Borough Council Meeting Voting Session
May 20, 2026 @ 6:30 PM
This meeting is recorded for public record.

Nicole Scimone, President	Member, 4th Ward	Term Expires: 12/31/27
Bernie Flynn, Vice President	Member, 6th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/29
Stephen Marvin	Member, 5th Ward	Term Expires: 12/31/29
Lisa Kearns	Member, 7th Ward	Term Expires: 12/31/29
Jerome Szczepaniak	Member, 1st Ward	Term Expires: 12/31/29

Mayor: Lillian L. DeBaptiste **Borough Manager:** Sean Metrick

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Borough Council Meeting:

I. Public Hearings

A. AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 62, TITLED "GARBAGE, RUBBISH AND REFUSE," TO AMEND SECTION 62-8 TO LIMIT THE MAXIMUM NUMBER OF TOTES THAT MAY BE USED FOR RECYCLING.

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

A. Announce the continuance of the West Chester University Conditional Use Hearing: May 28 2026 @ 6:00 PM

B. The Borough Offices will be closed on Monday, May 25th for the Memorial Day Holiday. Please note: Trash, Recycling, and yard waste collection will be pushed back by one day from your usual collection day

C. Announce vacancies on the Pension Committee and Human Relations Commission: ***Borough residency required.***
Please submit an application on our website: https://west-chester.com/FormCenter/Application-for-Volunteers-27/Application-for-Volunteers-120

V. 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.

VI. Comments by the Borough Council and the Mayor

VII. Reports/Presentations

A. Borough Manager's Report

VIII. New Business

A. Motion to approve bid for 2026 paving program to T. Schiefer Contractors, Inc. in the amount of $233,993.20. (attachment)

IX. Old Business - Discussion

A. Discuss appeal of Zoning Hearing Board Decision - 516 N Church St
No recommendation from Committee

X. Old Business - Consent

A. Motion to waive conflict for Bellwoar Kelly

B. Motion to approve the sale of items from Wastewater with proceeds being deposited into the sewer fund.
Issue: Sell decommissioned equipment from Wastewater
Committee Recommendation: 3-0

C. Motion to approve draft amendment to Chapter 80 – Peddling, Soliciting, Handbills and schedule a public hearing for June 17, 2026 (attachment)
Issue: Review amendments to Chapter 80
Committee Recommendation: 3-0

D. Motion to permit colored lights to be installed on Gay Street in recognition of Pride Month
Issue: Strings of rainbow lights wrapped around light poles along Gay Street for the month of June
Committee Recommendation: 3-0

E. Motion to approve Resolution to destroy police records that have exceeded the retention periods as required by Pa law. (attachment)
Committee Recommendation: 3-0

F. Motion to approve Special Event Applications (SEAs) (attachments)
Issue: Approve Special Event Permits

1. 7.9.26 Clydesdale Parade – downtown West Chester (Hosted by: Downtown West Chester and Penn Distributing)
2. 6.12.26 World Cup Watch Party – Open Air Market (Hosted by: Downtown West Chester, West Chester Parks and Recreation, Kildare's)
3. 9.12.26 Up on the Roof Fundraiser – Chestnut Street Garage (Hosted by: Downtown West Chester)
4. 10.11.26 F4 Chili Cook-Off – downtown West Chester
5. 10.17.26 Unite 4 HER 5k – downtown West Chester

6. 12.5.26 Jingle Run – 5k loop (Hosted by: Care Center Foundation)

Committee Recommendation: 3-0

G. Motion to director Solicitor to prepare and advertise changes to Chapter 104 ordinance: 104-33 Timed Areas, 104-47 Metered Timed Areas and 104-32 Parking Prohibited during certain hours; and, schedule a Public Hearing on June 17, 2026
Issue: Hold hearing for changes to Chapter 104 thus far and to include the addition of Wollerton Aly from Darlington to New St Mon & Thurs 2am-5am in the street sweeping route.
Committee Recommendation: 3-0

H. Motion to approve parking permits for First Presbyterian Church/ Bucket School and issue 13 temporary parking permits in Parking Permit Area B, from 8:00 am until 2:00 pm for the remainder of the calendar year
Issue: Request from Bucket School to be included in the Residential Parking Permit Program
Committee Recommendation: 3-0 to issue 13 temporary parking permits in Parking Permit Area B, from 8:00 am until 2:00 pm for the remainder of the calendar year

