Service | 16 | 10.88% |
| Rescue | 3 | 2.04% |
| No Emergency | 94 | 63.95% |
| Total | 147 | 100.00% |



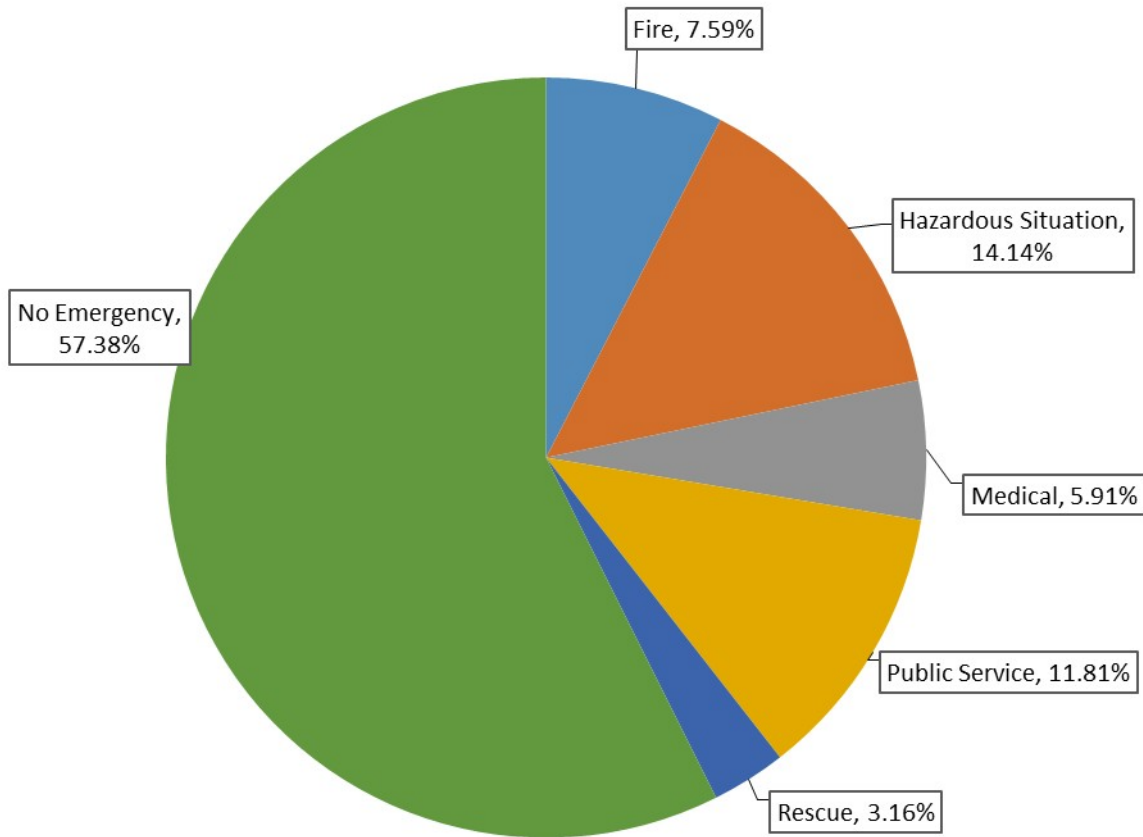
West Chester Fire Department

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WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

Major Incident Types 2026



| Major Incident Type | # Incidents | % of Total |
|---------------------|-------------|----------------|
| Fire | 36 | 7.59% |
| Hazardous Situation | 67 | 14.14% |
| Medical | 28 | 5.91% |
| Public Service | 56 | 11.81% |
| Rescue | 15 | 3.16% |
| No Emergency | 272 | 57.38% |
| Total | 474 | 100.00% |



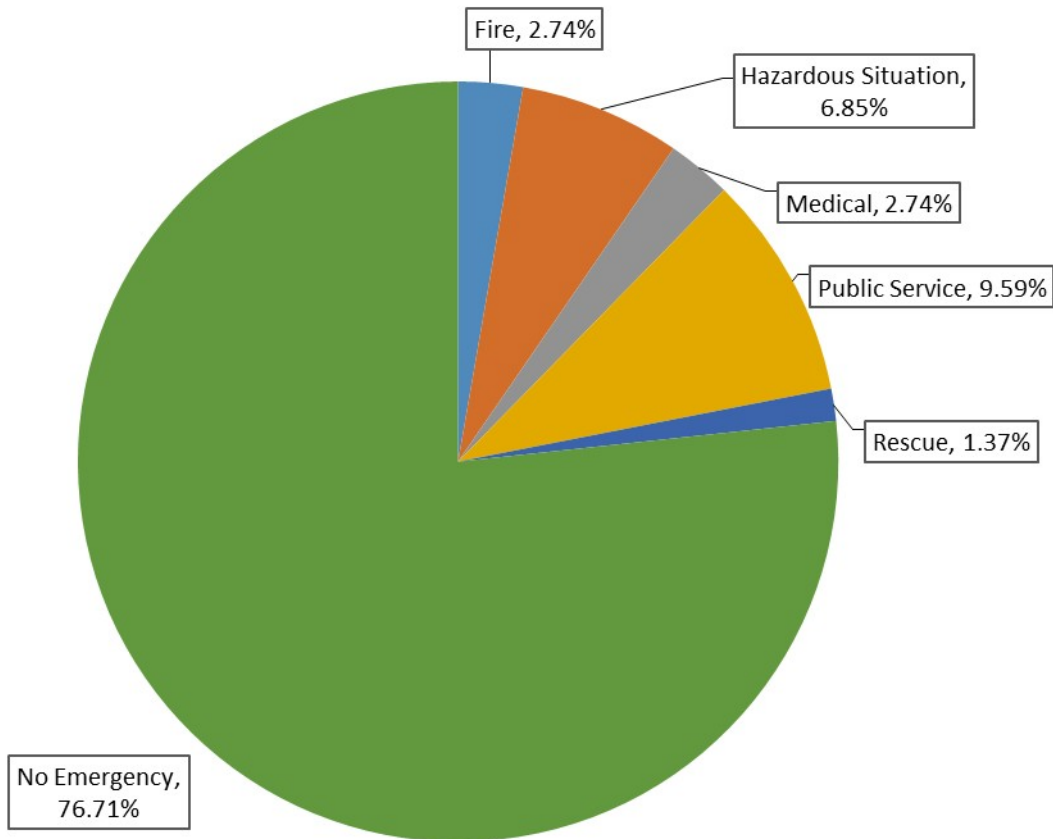
West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

Major Incident Types March - West Chester Borough



| Major Incident Type | # Incidents | % of Total |
|---------------------|-------------|----------------|
| Fire | 2 | 2.74% |
| Hazardous Situation | 5 | 6.85% |
| Medical | 2 | 2.74% |
| Public Service | 7 | 9.59% |
| Rescue | 1 | 1.37% |
| No Emergency | 56 | 76.71% |
| Total | 73 | 100.00% |



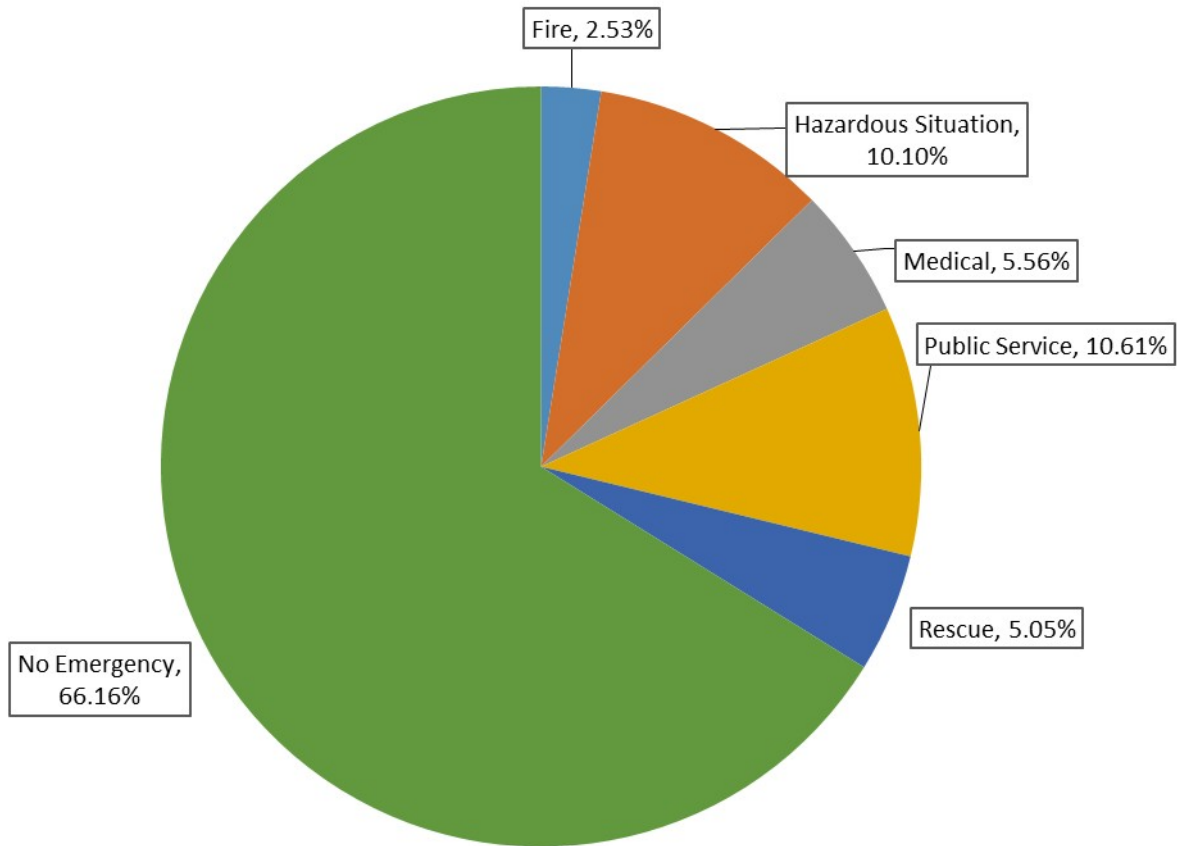
West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

Major Incident Types 2026 - West Chester Borough



| Major Incident Type | # Incidents | % of Total |
|---------------------|-------------|----------------|
| Fire | 5 | 2.53% |
| Hazardous Situation | 20 | 10.10% |
| Medical | 11 | 5.56% |
| Public Service | 21 | 10.61% |
| Rescue | 10 | 5.05% |
| No Emergency | 131 | 66.16% |
| Total | 198 | 100.00% |

WCPD Monthly Report

April 2026

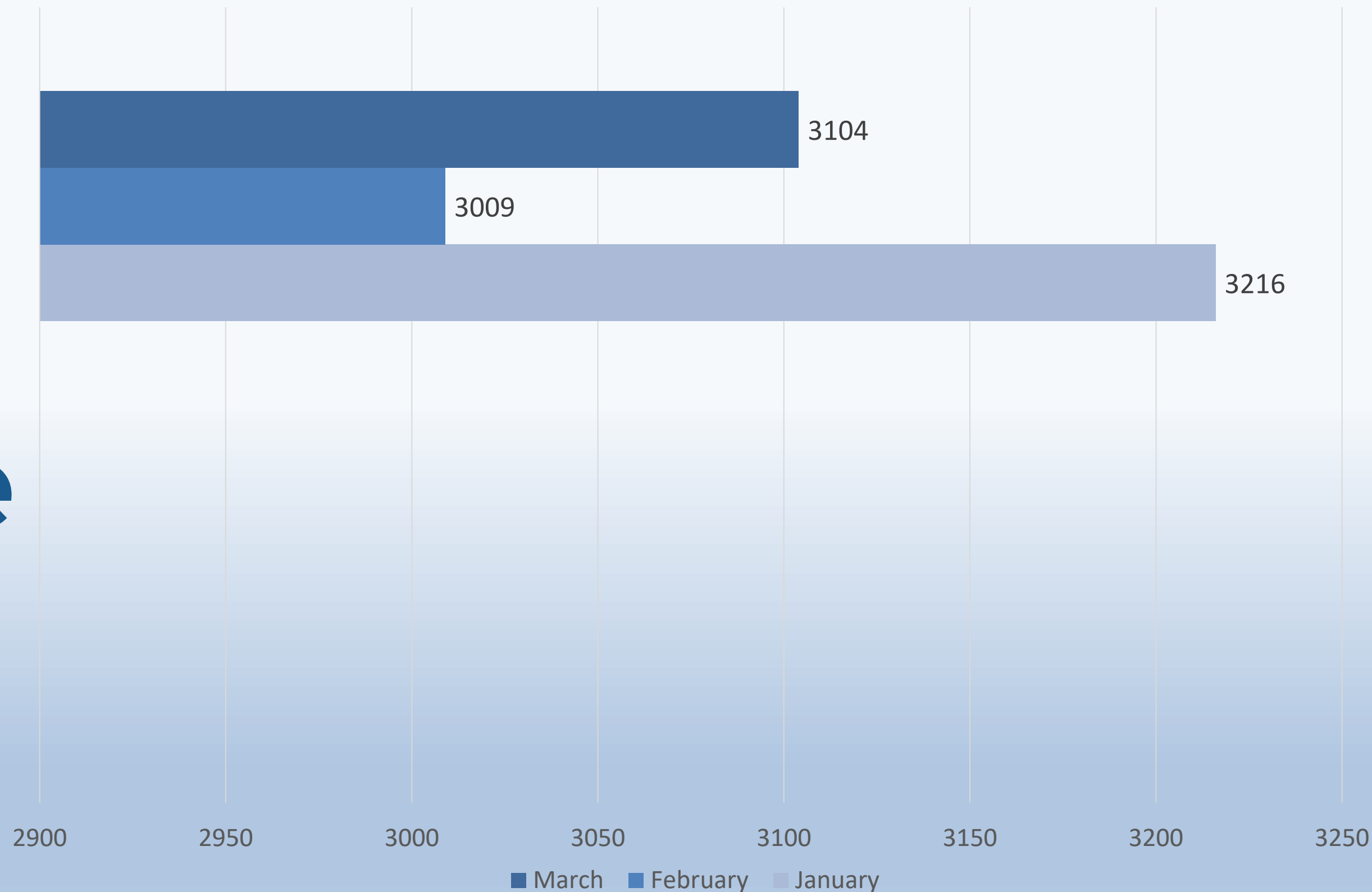




What's new in March:

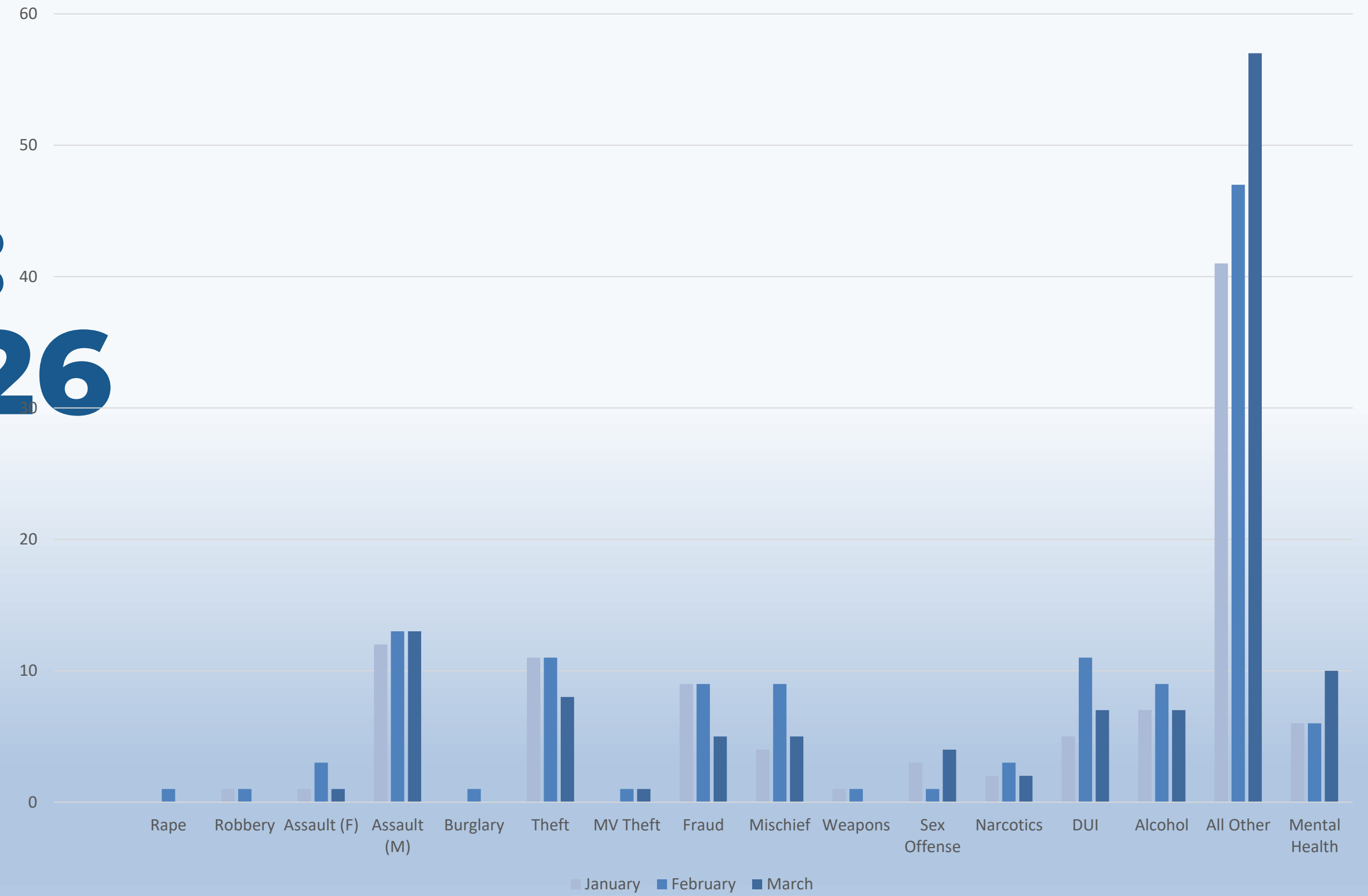
- 140 people registered to take the Police Officer Exam
- 60 Candidates passed both Written and Physical Agility Exams
- 34 of those candidates are moved along to the Oral Exam this week
- Next steps are background checks in April and Mayor's Interview in May

Total Calls for Service to WCPD:



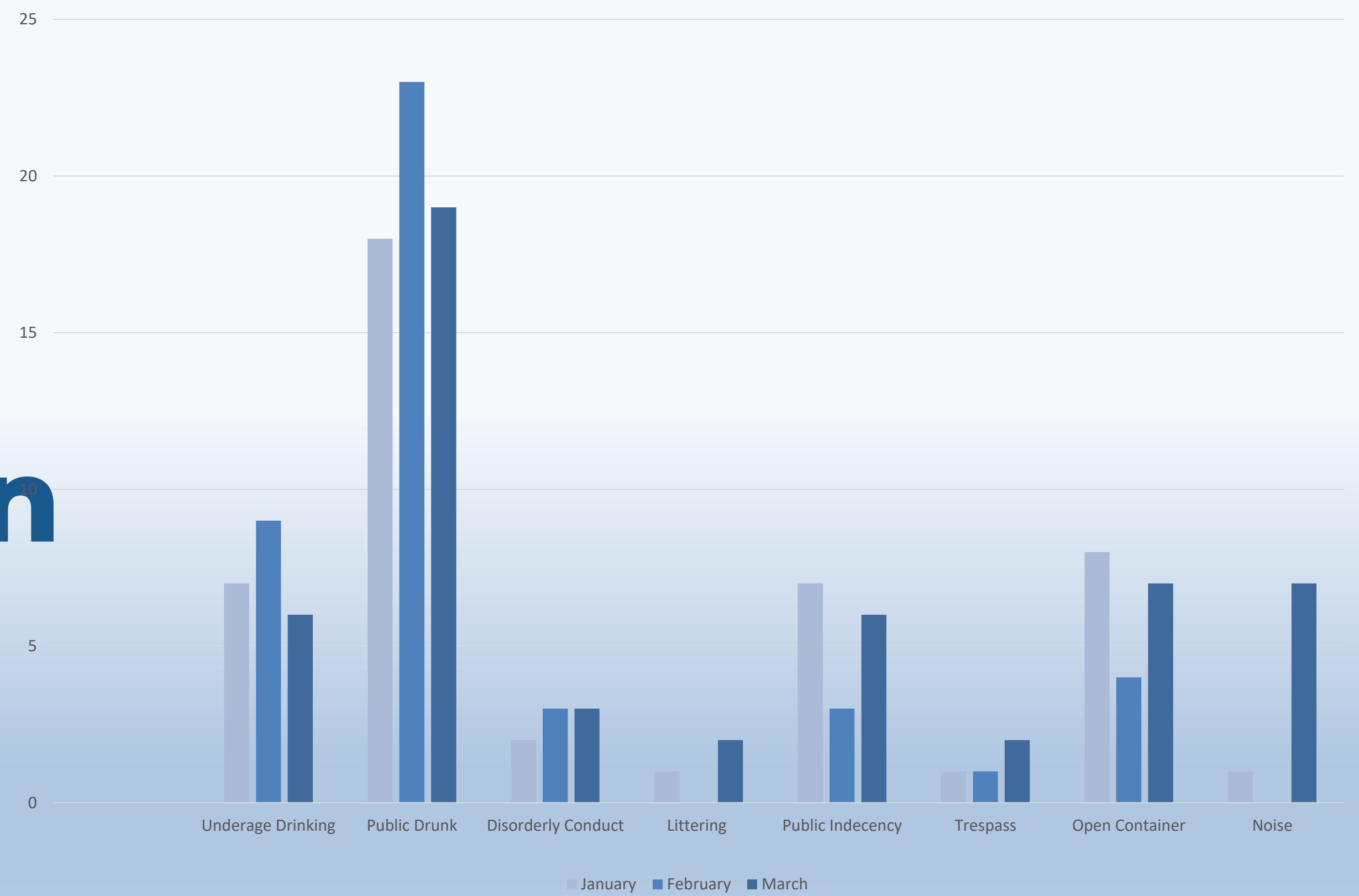
Crimes Reported: March 2026

* 3/1/26 thru 3/27/26



Nuisance Crime Breakdown

* 3/1/26 thru 3/27/26



Saturday, March 21, 2026



- 8 Noise Complaints in Southeast between 2pm and 3am
- Large Parties (~10 to ~100 people) occupying yards in Southeast
- Officers answered every complaint as well as contacting residences that had large gatherings and moving people along before complaints came in
- Officers made arrests and issued citations for various offenses