I. Motion to approve Resolution updating Handicapped Parking Spaces (attachment)
Issue: Update the handicapped parking space resolution to add/remove spaces at request.
Committee Recommendation: 3-0

J. Motion to approve Budget Modification #2026-3 to approve $14,600.00 for Civil Service Commission and $345,200 for Clarifier at the Goose Creek Wastewater plant (attachment)
Issue: Increased costs of required hiring elements; and, broken equipment for Wastewater operations exceed current budgets.
Committee Recommendation: 3-0

K. Motion to approve proposal for plan actuary services as submitted by ConradSeigel
Committee Recommendation: 3-0

L. Motion to approve Resolution to amend Fee Schedule (attachment)
Issue: Amend to include Police Report – Act 134 Records at $175 per request
Committee Recommendation: 3-0

M. Motion to approve grant Resolution for Chester County Department of Community Development – Phase 2 Goose Creek Conveyance. (attachment)
Committee Recommendation: 3-0

N. Motion to approve purchasing requests (attachment):
Issue: Review and recommend the approval of qualifying purchase orders

1. America 250 Mural Project for $21,000.00
2. Abila for $12,107.83
3. Butts Ticket Systems for $183,162.00

Issue: Review and approve purchase Orders

Committee Recommendation: 3-0

O. Motion to approve draft Data Center Ordinance and schedule a public hearing on July 15, 2026 (attachment)
Issue: Creating new regulations for data centers in the industrial district
Committee Recommendation: 3-0

P. Motion to approve 250 Mural Project
Issue: Approve Mural Project as recommended by the Public Arts Commission
Committee Recommendation: 3-0

Q. Motion to approve HARB applications (attachment)

1. 2026-04: 225 High St-Cannon Exhibition Space
2. 2026-08: 123 E. Gay St-Rear addition

Issue: Consider a Motion to approve the April HARB Certificate of Appropriateness
Committee Recommendation: 3-0

R. Motion to approve organizational chart for Borough website (attachment)
Issue: Updated organization chart for borough website
Committee Recommendation: 3-0

S. Motion to approve proposal from HRMM& L for legal representation related to the Borough of West Chester Pennsylvania State System of High Education,et al.
Issue: Consider entering into an agreement for legal representation
Committee Recommendation: 3-0

T. Motion to approve Settlement Mutual Release - 436 North Church Street

U. Motion to approve candidates submitted by the Mayor to Borough Council for hire as police officers: Tyler Brooks, Christopher Clew, and Matthew Marcellino.
Issue: Borough Council approval required for candidates for hire and promotion in Police Department.

V. Motion to direct the Solicitor to attend the June 15, 2026 Zoning Hearing for Appeal #1040, 244 East Evans St to defend the notice of violation and to seek additional information on the proposed use variance to report back to Council.
Issue: Discuss Solicitor attendance
No Committee Recommendation

W. Approve the April 14th and 15th, 2026 Borough Council Meeting Minutes

XI. Other Business

XII. 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.

May 19, 2026

WCHBO 00045

Attn: Sean Metrick, Borough Manager
West Chester Borough
401 East Gay Street
West Chester, PA 19380

RE: **2026 Road Program**
Bid Tabulation and Award Recommendation

Dear Sean:

Attached herewith is a tabulation of the bids received on Tuesday, May 19, 2026 at 10:00 a.m. for the referenced contract. The bid results are as follows:

Contractor	Base Bid	Alternate 1	Base Bid Plus Alternate
T. Schiefer Contractors, Inc.	$ 233,993.20	$ 22,204.40	$ 256,197.60
Long's Asphalt	$ 243,587.35	$ 25,988.00	$ 269,575.35
Marino Corporation	$ 244,196.60	$ 32,247.40	$ 276,444.00
Glasgow Inc.	$ 260,954.62	$ 24,808.84	$ 285,763.46

We have enclosed a copy of the bid tabulations for your records. The lowest qualified bidder was T. Schiefer Contractors, Inc. of Doylestown, PA with a base bid of $233,993.20 and a total bid with the alternates of $256,197.60.