Saturday, March 21, 2026



- Public Drunkenness: 5
- Underage Drinking: 10
- Disorderly Conduct: 3
- Noise: 6
- Public Indecency: 2
- Open Container: 6
- Fake ID: 4
- Other: 6

- Total Offenders: 20

Get in Touch:

For more information



PoliceChief@west-chester.com



401 East Gay Street, West Chester,
PA 19380



+610.436.1323



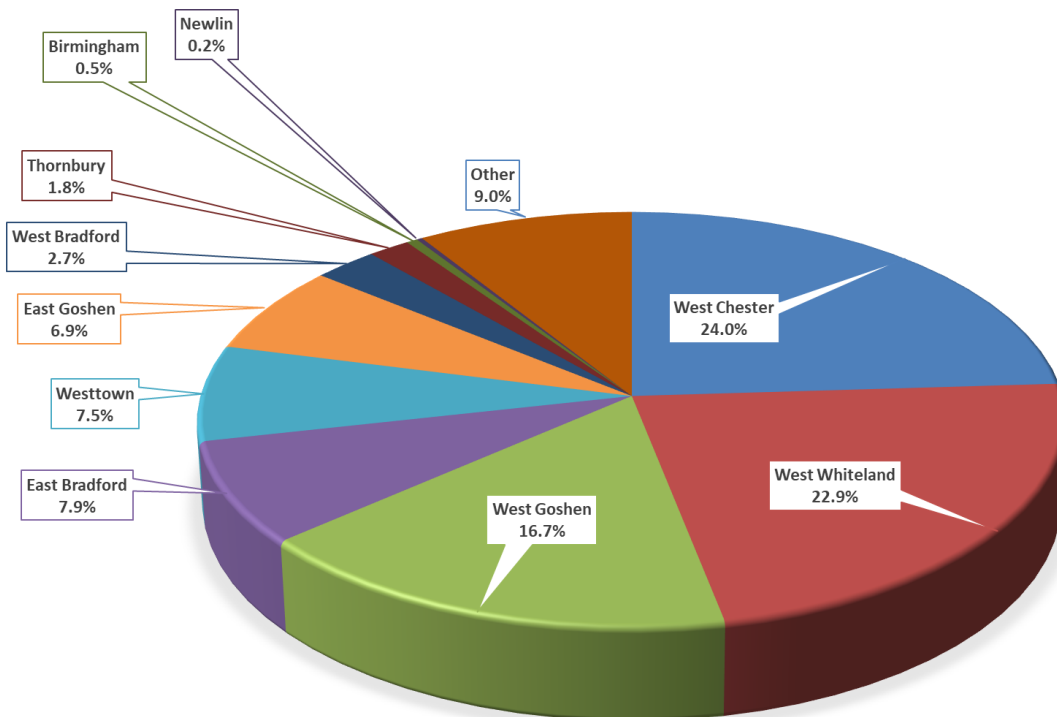
www.west-chester.com



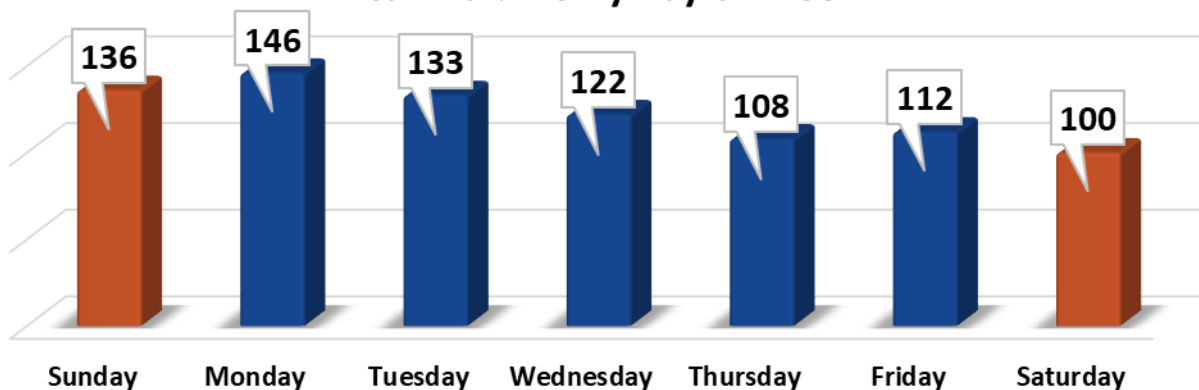
March 2026
OPERATIONS REPORT

CALL VOLUME

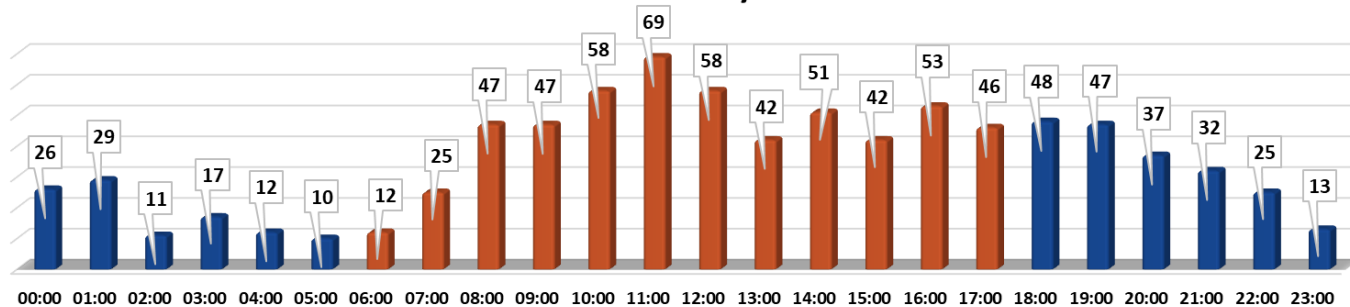
| Municipality | Month | % of Calls | YTD |
|------------------|-------|------------|-----|
| West Chester | 206 | 24.0% | 571 |
| West Whiteland | 196 | 22.9% | 589 |
| West Goshen | 143 | 16.7% | 432 |
| East Bradford | 68 | 7.9% | 197 |
| Westtown | 64 | 7.5% | 195 |
| East Goshen | 59 | 6.9% | 179 |
| West Bradford | 23 | 2.7% | 81 |
| Thornbury | 15 | 1.8% | 47 |
| Birmingham | 4 | 0.5% | 20 |
| Newlin | 2 | 0.2% | 11 |
| Uwchlan | 19 | 2.2% | |
| Downingtown | 13 | 1.5% | |
| East Whiteland | 13 | 1.5% | |
| East caln | 8 | 0.9% | |
| Caln | 6 | 0.7% | |
| Upper Uwchlan | 6 | 0.7% | |
| Coatesville | 3 | 0.4% | |
| Willistown | 2 | 0.2% | |
| East Brandywine | 1 | 0.1% | |
| East Fallowfield | 1 | 0.1% | |
| East Marlborough | 1 | 0.1% | |
| Pocopson | 1 | 0.1% | |
| Thorndale | 1 | 0.1% | |
| West Brandywine | 1 | 0.1% | |
| West Vincent | 1 | 0.1% | |
| | 857 | | |



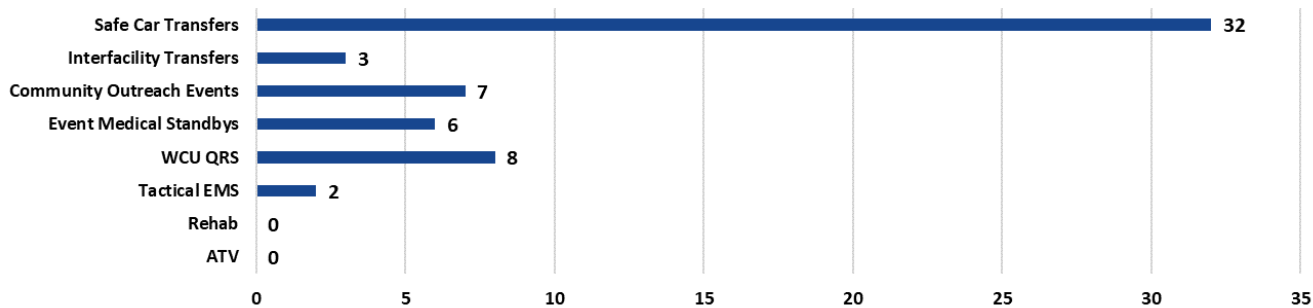
Call Volume By Day of Week



Call Volume By Hour

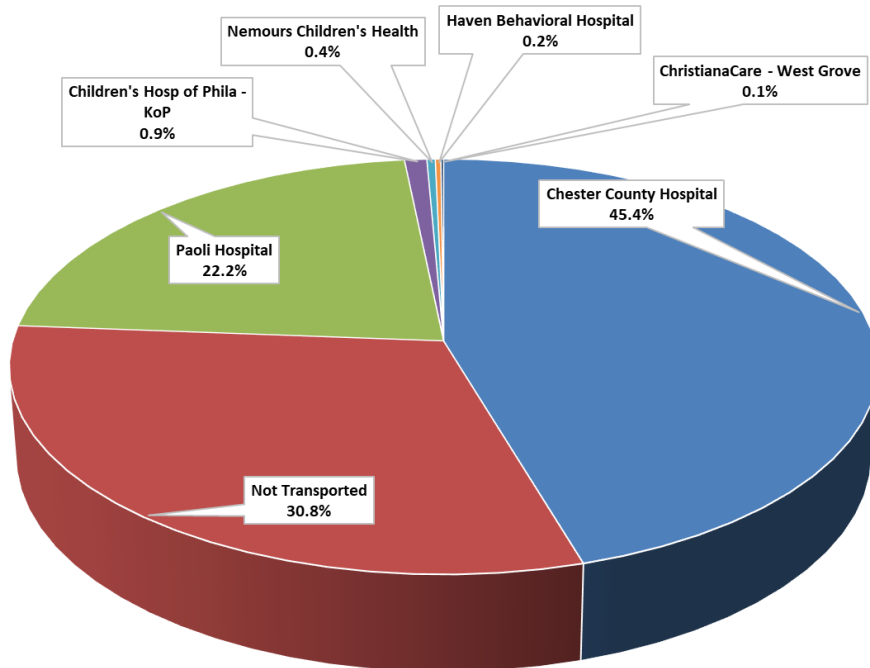


Interfacility Transports & Special Operations



HOSPITAL DESTINATION INFORMATION

| Receiving Hospital | Total | % |
|--------------------------------|------------|--------------|
| Chester County Hospital | 389 | 45.4% |
| Not Transported | 264 | 30.8% |
| Paoli Hospital | 190 | 22.2% |
| Children's Hosp of Phila - KoP | 8 | 0.9% |
| Nemours Children's Health | 3 | 0.4% |
| Haven Behavioral Hospital | 2 | 0.2% |
| ChristianaCare - West Grove | 1 | 0.1% |
| | 857 | |
| Transported: | 593 | 69.2% |
| Not Transported: | 264 | 30.8% |
| | 857 | |



Meeting Minutes

Public Safety & Quality of Life Committee of Borough Council

Date: Tuesday, March 10, 2026 @ 6:00 PM

Committee Members: Bryan Travis, Chair - **Absent**
Lisa Kearns
Brian McGinnis

Staff & Representatives: Joshua Lee, Chief - West Chester Police Department
Keith Kurowski, Director of Parks & Recreation
Sean Metrick, Borough Manager
Mark Scanlon, Fire Chief West Chester Fire Department - **Absent**
Justin Robbins, Director of Operations Good Fellowship Ambulance Club

I. Call to order by **Brian McGinnis** at 6:43pm, **Bernie Flynn** filling in for **Bryan Travis**.

II. Announcements

Announce Public Hearing, March 18 @ 6:30 PM to adopt an Ordinance to require Borough Council approval prior to any participation by the West Chester Police Department in Immigration Enforcement Authority under Section 287(g) of the Immigration and Nationality Act

III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. *(Please be advised that all public comments have a 5-minute time limit.)*

IV. Reports - (Attachments)

A. Monthly WCFD Report

B. Monthly WCPD Report

Chief Lee comments on the noble profession of police officers, who put their lives on the line each time they come to work to protect their fellow citizens. Corporal Timothy O'Connor, a PA State Police Officer, was murdered in the line of duty in Chester County. He was a West Chester native, WCFD volunteer, Henderson High graduate, husband, father and son. Chief Lee asks that we keep his family, friends and fellow officers in our thoughts and prayers. Chief Lee shares the information to support the family of Cpl. O'Connor.

The WCPD monthly report states that there were four promotions in the department: Two sergeants and two corporals. The department has started the testing process to hire for the vacancies in the department. Total calls for service through our own dispatch center for the WCPD is over 30,000 per year. In 2026 January had 3,200 calls and February had 3,000 calls. There were no citations issued in February for noise complaints. There were 15 complaints, most were for snow removal and/or construction noise.

C. Monthly GFAC Report

Justin Robbins, Director of Good Fellowship, reports there were 787 total calls for services in February, with 195 of them in the borough. Just under 25% of their total volume. Busy month for rehab unit. GFAC operates the only incident rehab unit in Chester County. It responds to large incidents in the county to assist first responders. There were two fires in February it responded to. They assisted firefighters with a place to get out of the cold, warm up and return to the incident. This is a volunteer unit and responds to when requested by agencies. GFAC had promotions in their ranks as well.

D. Public Safety Committee – *Chair Report, workplan and issues raised at prior meetings (attachment)*

Chair Bryan Travis is absent this month and the committee annual goals were reshared by Brian McGinnis.

V. Old Business

- A. Approve February 2026 meeting minutes (attachment) - **Approved**
- B. Motion to adopt the amendment to Chapter 80 – Peddling, Soliciting, Handbills (attachment)

Issue: Review amendments to Chapter 80

Need clarification of who will enforce permits on weekends and after hours. Also, clarification of groups, organizations, or businesses that currently are exempt from applying for a solicitor's permit. Some of these groups possibly should be required to have a solicitation permit. Need to send back to borough solicitor and have a full discussion with the borough solicitor at the work session.

VI. New Business

- A. Special Event Applications (SEAs) (attachments)

1. Easter Egg Hunt (Borough Event), March 28th
2. Care Center Foundation 5-K, March 28th
3. EmpowerU Uprising 5k (race only) April 18th
4. Helping Hands Amazing Race May 14th
5. Citizen's March for Life June 6th
6. World Music Day (WCBID) June 21st
7. Turkey Trot 5k (WCBID) November 26th

Issue: Approve Special Events Permits - All Approved

VII. Other Business - **None**

VIII. Adjournment – **7:13pm**

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.

ORDINANCE NO. ____ – 2026
BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

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AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 80 OF THE BOROUGH CODE TITLED "PEDDLING AND SOLICITING; HANDBILLS AND POSTERS; STREET PERFORMANCES", ARTICLE I TITLED PEDDLING AND SOLICITING TO AMEND THE REGULATIONS RELATED TO PEDDLING AND SOLICITING.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

SECTION 1. Chapter 80 of the Borough Code titled, "Peddling and Soliciting; Handbills and Posters; Street Performances", Article I, titled, "Peddling and Soliciting" shall be amended in its entirety and replaced with the following new Article I:

"ARTICLE I. Peddling and Soliciting.

§ 80-1. Purpose.

This Article is intended to regulate soliciting and peddling in the Borough to ensure the public health, safety, and welfare; to protect against criminal activities, such as fraud and burglary; to minimize disruption and disturbance to residents and businesses and to maintain the public streets and sidewalks in a safe and passable condition.

§ 80-2. Definitions; word usage.

A. As used in this Article, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

GOODS

Any wares, foodstuffs, merchandise, or services offered for sale, whether or not displayed.

LEGAL HOLIDAY

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

PEDDLER

Any Person who goes upon the premises of any private residence or business in the Borough, not having been invited by the occupant thereof, or any Person who goes upon the Borough streets, sidewalks, or other public place, carrying or transporting

Goods, wares, merchandise, personal property, or services of any nature, or offering the same for sale.

PEDDLING

All activities ordinarily performed by a Peddler as indicated under the definition of "Peddler" herein.

PERSON

Any natural Person, partnership, association, corporation, or other legal entity.

SOLICITING

All activities ordinarily performed by a Solicitor as indicated under the definition of "Solicitor" herein.

SOLICITOR

Any Person who goes upon the premises of any private residence or business in the or business in the Borough, not having been invited by the occupant thereof, or any Person who goes upon any or Borough street, sidewalk, or other public place, for the purpose of offering, taking or attempting to take orders for the sale of Goods, merchandise, wares or other personal property of any nature for future delivery or for services to be performed in the future, or for the solicitation of support or donations where said support or donation is unsolicited by the Person or entity being solicited.

- B. The singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine and neuter.

§ 80-3. License required; fee.

No Person shall engage in Peddling or Soliciting within the Borough without first having obtained from the Borough a license, including any application fee or related fees, in an amount set by resolution of the Borough Council.

§ 80-4. Application for license.

- A. Every Person desiring a license under this article shall file an application with the Borough prior to commencing Soliciting or Peddling activities. The application shall include, at a minimum, the following:
 - (1) The applicant's full name, date and place of birth, local address, permanent address, telephone number, and copy of driver's license or other form of photo identification.
 - (2) The name, address, telephone number, and tax identification number of the applicant's employer or principal.

- (3) The nature of business or activity in which the applicant wishes to engage within the Borough and a description of the Goods to be sold or the service to be performed.
- (4) The days of the week and hours the applicant wishes to engage in such activity.
- (5) If a vehicle is to be utilized, a description of the vehicle, the vehicle license number and expiration date, operator's driver's license number and expiration date and proof of automobile liability insurance.
- (6) An authorization from the applicant's employer or principal, which shall contain an agreement on the part of the employer or principal, in consideration for issuance of the license, to become liable for any and all acts of the applicant, while in the Borough.
- (7) An FBI clearance certificate that is dated within 12 months from the date of the application.
- (8) Proof of possession of any license or permit which the applicant is required to have under federal, state, county or other local law in order to conduct the proposed Peddling or Soliciting.
- (9) An acknowledgement that the applicant is aware of and understands the regulations set forth in this article.
- (10) If the applicant intends to utilize other people to assist in the Peddling or Soliciting, all applicable information shall also be supplied for each person, and each person will be required to obtain his/her/their own license.

B. Licenses are not transferable to any other Person or entity.

§ 80-5. Exemptions.

The following Persons, although subject to all other provisions of this Article, are exempt from the license and application requirements when engaging in the activities described herein:

- A. Farmers engaged in selling only the produce of their own farms.
- B. Persons engaged in the sale of goods, wares and merchandise donated by the owner thereof, the proceeds whereof are to be applied to any charitable or philanthropic purpose.
- C. Persons who have been licensed by the Commonwealth of Pennsylvania to engage in an activity described below, when so engaged:
 - (1) Real estate broker.

(2) Insurance broker.

(3) Securities broker.

D. Political campaign workers.

§ 80-6. Issuance of license; display and exhibit.

- A. Upon receipt of such an application and the prescribed fee, the Borough shall have 10 business days to review and verify the information provided.
- B. The Borough may deny a license if: 1) the application is incomplete; 2) the FBI clearance certificate evidences that the applicant was convicted of a felony or misdemeanor involving dishonesty, deceit, fraud, theft, sexual offenses, or crimes of violence in the past 10 years; 3) there are misrepresentations in the application; 4) any fraud or deceit is identified in the application; 5) there is prior failure to comply with any law concerning Soliciting, Peddling or consumer sale; or 6) the sale or offering for sale of illegal merchandise or services is proposed.
- C. If the application is otherwise in order and there are no grounds for denial of a license as set forth in 80-6.B above, the Borough shall issue the license to the applicant.
- D. The license shall be valid for a period of one year from the date of issuance.

§ 80-7. Standards of conduct.