T. Schiefer Contractors, Inc. have provided references, a history of completed work, and an inventory of equipment. Based upon this information, we recommend this project be awarded to T. Schiefer Contractors, Inc. as the total base bid amount of **$233,993.20,** pending review of their qualifications and contingent upon their execution of the Contract and supply of the required Bonds and Insurance.

Should you have any further questions or comments, please contact the undersigned.

Sincerely,
PENNONI ASSOCIATES INC.

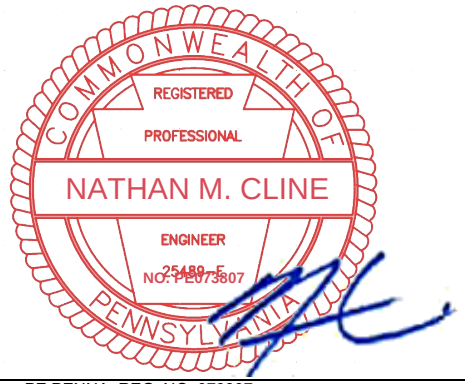
Nathan M. Cline, PE
Borough Engineer

WCHBO00045

West Chester Borough
Tabulation of Bids Received Until 10:00 A.M.
Prevailing time on May 19, 2026

2026 Road Program

ITEM NO.	APPROXIMATE QUANTITY/UNIT		DESCRIPTION	T. Schiefer Contractors, Inc. 3864 Old Easton Road Doylestown, PA 18902 Contact: Ted Schiefer (215) 345-1521		Long's Asphalt, Inc. 856 Scotland Road Quarryville, PA 17566 Contact: Steve Long (717) 284-3186		Marino Corporation 1400 Cressman Road, PO Box 1209 Skippack, PA 19474 Contact: Alex Howatt (610) 584-1800		Glasgow Inc. 104 Willow Grove Avenue Glenside, PA 19038 Contact: Matt Uliasz (215) 884-8800	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
			BASE BID								
1	12,157	SY	1.5-inch Milling of Bituminous Pavement Surface	$4.85	$58,961.45	$3.75	$45,588.75	$4.10	$49,843.70	$5.95	$72,334.15
2	12,157	SY	1.5-inch, 9.5mm Superpave Wearing Course, PG 64-22, 0.3 to < 3 Millions ESALs, SRL-H	$11.75	$142,844.75	$13.50	$164,119.50	$12.90	$156,825.30	$12.25	$148,923.25
3	210	SY	5-inch, 25mm Superpave Base Repair, PG 64-22	$46.00	$9,660.00	$51.30	$10,773.00	$94.00	$19,740.00	$107.50	$22,575.00
4	58	TON	9.5mm Leveling Course	$125.00	$7,250.00	$135.00	$7,830.00	$108.00	$6,264.00	$123.00	$7,134.00
5	681	LF	4-inch Single White Line Hot Thermoplastic Pavement Markings	$2.00	$1,362.00	$2.20	$1,498.20	$1.20	$817.20	$1.04	$708.24
6	35	LF	4-inch Double Yellow Line Hot Thermoplastic Pavement Markings	$4.00	$140.00	$4.40	$154.00	$2.40	$84.00	$2.08	$72.80
7	541	LF	24-inch Single White Line Hot Thermoplastic Pavement Markings	$11.00	$5,951.00	$11.00	$5,951.00	$9.60	$5,193.60	$8.32	$4,501.12
8	704	LF	6-inch Single White Line Hot Thermoplastic Pavement Markings	$4.00	$2,816.00	$3.30	$2,323.20	$1.80	$1,267.20	$1.56	$1,098.24
9	34	LF	6-inch Single Blue Line Hot Thermoplastic Pavement Markings	$8.00	$272.00	$6.60	$224.40	$3.60	$122.40	$3.12	$106.08
10	30	LF	White "Yield Line" 12"x18" Triangle Striping	$25.00	$750.00	$38.50	$1,155.00	$10.40	$312.00	$9.05	$271.50
11	3	EA	Bicycle Symbol	$650.00	$1,950.00	$550.00	$1,650.00	$450.00	$1,350.00	$390.00	$1,170.00
12	562	LF	6-inch White Crosswalk Striping	$3.00	$1,686.00	$3.15	$1,770.30	$3.60	$2,023.20	$3.12	$1,753.44
13	1	EA	Thru-Right Turn Arrow	$350.00	$350.00	$550.00	$550.00	$354.00	$354.00	$306.80	$306.80
			TOTAL BID AMOUNT (Items 1 through 12)		**$233,993.20**		**$243,587.35**		**$244,196.60**		**$260,954.62**
			ALTERNATE 1 - 500 West Union Street								
A1.1	1,294	SY	1.5-inch Milling of Bituminous Pavement Surface	$4.85	$6,275.90	$4.50	$5,823.00	$6.60	$8,540.40	$5.95	$7,699.30
A1.2	1,294	SY	1.5-inch, 9.5mm Superpave Wearing Course, PG 64-22, 0.3 to < 3 Million ESALs, SRL - H	$11.75	$15,204.50	$15.00	$19,410.00	$15.70	$20,315.80	$12.25	$15,851.50
A1.3	10	SY	5-inch, 25mm Superpave Base Repair, PG 64-22, 0.3 to < 3 Million ESALs	$46.00	$460.00	$51.30	$513.00	$318.00	$3,180.00	$107.50	$1,075.00
A1.6	22	LF	24-inch Single White Line Hot Thermoplastic Pavement Markings	$12.00	$264.00	$11.00	$242.00	$9.60	$211.20	$8.32	$183.04
			TOTAL ALTERNATE 1		**$22,204.40**		**$25,988.00**		**$32,247.40**		**$24,808.84**
			TOTAL BID WITH ALTERNATES		**$256,197.60**		**$269,575.35**		**$276,444.00**		**$285,763.46**
			Bid Security	**10% Bid Bond**		**10% Bid Bond**		**10% Bid Bond**		**10% Bid Bond**	