Every person to whom a license has been issued shall in the conduct of his/her activity comply with the following standards of conduct:

- A. He/she shall carry his/her license at all times and exhibit it upon request to any police officer or ordinance officer of the Borough and to any person upon whom he/she shall call or with whom he/she shall talk.
- B. He/she shall not permit any person to have possession of his/her license and shall immediately report its loss to the Borough Manager. He/she shall not cause or permit his/her license to be altered or defaced in any way.
- C. He/she shall not enter or attempt to enter any dwelling or otherwise remain upon any private property without the invitation or permission of the occupant or property owner and shall immediately leave any premises upon request of the occupant or property owner.
- D. He/she shall engage in soliciting only between the hours of 9:00 a.m. to 8:30 p.m. Monday through Friday, on Saturday and legal holidays, 12:00 noon to 4:00 p.m. and on Sunday only in the Town Center Zoning District.

- E. He/she shall inform the Borough Police Department, in writing, of any changes to information supplied on the then-current application within five days of such change.
- G. He/she shall immediately surrender his/her license to the Borough of West Chester Borough Manager upon suspension or revocation thereof.
- H. He/she shall maintain a valid driver's license, vehicle registration and automobile liability coverage valid for the duration of the license period.

§ 80-8. Denial, suspension, and revocation of license; appeals.

- A. The Borough is hereby authorized to suspend or revoke any license if the holder fails to comply with the standards of conduct or responsibilities set forth in this article. A license may also be suspended or revoked upon the basis of:
 - (1) Fraud, misrepresentation or false statements in the license application;
 - (2) Fraud, misrepresentation or false statements by the licensee in the course of Peddling or Soliciting;
 - (3) Peddling or Soliciting in violation of this article or in a manner that violates federal, state, or local law or regulations or the terms of any other license involved in the Peddling or Soliciting;
 - (4) Conviction of a felony or misdemeanor involving dishonesty, deceit, fraud, theft, sexual offenses, or crimes of violence.
 - (5) Peddling or Soliciting in a manner as to create a public nuisance, a breach of peace, or endanger the health, safety, or general welfare of the public.
- B. No part of a license fee shall be refunded to any Person whose license shall have been denied, suspended, or revoked.

§ 80-9. Peddling and Soliciting on Borough owned land.

- A. Any person licensed under this article or exempt under §80-5 hereof shall not occupy or use any street, alley, sidewalk or land owned by the Borough for the purpose of engaging in peddling or soliciting unless approved as part of a special event pursuant to §80-9.B below or approved as a food truck in accordance with applicable food truck regulations in the Borough Code.
- B. Any person that has received approval from Borough Council to conduct a special event within the Borough shall be responsible for the vendors participating within the boundaries of that event. The organizer of the event shall register each vendor with the Borough Manager and supply information required by § 80-4 of this article. Registered vendors will receive permission to operate their stands for that special event only and will not be required to pay the registration fee required by this article.

Commented [KC1]: We will adopt new regulations.

No other vendors will be permitted within the boundary area of such event during the time period designated for the special event. Existing businesses in the Borough will be permitted to sell merchandise in the area adjacent to the business, provided that such business complies with and conducts such sale in accordance with the vendors' responsibilities and guidelines applicable to such special event.

§ 80-10. Public collection.

Public collection (bucket brigades) shall be conducted in accordance with the provisions of § 80-7. Each person participating in the public collection shall identify on his or her body the name of the organization or cause which the funds are collected for. No public collection will be permitted on Sunday. Only one nonprofit or charitable organization will be permitted to conduct a public collection on any permitted day or within any permitted time period. A nonprofit or charitable organization shall be permitted to conduct a public collection twice per calendar year, provided that each collection is at least six months after the last public collection conducted by such nonprofit or charitable organization.

§ 80-11. Violations and penalties.

Any Person who violates or permits a violation of this chapter shall, upon conviction in a summary proceeding brought before a Magisterial District Judge under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not more than \$600, plus costs of prosecution, including reasonable attorneys' fees. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 30 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this chapter that is violated shall also constitute a separate offense."

SECTION 2. Severability.

If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect.

SECTION 3. Effective Date.

This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2026.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Nicole Scimone, President

APPROVED THIS _____ DAY OF _____, 2026.

Lillian L. DeBaptiste, Mayor

- I. To meet a public emergency affecting life, health, property or public safety, the Council may adopt an emergency ordinance at the meeting at which it is introduced and the Council may make it effective immediately, except that no such ordinance may be used to levy taxes, grant or extend a franchise or authorize the borrowing of money except as provided by this Charter or by General Law. An emergency ordinance shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. After the adoption of an emergency ordinance, the Council shall have it publicized in full within ten (10) days in at least one (1) newspaper of general circulation in the Borough. Every emergency ordinance shall automatically stand repealed as of the 61st day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may be repealed at any time.

Chapter 80. Peddling and Soliciting; Handbills and Posters; Street Performing

[HISTORY: Adopted by the Council of the Borough of West Chester during codification 5-10-1989 as Ord. No. 14-1989; see Ch. 1, General Provisions, Art. II. Amendments noted where applicable.]

GENERAL REFERENCES

Sales — See Ch. 87.

Shows, carnivals and parades — See Ch. 91.

Article I. Peddling and Soliciting

§ 80-1. Registration and license required.

[Amended 10-15-1997 by Ord. No. 15-1997]

No person, association, partnership, firm or corporation (hereinafter "person") shall, either directly or indirectly, sell goods, wares, merchandise, magazines, periodicals, books or other personal property by canvassing or soliciting or solicit or canvass for contributions in the Borough of West Chester without first having registered with the Borough Manager and obtained a license from the Borough.

§ 80-2. Application requirements.

[Amended 10-15-1997 by Ord. No. 15-1997]

- A. Any person desiring to directly or indirectly sell services, goods, wares, merchandise, magazines, periodicals, books, or other personal property by canvassing or soliciting, or solicit or canvass for contributions in the Borough, shall submit a written application to the Borough Manager on a form to be furnished by the Borough, accompanied by two photographs, (two-inch by three-inch minimum) of himself taken within six months prior to the date of application.

[Amended 3-19-2003 by Ord. No. 8-2003]

- B. The applicant shall state in such written application his/her name; sex; social security identification number; home and business address and telephone number; the name, address, telephone number and Pennsylvania sales tax identification number of the business, employer or organization, if any, for which he/she desires to undertake the activities which require this registration; the category of goods to be sold; a food vendor's license number for Chester County, if applicable; the length of time he/she wishes to engage in this work, including days of the week and hours; the make and model of vehicle, if any, he/she will use, its registration number, his/her driver's license number; a certificate of automobile liability coverage; a statement as to whether he/she has

ever been convicted of a felony, misdemeanor or a crime of any kind and the jurisdiction in which such offense occurred.

[Amended 3-19-2003 by Ord. No. 8-2003]

- C. In addition thereto, the application shall contain the signature of the employer as well as of the applicant and shall contain therein the stipulation and agreement on the part of the employer, in consideration of the issuance of such license or permit, to become liable for any and all acts of such applicant while within the Borough of West Chester, in violation of law or otherwise. Such employer liability shall be construed to have no application to bona fide charitable organizations.
- D. A license will not be issued to any person who has been convicted of a felony, misdemeanor or a crime of any kind involving moral turpitude, and such person shall not be allowed to engage in canvassing and soliciting in the Borough.
- E. A license will be valid for one year from the date on which it is issued. Such license may not be transferred from one person to another and shall be considered a personal permit or license. No more than two licenses will be permitted per person. There will be no change of category of goods sold during the period of time for which the permit is in effect.

§ 80-3. Investigation of application; issuance of license.

[Amended 10-15-1997 by Ord. No. 15-1997]

- A. Promptly upon receiving any application for a permit to canvass or solicit within the Borough, the Borough Manager shall cause such application and applicant to be investigated by the Borough Police Department. In the event that such investigation should indicate that the granting of such permit would or might be injurious to the public interest or to the public health, safety or morals, the Borough Manager shall have, and is hereby given, the power and authority to refuse to issue such permit. In any instance where the Chief of Police should deem it necessary or advisable to secure and check the fingerprints of any such applicant, refusal of such applicant to voluntarily furnish such fingerprints shall constitute, in and of itself, sufficient and valid grounds for refusal to issue such permit.
- B. For approved applicants, the Borough Manager will issue a license, to which one of the applicant's photographs will be affixed, to the applicant within 10 days from the filing of the application.

§ 80-4. Standards of conduct.

[Amended 10-15-1997 by Ord. No. 15-1997]

Every person to whom a license has been issued shall in the conduct of his/her activity comply with the following standards of conduct:

- A. He/she shall carry his/her license at all times and exhibit it upon request to any police officer or ordinance officer of the Borough and to any person upon whom he/she shall call or with whom he/she shall talk.
- B. He/she shall not permit any person to have possession of his/her license and shall immediately report its loss to the Borough Manager. He/she shall not cause or permit his/her license to be altered or defaced in any way.
- C. He/she shall not enter or attempt to enter any dwelling or otherwise remain upon any private property without the invitation or permission of the occupant or property owner and shall immediately leave any premises upon request of the occupant or property owner.
- D. He/she shall engage in canvassing or soliciting only between the hours of 9:00 a.m. to 8:30 p.m. Monday through Friday, on Saturday and legal holidays, 12:00 noon to 4:00 p.m. and on Sunday

only in the Town Center Zoning District.
[Amended 3-19-2003 by Ord. No. 8-2003]

- E. He/she shall not be guilty of any false pretense or misrepresentation, and, particularly, he/she shall not represent his/her identification to be an endorsement of himself/herself or his/her goods or services or of the goods or services of his/her employer.
- F. He/she shall inform the Borough Police Department, in writing, of any changes to information supplied on the then-current application within five days of such change.
- G. He/she shall immediately surrender his/her license to the Borough of West Chester Borough Manager upon suspension or revocation thereof.

§ 80-5. Suspension and revocation of license.

[Amended 10-15-1997 by Ord. No. 15-1997]

A license may be suspended by the Borough Manager if the holder fails to comply with the standards of conduct and responsibilities contained in § 80-4 of this article. A license may be revoked or suspended upon the basis of fraud, misrepresentation or the making of knowingly false statements in the application, the application process or in the course of conducting the licensed operation.

§ 80-6. Appeals from suspension.

[Amended 10-15-1997 by Ord. No. 15-1997]

Any person whose license has been suspended or revoked shall be entitled to appear before the Borough Council at the next regular or special meeting for the purpose of requesting a hearing on the revocation or suspension, provided that such person has provided Borough Council with written notice of such request at least five business days prior to Borough Council's next regularly scheduled or specially scheduled meeting. If such person does not provide Borough Council with at least five business days' written notice prior to the next regularly scheduled or specially scheduled meeting, Borough Council may, in its discretion, conduct a hearing at such time or schedule a hearing within five business days of such regular meeting or special meeting. Following the hearing, Borough Council may reinstate the license, affirm the revocation of the license or affirm or modify the suspension of the license for a period not to exceed five years. No person shall be denied a license or have such license suspended or revoked except by procedures consistent with due process of law.

§ 80-7. Persons exempt from license and fee requirements.

[Amended 10-15-1997 by Ord. No. 15-1997]

- A. The following persons, although subject to all other provisions of this article, are exempted from the registration fee requirements only of this article:
 - (1) Farmers engaged in selling only the produce of their own farms.
 - (2) Persons engaged in the sale of goods, wares and merchandise donated by the owner thereof, the proceeds whereof are to be applied to any charitable or philanthropic purpose.
 - (3) Persons who have been licensed by the Commonwealth of Pennsylvania to engage in an activity described below, when so engaged:
 - (a) Real estate broker.
 - (b) Insurance broker.

- (c) Securities broker.
- (4) Political campaign workers.
- B. Any persons, organizations or corporations that have received approval from Borough Council to conduct a special event within the Borough shall be responsible for the vendors participating within the boundaries of that event. The organizer of the event shall register each vendor with the Borough Manager and supply information required by § 80-2 of this article. Registered vendors will receive permission to operate their stands for that special event only and will not be required to pay the registration fee required by this chapter. No other vendors will be permitted within the boundary area of such event during the time period designated for the special event. Existing businesses in the Borough will be permitted to sell merchandise in the area adjacent to the business, provided that such business complies with and conducts such sale in accordance with the vendors' responsibilities and guidelines applicable to such special event.
- C. These exemptions shall apply to the aforesaid persons only and then only while they are engaged in the activity as aforesaid. At all other times, all the provisions of this article shall apply.^[1]

[1] *Editor's Note: Former Subsection D, regarding registration of exempted persons, organizations and corporations, which subsection immediately followed this subsection, was repealed 3-19-2003 by Ord. No. 8-2003.*

§ 80-8. Persons under sixteen exempt.

This article shall not apply to boys or girls under the age of 16 years, who take orders for and deliver newspapers, greeting cards, candy and the like, or who represent the Boy Scouts and Girl Scouts or similar organizations and take orders for and deliver cookies and the like.

§ 80-9. Registration and application fee.

[Amended 10-15-1997 by Ord. No. 15-1997; 3-19-2003 by Ord. No. 8-2003]

Every person who is required to obtain a license to perform the activities specified in § 80-1, and who is not otherwise exempt from the license requirement pursuant to §§ 80-7 and 80-8, shall pay a registration and application fee in the amount of \$100 to the Borough at the time the person submits a written application for a license in accordance with § 80-2. At the time of the issuance of the license, such person shall receive information on the business privilege tax, a copy of the ordinance governing peddling and soliciting, rules of conduct for vendors and will be advised of the time and place of an orientation session conducted for the purpose of answering any questions regarding applicable ordinances.

§ 80-10. Prior approval required for fixed location.

Any person licensed under this article or exempt under § 80-7 or 80-8 hereof shall not occupy any fixed location upon any private property, street or alley of the Borough for the purpose of engaging in the business aforesaid, with or without any stand or counter, except with the prior approval of the property owner or Borough. Notwithstanding any such prior approval, the Borough police, Borough Manager or their authorized designee may require any such licensee to abandon any location which is hazardous to traffic or passersby or which otherwise significantly obstructs the movement of traffic or passersby or otherwise upon the request of the owner of any location on which such person is situate.

§ 80-11. Additional responsibilities.

[Added 10-15-1997 by Ord. No. 15-1997^[1]]

- A. Every person to whom a license has been issued is responsible for trash removal and cleanup of his or her operations and for maintaining an area within 15 feet of the stand free of all trash generated by the vending operations and for washing the sidewalk area occupied by the stand as necessary.
- B. Every person to whom a license has been issued must clean up and remove all trash, litter, garbage and refuse generated by his or her vending operation, provided that such trash, litter, garbage and refuse generated by the vending operation shall not be placed in any public receptacle or in any private property without permission of the property owner.
- C. Permitted stands are not to exceed four feet in width, eight feet in length and eight feet in height. The definition of "permitted stand" includes all merchandise extensions and coverings.
- D. Any storage area for goods which are not on display should not be visible to the public. Advertising and other signage shall not be temporary paper/handlettered signage. Any sign shall be no more than six square feet and must be mounted on the stand. Items permitted on the sign shall include the name of the stand, a listing of items sold and the price thereof.

[1] *Editor's Note: This ordinance also provided for the renumbering of former §§ 80-11 through 80-16 as §§ 80-13 through 80-18.*

§ 80-12. Public collection.

[Added 10-15-1997 by Ord. No. 15-1997; amended 12-19-2001 by Ord. No. 17-2001]

Public collection (bucket brigades) shall be conducted in accordance with the provisions of § 80-4. Each person participating in the public collection shall identify on his or her body the name of the organization or cause which the funds are collected for. No public collection will be permitted on Sunday. Only one nonprofit or charitable organization will be permitted to conduct a public collection on any permitted day or within any permitted time period. A nonprofit or charitable organization shall be permitted to conduct a public collection twice per calendar year, provided that each collection is at least six months after the last public collection conducted by such nonprofit or charitable organization.

§ 80-13. Violations and penalties.

[Amended 10-15-1997 by Ord. No. 15-1997]

Any person, firm or corporation violating any of the provisions of this article shall be sentenced to pay a fine of not more than \$600, together with costs of prosecution. The imposition of a penalty as provided herein shall not serve to prevent the abatement of any nuisance or to prevent the revocation of the license or license held by any person who shall violate the provisions of this article or any other law or ordinance while engaged in activities licensed under the provisions of this article. Each day of a violation shall constitute a separate offense.

Article II. Handbills and Posters

§ 80-14. Application requirements and investigation; length of time posted.

[Amended 3-19-2003 by Ord. No. 8-2003^[1]]

Any person desiring to engage in or carry on the posting of bills and erection of signs for advertising purposes shall comply with the distribution and posting regulations in this article.

[1] *This ordinance also repealed former §§ 80-15, Standards of conduct, and 80-17, License fees; surety bonds; exempt organizations, and renumbered former §§ 80-16, Distribution and posting regulations,*

and 80-18, Violations and penalties as §§ 80-15 and 80-16, respectively.

§ 80-15. Distribution and posting regulations.

- A. No handbill or sample or other article for advertising purposes shall be cast, thrown or scattered or caused to be cast, thrown or scattered in or upon any of the streets, sidewalks or other public places of the Borough or in or upon any private yard, walkway, driveway or porch, but shall be delivered to the owner, occupant or other person then present in or upon such private premises. No handbill or sample or other article for advertising shall be delivered to any private premises if anyone thereon so requests or if there is placed on the premises, in a conspicuous position near the entrance thereof, a sign bearing the words "No Trespassing," "No Peddlers or Agents," "No Advertising" or any similar notice indicating in any manner that the occupants of said premises do not desire to be molested or have their right of privacy disturbed or to have any such handbills left upon such premises.
- B. No bill shall be posted or sign erected on any lamppost, public utility pole, shade tree or any public building, property or structure, except as may be required by law.
- C. Any bill or sign which is erected within the Borough shall be posted or erected for a maximum period of 10 days.
[Amended 3-19-2003 by Ord. No. 8-2003]
- D. All such signs or bills posted or erected shall be tied on, and in no event shall any bill or sign having an adhesive backing be posted or erected on any surface.

§ 80-16. Violations and penalties.

[Amended 3-17-1999 by Ord. No. 5-1999]

Any person who violates or permits the violation of any provision of this chapter shall, upon conviction thereof in a summary proceeding brought before a District Justice, be guilty of a summary offense and shall be subject to the payment of a fine of not less than \$25 and not more than \$600, plus the costs of prosecution. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a period of not more than 30 days. Each section or provision of this chapter that is violated shall constitute a separate offense, and each day or portion thereof in which a violation of this chapter is found to exist shall constitute a separate offense, each of which violations shall be punishable by a separate fine imposed by the District Justice of not less than \$25 and not more than \$600, plus the costs of prosecution, and, upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a term not more than 30 days.

Article III. Street Performing

[Added 10-18-2016 by Ord. No. 13-2016^[1]]

[1] *Editor's Note: This ordinance also redesignated former Ch. 80, Peddling and Soliciting; Handbills and Posters, as Ch. 80, Peddling and Soliciting; Handbills and Posters; Street Performing.*

§ 80-17. Purpose.

The Borough finds that the existence in the Borough of street performers provides a public amenity that enhances the character of the Borough. The Borough seeks to regulate such performances so that they do not interfere with the quiet enjoyment of residents, public safety, and the ability of businesses to conduct their businesses uninterrupted. This article seeks to balance the interests of the street performers with those of the residents, businesses, visitors, and institutions of the Borough.

§ 80-18. Definitions.

As used in this article, the following terms have the meanings indicated:

NOISE DISTURBANCE

Any noise which endangers, would endanger or is likely to endanger, or injures, would injure or is likely to injure, the safety or health of humans or animals, annoys, would annoy or is likely to annoy, or disturbs, would disturb or is likely to disturb, a reasonable person of ordinary sensibilities; endangers, would endanger or is likely to endanger, or injures, would injure or is likely to injure, personal or real property; disturbs, would disturb or is likely to disturb the peace; or creates, would create or is likely to create a nuisance.

PUBLIC AREA(S)

Those public sidewalks, parks and playgrounds constituting public space and public rights-of-way, as those terms are defined in this article.

PUBLIC RIGHT-OF-WAY

Any street, avenue, boulevard, highway, sidewalk, alley or similar place which is owned or controlled by a governmental entity.

PUBLIC SERVICE FACILITIES

Telephone, electric and cable television lines, poles, equipment and structures; water or gas pipes, mains, valves or structures; sewer pipes, valves or structures; pumping stations; telephone exchanges and repeater stations; and all other facilities, equipment and structures necessary for conducting a service by a government or utility service.

PUBLIC SPACE

Any real property or structures thereon which are owned or controlled by a governmental entity.

STREET PERFORMER

A person who has registered with the Borough for purposes of street performing, pursuant to this article.

STREET PERFORMING

Includes, but is not limited to, performing the following performance-art-related activities while recommending, requesting, accepting or soliciting contributions, money, property, and/or any other form of consideration or compensation from the general public: acting, singing, playing musical instruments, pantomime, juggling, magic, dancing, reading aloud, puppetry, and reciting and when observable from any public area. Street performing shall not include the production of items for sale.

§ 80-19. Prohibitions.

No person may engage in street performing without registering with the Borough pursuant to and in accordance with this article.

§ 80-20. Registration.