Nathan M. Cline, PE PENNA. REG. NO. 073807

We Declare this to be a true Tabulation of Bids received on
May 19, 2026 by the Borough of West Chester for the 2026 Road Program

PENNONI

ORDINANCE NO. ___ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 80 OF THE BOROUGH CODE TITLED "PEDDLING AND SOLICITING; HANNDBILLS 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 and the specific location where the peddling or soliciting shall occur.

(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 including proof of registration with the Commonwealth based on the Pa. Solicitation of Funds for Charitable Purposes Act.

(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.~~

A~~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.

B~~D~~. Political campaign workers.

C. Any organizations that are exempt from registration and licensing based on the Pa. Solicitation of Funds for Charitable Purposes Act .

§ 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 not occupy any fixed location upon or along any of the streets, alleys, or sidewalks of the Borough for the purpose of peddling or soliciting, with or without any sign, stand, counter, or cart.

F. He/she shall not occupy or operate in a congested area where the activities may impede or inconvenience the public or block safe pedestrian access. He/she remain a minimum of five feet from all entrances to buildings.

G. 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.

H. He/she shall immediately surrender his/her license to the Borough of West Chester Borough Manager upon suspension or revocation thereof.

I. 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..

Commented [KC1]: We will adopt new regulations.

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. 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

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

RESOLUTION #2026-09

WHEREAS, Council of the Borough of West Chester intends to follow the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued for Local Government Records Committee by Pennsylvania Historical and Museum Commission, division of Archives and Manuscripts, Harrisburg, May 17, 1992; approved December 16, 2008, and amended March 28, 2019, and;

WHEREAS, said Schedule and Legislation require that each individual act of disposition be approved by said Resolution of the Council of the Borough of West Chester; and,

WHEREAS, the Borough of West Chester desires to dispose of various unnecessary records, which are attached hereto and made a part of this Resolution;

NOW, THEREFORE BE IT RESOLVED, this 20th day of May, 2026 the Council of the Borough of West Chester hereby resolves to approve the individual acts of disposition for the records as attached to this document:

Be it Resolved this 20th Day of May, 2026

ATTEST:

BOROUGH COUNCIL FOR THE BOROUGH OF WEST CHESTER

_____
Sean Metrick, Secretary

_____
Nicole Scimone, President

_____
Bernie Flynn, Vice-President

_____
Lisa Kearns, Council Member

_____
Stephen Marvin, Council Member

_____
Brian McGinnis, Council Member

_____
Jerome Szczepaniak, Council Member

_____
Bryan Travis, Council Member

West Chester Police Department

MEMORANDUM

TO: Chief Lee

FROM: Lt. Ditz

DATE: 18 March 2026

SUBJECT: Destruction of Records

Chief Lee,

I am requesting permission to destroy the following records which have exceeded their retention periods as enumerated in 46 PA Code Section 15.59 Police Records and also in the Municipal Records Manual amended 2019:

1. Animal Law Enforcement Records prior to 2024
2. Bicycle Registration Records prior to 2024
3. Calibration Records prior to 2021
4. Citations prior to 2021
5. Complaints, Incident Reports, Offense Reports, Initial Activity Reports prior to 2023, where applicable
6. Community Relations files, where applicable
7. Criminal History Case Files, where applicable (Summary cases prior to 2021; All other cases except Homicide prior to 2005)
8. Criminal History Dissemination Records prior to 2024
9. Daily Activity Reports prior to 2023
10. Dispatcher Logs prior to 2023
11. Hunting Accident Reports prior to 2024
12. Internal Affairs Case files, where applicable
13. Master Name Index, where applicable
14. Missing Persons File, where applicable
15. Motor Vehicle Reports, where applicable (Accidents prior to 2021; Towed Vehicle Reports prior to 2024; Recommendations for Special Driver's Examinations prior to 2025)
16. Property Records prior to 2019, where applicable
17. Temporary Detention Records prior to 2023, where applicable

Respectfully submitted

Organization/Sponsor Name: Downtown West Chester – Clydesdale Parade

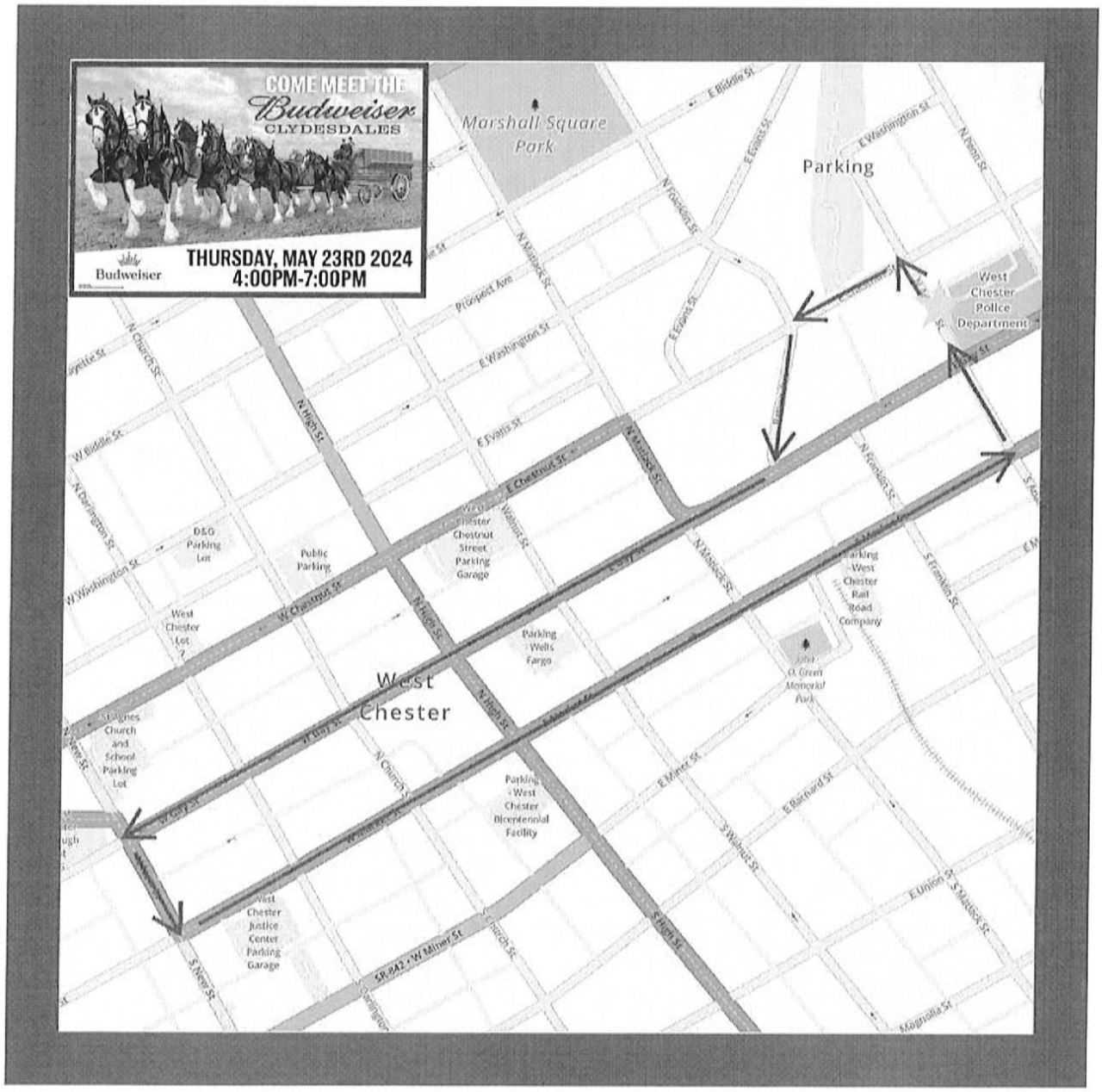
OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 5/5/24 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 7/9/24 4-7pm 1-3pm 7-8pm
☑		Map of the Event or Location of the Event
☑		List of Streets to be Closed for the Event Roving Parade
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD WC Parking
☑		Non-refundable application fee - may be cash, check, or money order pending
☐		Applicant's Certificate of Insurance pending approval
☐	☐	West Chester Police Department Fees - required for runs
☐	☒	List of Food Vendors with Chester County Health Department Licenses
☐	☒	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: KAL 5/6/24
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:


COME MEET THE
Budweiser
CLYDESDALES
Budweiser
THURSDAY, MAY 23RD 2024
4:00PM-7:00PM
Marshall Square Park
Parking
West Chester Police Department
West Chester
D&G Parking Lot
Public Parking
West Chester Chestnut Street Parking Garage
Parking - Wells Fargo
Parking - West Chester Rail Road Company
Parking - West Chester Bicentennial Facility
West Chester Justice Center Parking Garage
St Agnes Church and School Parking Lot
E Biddle St
E Washington St
E Evans St
E Chestnut St
W Chestnut St
W Washington St
W Biddle St
N High St
N Matlack St
N Church St
N New St
S High St
S Matlack St
E Miner St
E Barnard St
E Union St
Magnolia St
SR 842 - W Miner St

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: Budweiser Clydesdale

Event Date: 7-9-2026 Start Time: 5:00 End Time: 7:00

Name of Organization Hosting Event: Downtown West Chester

Person Responsible for Payment of Fee: "

Address of Person Responsible for Fee: 137 N High Street

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: TBD

I, John O'Brien 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.

J O'Brien 5-5-2026

Signature Date

Organization/Sponsor Name: _____

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: _____ Date Payment(s) Received: _____

YES	N/A	
☐		Completed and Signed Application
☐		Date of event/Event time/Set up/Breakdown
☐		Map of the Event or Location of the Event
☐		List of Streets to be Closed for the Event
☐		List of Borough Services requested - to be reviewed by West Chester Borough
☐		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
☐	☐	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☐	NO ☐	Date: _____
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: _____

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: _____ Date Payment(s) Received: _____

YES	N/A	
☐		Completed and Signed Application
☐		Date of event/Event time/Set up/Breakdown
☐		Map of the Event or Location of the Event
☐		List of Streets to be Closed for the Event
☐		List of Borough Services requested - to be reviewed by West Chester Borough
☐		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
☐	☐	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☐	NO ☐	Date: _____
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: _____

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: _____ Date Payment(s) Received: _____

YES	N/A	
☐		Completed and Signed Application
☐		Date of event/Event time/Set up/Breakdown
☐		Map of the Event or Location of the Event
☐		List of Streets to be Closed for the Event
☐		List of Borough Services requested - to be reviewed by West Chester Borough
☐		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
☐	☐	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☐	NO ☐	Date: _____
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: _____

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: _____ Date Payment(s) Received: _____

YES	N/A	
☐		Completed and Signed Application
☐		Date of event/Event time/Set up/Breakdown
☐		Map of the Event or Location of the Event
☐		List of Streets to be Closed for the Event
☐		List of Borough Services requested - to be reviewed by West Chester Borough
☐		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
☐	☐	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☐	NO ☐	Date: _____
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: WCPR / Downtown WC / Kildare's – World Cup watch party