- A. An individual seeking to engage in street performing, as defined in this article, shall register with the Borough. Upon receipt of a complete registration form, the Borough shall issue a street performing registration card, which shall be valid as of the date on which it is issued.
- B. A street performing registration card shall be nontransferable and shall contain the registration number of the street performer and the year in which the registration card was issued.
- C. Each member of any group of street performers who perform together shall be required to individually register with the Borough, as well as maintain individual registration cards (as though each street performer was performing individually).

- D. Upon the street performer's registering with the Borough for street performing, the Borough shall also give the street performer a copy of this article.
- E. If a street performer loses his or her registration card, replacement registration cards may be obtained from the Borough for a fee, as established by resolution of Council.

§ 80-21. Display of registration card.

A street performer shall clearly display his or her Borough-issued registration card while performing and shall allow inspection of the registration card by any authorized Borough employee, agent, or representative upon request.

§ 80-22. Permitted street performances.

- A. Street performances may take place only in the following locations:
 - (1) Within that geographic area otherwise known and designated pursuant to applicable law as the Borough's Town Center (TC) Zoning District; and
 - (2) Within that geographic area otherwise known and designated pursuant to applicable law as the Borough's Institutional (IS) Zoning District; and
 - (3) In public areas where an authorized street fair or public festival is being conducted, provided that the street performer obtains the written permission of the sponsor of such fair or festival. When such events are sponsored by the Borough, permission to perform at the event must be obtained from the Borough.
- B. Notwithstanding anything to the contrary set forth in Subsection **A** above, street performances may not take place within 100 feet of a school, library, or place of worship while in session, a hospital at any time, and other public areas excluded by the Borough Council, the Director of Public Works (or his designee), or the Chief of Police (or his designee) pursuant to applicable law.
- C. Street performances may take place only during the following times:
 - (1) Sunday through Thursday: between 9:00 a.m. and 9:00 p.m.
 - (2) Fridays and Saturdays: between 9:00 a.m. and 11:00 p.m.
- D. No street performer or group of street performers shall remain in any one one-hundred-square foot area for a period in excess of 90 minutes.
- E. No street performer or group of street performers shall operate, play or permit the operation of any musical instrument or similar device which produces, reproduces or electronically amplifies sound in such a manner to cause a noise disturbance.
- F. No street performer or group of street performers shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, cassette player, sound amplifier or similar device which electronically amplifies sound in such a manner as to create a noise disturbance.
- G. A street performer or group of street performers may not create an undue interference with the passage of the public through a public area. If a street performer or group of street performers attracts a crowd sufficient to obstruct the public way, a Borough police officer may disperse the portion of the crowd that is creating the obstruction. Additionally, if a sizeable group of street performers assembles in such a way and/or manner which obstructs the public way or causes a noise disturbance or public nuisance, a Borough police officer may disperse the group of street performers to ensure the public health, safety and welfare.

- H. A street performer or group of street performers may request contributions or money or property at a street performance, provided that no sign requesting contributions shall exceed 12 inches by 18 inches in size. Contributions may be received in any receptacle, such as an open musical instrument case, box or hat. Street performers may offer for sale recordings of only their own work, in any form. On sidewalks, displays with regard to such sale must not obstruct handicap ramps, doorways, or windows. Street performers shall not tape or post signs or posters on any public or private property or lean any displays against any public or private property. No displays may exceed more than 20% of the width of the sidewalk and in any event shall not exceed 15 square feet in total.
- I. No street performer or the street performance itself shall obstruct the entrance to any private residence or property, nor the entrance to any business during the hours that the business is open for business.

§ 80-23. Exclusion of certain public areas pursuant to applicable law.

- A. A specific public area may be excluded from street performances by the Borough in the following circumstances:
 - (1) Upon recommendation from the Chief of Police (or his designee) in the case of an emergency, or due to public health, safety and/or welfare concerns, and pursuant to applicable law.
 - (2) Upon recommendation from the Director of Public Works (or his designee) in the case of scheduled or emergency repair work in the public right-of-way or any public service facility, and pursuant to applicable law.
 - (3) Upon recommendation from the Director of Building and Housing (or his designee) in the case of construction or property maintenance code matter on private property adjacent to the performance site, and pursuant to applicable law.

§ 80-24. Penalties.

- A. Any person who violates or permits the violation of any provision of this chapter shall, upon conviction thereof in a summary proceeding brought before a District Justice, be guilty of a summary offense and shall be subject to the payment of a fine not less than \$25 for the first offense, not less than \$100 for the second offense, not less than \$250 for the third offense, not less than \$500 for the fourth offense, and not greater than \$1,000 for each subsequent offense, plus the costs of prosecution. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the Chester County prison for a period of not more than 30 days. Each section or provision of this chapter that is violated shall constitute a separate offense, and each day in which a violation of this chapter is found to exist shall constitute a separate offense, each of which violations shall be punishable by a separate fine imposed by the District Justice in the amounts stated hereinabove.

~~Chapter 112. Zoning~~

~~Article III. Zoning Districts~~

~~§ 112-311. ID Industrial District.~~











RESERVED
PARKING
ONLY MARKED
SPACES
AUTHORIZED
VEHICLES WILL BE
TOWED AWAY AT
OWNER'S EXPENSE
NO TOWING IN
REAR DRIVE IN
SPACES

PERM

Organization/Sponsor Name: FOMSP - Summer Concert Series

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 3/20/24 Date Payment(s) Received: _____

YES N/A

- Completed and Signed Application
- Date of event/Event time/Set up/Breakdown
6/18, 7/9, 7/30, 8/20 5-8pm 2pm-5pm 8-9pm
- Map of the Event or Location of the Event
Events in park w/ NO Parking on park side of Matlack St.
- List of Streets to be Closed for the Event
n/a
- List of Borough Services requested - to be reviewed by West Chester Borough
WCPW - extra trash & recycling cans. WCP - No Parking signage
- Non-refundable application fee - may be cash, check, or money order
- Applicant's Certificate of Insurance
- West Chester Police Department Fees - required for runs
- List of Food Vendors with Chester County Health Department Licenses
will provide closer to dates
- List of Sub-Contractors with Certificates of Insurance
- Proof of public transportation approval if public streets are to be closed
- Proof of notification to Good Fellowship Ambulance - required for runs
- Pennsylvania Liquor Control Board Permit if alcohol is to be served

| | | | |
|----------------------------------|---|-----------------------------|--------------------------|
| Approved by Public Works | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Parking Department | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Parks and Recreation | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | Date: <u>3/31/24 Btk</u> |
| Approved by Police Department | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Borough Council | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |

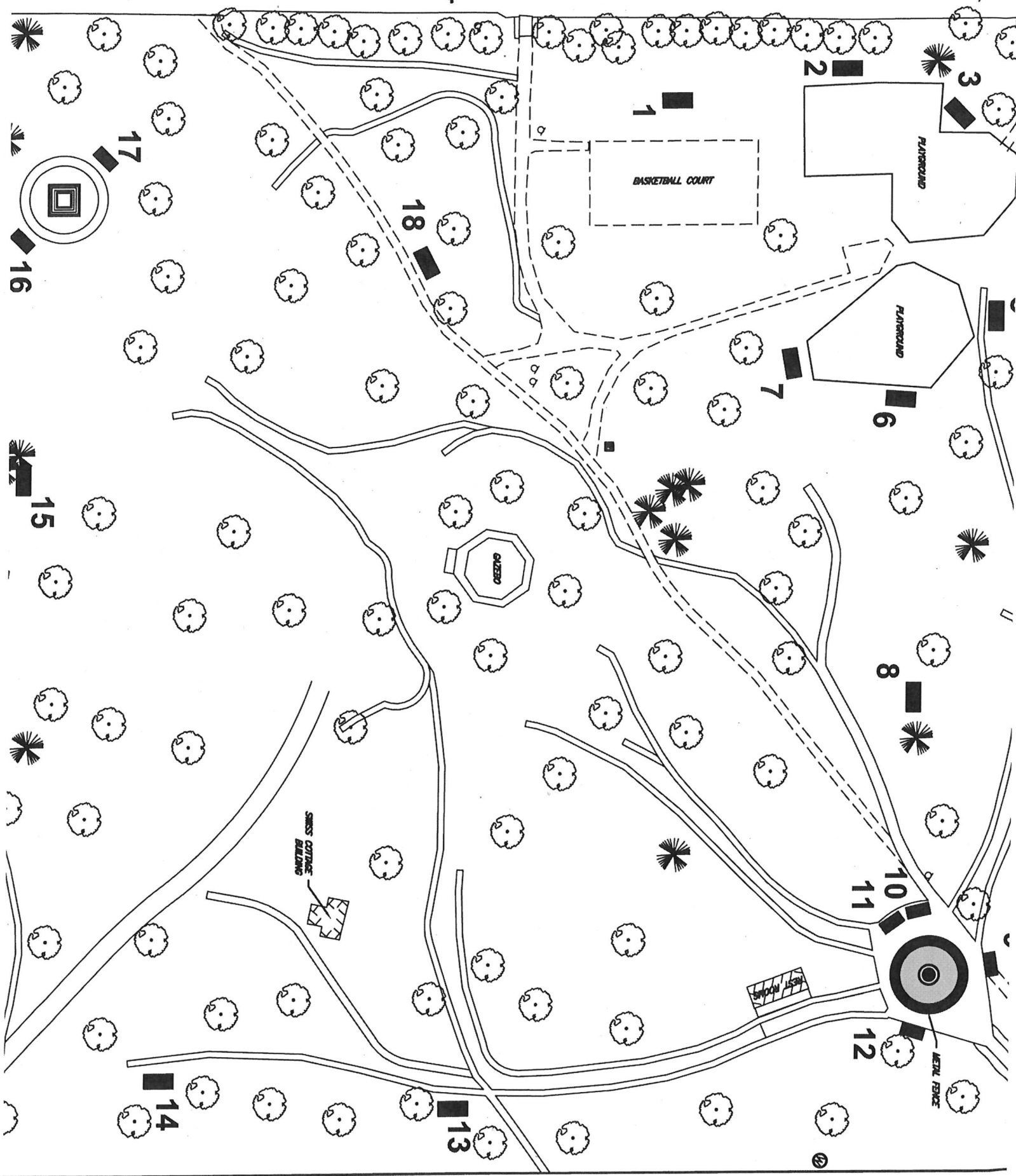
Notes:

will need No Parking signage posted for each event.
will need to coordinate w/ WCP

NO Parking 2-8pm

N. MATLACK STREET

NO Parking 2-8pm



N. FRANKLIN STREET

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1/19/24 Date Payment(s) Received: _____

YES N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown
10/11/24 (rain date 10/18/24) 12-4p 6a-12p 4-7p

Map of the Event or Location of the Event

List of Streets to be Closed for the Event
on map

List of Borough Services requested - to be reviewed by West Chester Borough
WCPD, WCPW

Non-refundable application fee - may be cash, check, or money order

Applicant's Certificate of Insurance

West Chester Police Department Fees - required for runs

List of Food Vendors with Chester County Health Department Licenses
will provide as we get closer to date

List of Sub-Contractors with Certificates of Insurance
will provide once approved

Proof of public transportation approval if public streets are to be closed
will provide once approved

Proof of notification to Good Fellowship Ambulance - required for runs
in process of completing

Pennsylvania Liquor Control Board Permit if alcohol is to be served
need approval from Boro to submit to PALCB

Approved by Pubic Works YES NO Date: _____

Approved by Parking Department YES NO Date: _____

Approved by Parks and Recreation YES NO Date: 3/31/24 KAT

Approved by Police Department YES NO Date: _____

Approved by Borough Council YES NO Date: _____

Notes:



West Chester Police Department

AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

Chris Daly
Lieutenant

Josh Lee
Chief of Police

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: F4 West Chester Chili Cook-Off

Event Date: 10/11/26 ^{OR} 10/18/26 (rain) Start Time: 6:00 AM End Time: 6:00 PM

Name of Organization Hosting Event: Fiorenza's Food for Friends (F4)

Person Responsible for Payment of Fee: Brenda Russell

Address of Person Responsible for Fee:

Phone Number of Person Responsible:

Number of Police Officers Requested: WCPD - Please advise

I, Brenda Russell certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at \$129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

Brenda Russell
Signature

1/16/26
Date

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 3/15/26 Date Payment(s) Received: _____

- | | | |
|-------------------------------------|-------------------------------------|---|
| YES | N/A | |
| <input checked="" type="checkbox"/> | | Completed and Signed Application |
| <input checked="" type="checkbox"/> | | Date of event/Event time/Set up/Breakdown <u>5/16/26 1-7pm 10a-1p 7-8p</u> |
| <input checked="" type="checkbox"/> | | Map of the Event or Location of the Event |
| <input checked="" type="checkbox"/> | | List of Streets to be Closed for the Event <u>on map</u> |
| <input checked="" type="checkbox"/> | | List of Borough Services requested - to be reviewed by West Chester Borough <u>WCPD, WEPW,</u> |
| <input checked="" type="checkbox"/> | | Non-refundable application fee - may be cash, check, or money order <u>\$250 online</u> |
| <input checked="" type="checkbox"/> | | Applicant's Certificate of Insurance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | West Chester Police Department Fees - required for runs |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | List of Food Vendors with Chester County Health Department Licenses |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | List of Sub-Contractors with Certificates of Insurance |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proof of public transportation approval if public streets are to be closed <u>n/a</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Proof of notification to Good Fellowship Ambulance - required for runs |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pennsylvania Liquor Control Board Permit if alcohol is to be served |

| | | | |
|----------------------------------|---|-----------------------------|--------------------------|
| Approved by Pubic Works | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Parking Department | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Parks and Recreation | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | Date: <u>KAC 3/31/24</u> |
| Approved by Police Department | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |
| Approved by Borough Council | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Date: _____ |

Notes:
All CCHDCERTS for food vendors are on file. KAC



West Chester Police Department

AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

Chris Daly
Lieutenant

Josh Lee
Chief of Police

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: WEST CHESTER GREEN TEAM PORCN FEST 2026

Event Date: MAY 16, 2026 Start Time: 1:00 pm End Time: 7:00 pm

Name of Organization Hosting Event: WEST CHESTER GREEN TEAM

Person Responsible for Payment of Fee: MOLLY HANFORD

Address of Person Responsible for Fee:

Phone Number of Person Responsible:

Number of Police Officers Requested:

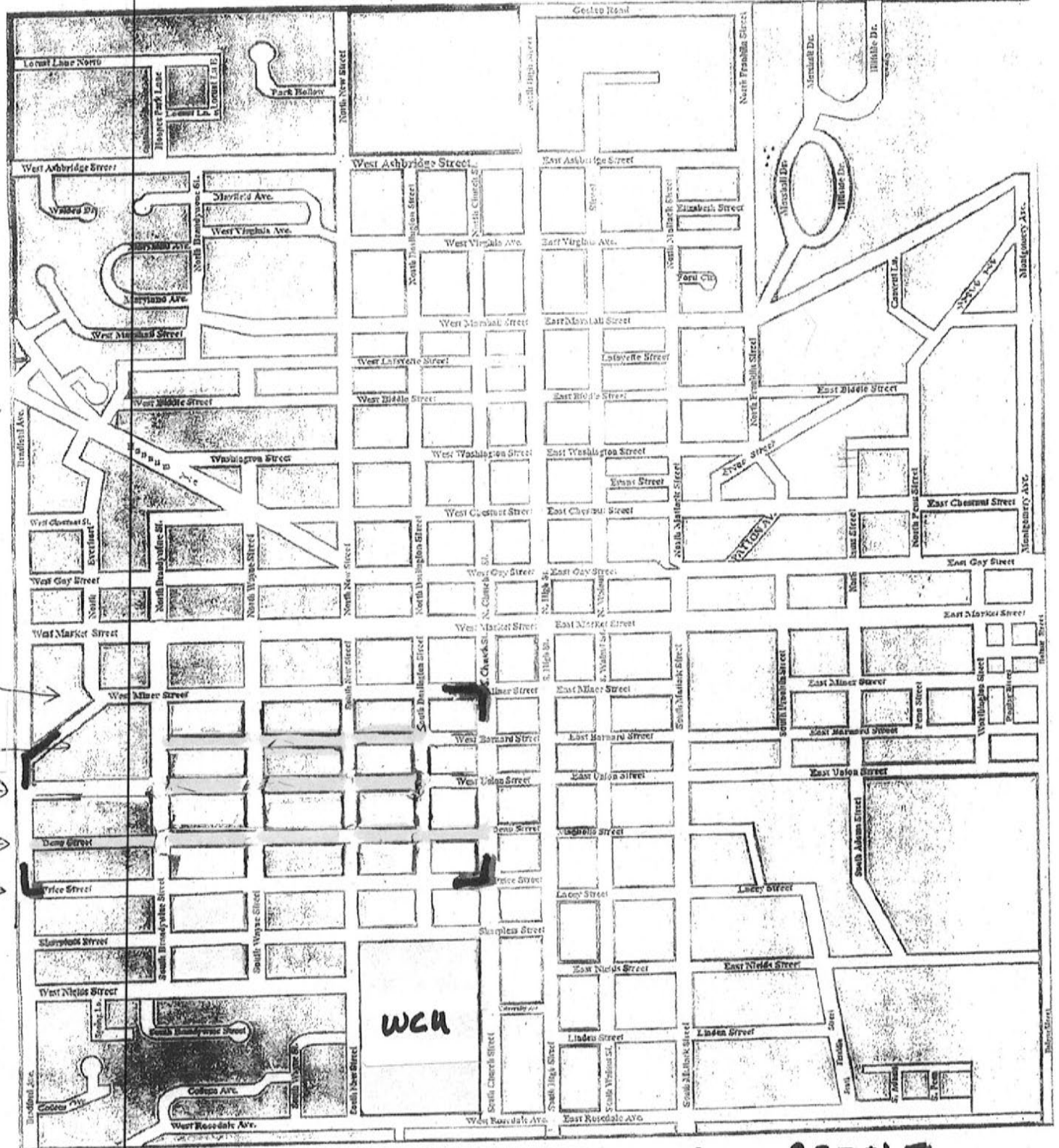
Your Dept. suggested I had 9 last yr.

I, Molly Hanford certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at \$129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

Molly Hanford
Signature

2/25/26
Date

WEST CHESTER PORCHFEST 2026



BOUNDARIES OF PF FOOT PRINT
STREETS CLOSED TO TRAFFIC
 200, 300, 400 BLOCKS OF W. BARNARD
 200, 300, 400 BLOCKS OF W. UNION
 100, 200, 300, 400, 500, 600 BLOCKS OF DEAN



Good Fellowship Ambulance & EMS Training Institute

Serving the Community for Over 70 Years

600 Montgomery Avenue ♦ PO Box 361 ♦ West Chester, PA 19381-0361 ♦ (610) 431-3132 ♦ www.goodfellowship.org

Special Event EMS Standby Agreement

West Chester Green Team ("Sponsoring Agency") has requested EMS standby coverage from Good Fellowship Ambulance for the following event:

| | | |
|--|-------------------------|-------------------------------|
| Name of Event: | Porchfest 2026 | |
| Type and Nature of Event: | Music festival | |
| Date/Time of Event: (Start): | 5/16/26 1300 | |
| (Finish): | 1700 | |
| Event Location(s): | SWQ Quadrant WC Borough | |
| Sponsoring Agency Contact Name: | Molly Hanford | |
| Sponsoring Agency Contact Phone: | [REDACTED] | |
| Type of Service: | Dedicated X | Non-Dedicated* |
| <p><i>*Non-Dedicated coverage means a staffed EMS unit will be repositioned to the above event(s) during the indicated time(s) as available. This unit shall remain in-service to answer all emergency calls dispatched to Good Fellowship Ambulance during this time. This includes any requests for medical assistance at the event. Continuous coverage at the special event is not guaranteed for any portion of the event. Additional EMS units will not be routed to the event if and when the assigned unit is called away.</i></p> | | |
| Requested Resources Personnel and Equipment | | |
| Personnel | Vehicles | Equipment/Supplies |
| EMTx2 Paramedic x1 | N/A | ALS and BLS supplies AED \ |

The Sponsoring Agency understands it is responsible for complying with any applicable rule, ordinance, or statute requiring the presence of EMS at a special event or community program.

If the Sponsoring Agency wishes to have a Dedicated EMS standby for the event, arrangements must be made at least thirty (30) days before the start of the event.

Event Sponsor Initials: MBH

Events scheduled with fewer than 30 days' notice may incur a 15% late scheduling surcharge applied to their total cost.

All events are subject to a 2-hour minimum charge for services requested.

Cancellations within 7 days of the event may be subject to a cancellation fee equal to 2 hours of services requested.

If selecting Non-Dedicated EMS standby services to the sponsoring agency, the undersigned, Sponsoring Agency, hereby acknowledges the meaning of Non-Dedicated service as set forth above, understands and agrees that continuous coverage may not be available at the event and agrees to hold Good Fellowship Ambulance, its officers, directors, members and employees harmless from any and all suits, actions, injuries, loss or damages, of any kind, arising out of any act, occurrence or omission resulting from Sponsoring Agency's or Good Fellowship Ambulance's failure to provide Dedicated EMS standby services during the event.

MOLLY HANFORD
Printed Name of Sponsoring Agency Representative

Porchfest Organizer
Title

Molly Hanford
Signature

2/25/26
Date

FOR GOOD FELLOWSHIP AMBULANCE USE ONLY

Date Signed Agreement Received: _____

Signed Agreement Received By: _____

Signed Agreement Received Signature: _____

Event Sponsor Initials: MH