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 5/8/24 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 6/12/24 12 - 11pm 12-2pm 11p-12a
☑		Map of the Event or Location of the Event
☑		List of Streets to be Closed for the Event Already closed
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD WCPR
☐		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
☐	☐	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 Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: Kath 5/6/24
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

pennsylvania
LIQUOR CONTROL BOARD

April 19, 2026

CHESTER COUNTY PUB COMPANY LLC
18-22 W GAY ST
WEST CHESTER PA 19380-3011

RE: [redacted]
License [redacted]
File/Job No. [redacted]

Dear Licensee:

An Off-Premises Catering Permit is hereby granted to the above for the premises/location designated for the following day/hours:

Jun 12, 2026 to Jun 12, 2026
From 5:00 pm to 11:00 pm

The off-premises catered function is to be held at the following location wherein this permit should be retained and posted:

Zero block of West Gay Street, West Chester, PA, 19380
Inside: x
Outside: 200 x 30

Authorization is granted for the sale of liquor and/or malt or brewed beverages (depending on your license type) by the glass, open bottle or other container, for consumption on the catered function site only, and the transportation of alcoholic beverages to and from the main licensed premises to the off-premises catered site.

At least 7 days prior to the catered function, you **MUST** notify the local police department and the Bureau of Liquor Control Enforcement, Pa. State Police, in writing of the date, time and place of the off-premises catered function. This notification can be mailed to: PSP BLCE, 3655 Vartan Way, Harrisburg, PA 17110 OR submitted electronically to ra-splcenotification@pa.gov. Please note that the approval of your catered function is subject to the following conditions and restrictions:

- Your PLCB license must be in an active status when each function is held.
- Each event/function shall not last longer than six (6) hours and must end by midnight. NOTE: functions held on New Year's Eve may extend until 2:00 a.m. on January 1.
- Off-premises catered functions must be held on otherwise unlicensed premises.
- Malt/brewed beverages and/or alcohol may only be sold at a catered function during the days and hours you are permitted to serve alcoholic beverages in your main establishment (i.e. you must hold a Sunday sales permit for events that are held on a Sunday).

- All staff serving alcohol at an off-premises catered function must be RAMP server/seller trained
- Functions may NOT be held at a location for which an objection by the Director of the Bureau of Licensing or the Board is pending under Section 470(a.1) of the Liquor Code, or at a location that is subject to a license suspension or the one-year prohibition on the issuance or transfer of a license under Section 471(b) of the Liquor Code.
- No alcoholic beverages may be removed from the premises where the function is being held.
- If a function is held on private property, the owner of the property is deemed to have submitted to the jurisdiction of the enforcement bureau and a warrant shall not be necessary for the enforcement bureau to enter and search the premises during the function.
- Neither the owner of the property nor the permit holder may sell tickets to a catered function unless one of the following conditions is met:

&nbs; a. The permit holder has contracted with an eligible entity for the function, and the function is being used to raise money for the eligible entity's organization;

b. The permit holder has contracted with a nonprofit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)(3)), for an event which has the sole purpose of raising funds for that nonprofit organization; or

c. The permit holder has contracted with an organization that holds tax exempt status under Section 527 of the Internal Revenue Code of 1986.

- The catered function location shall be subject to Section 493(34) of the Liquor Code relating to amplified noise.
- Catered functions may not be held at a location that is subject to a pending, protested transfer application.
- A permit shall not be used at any location that is mobile.
- A permit shall not be used at any location used for parking at a sports event or concert event.
- A permit shall not be used for a second function immediately following any other function for the same function host on any given day (i.e. multiple functions may be held on the same day during the same hours as long as they each have a different function host).
- The Board reserves the right to request additional information regarding events/functions at any time.

Any violation of these terms, or any other violation of the Liquor Code or the Board's Regulations occurring under the authority of your off-premises catering permit, may be the basis for the issuance of a citation under Section 471 of the Liquor Code, the nonrenewal of your license under Section 471, or the refusal by the Board to issue subsequent permits or honor subsequent dates on your existing permit.

Sincerely,

Tisha Albert

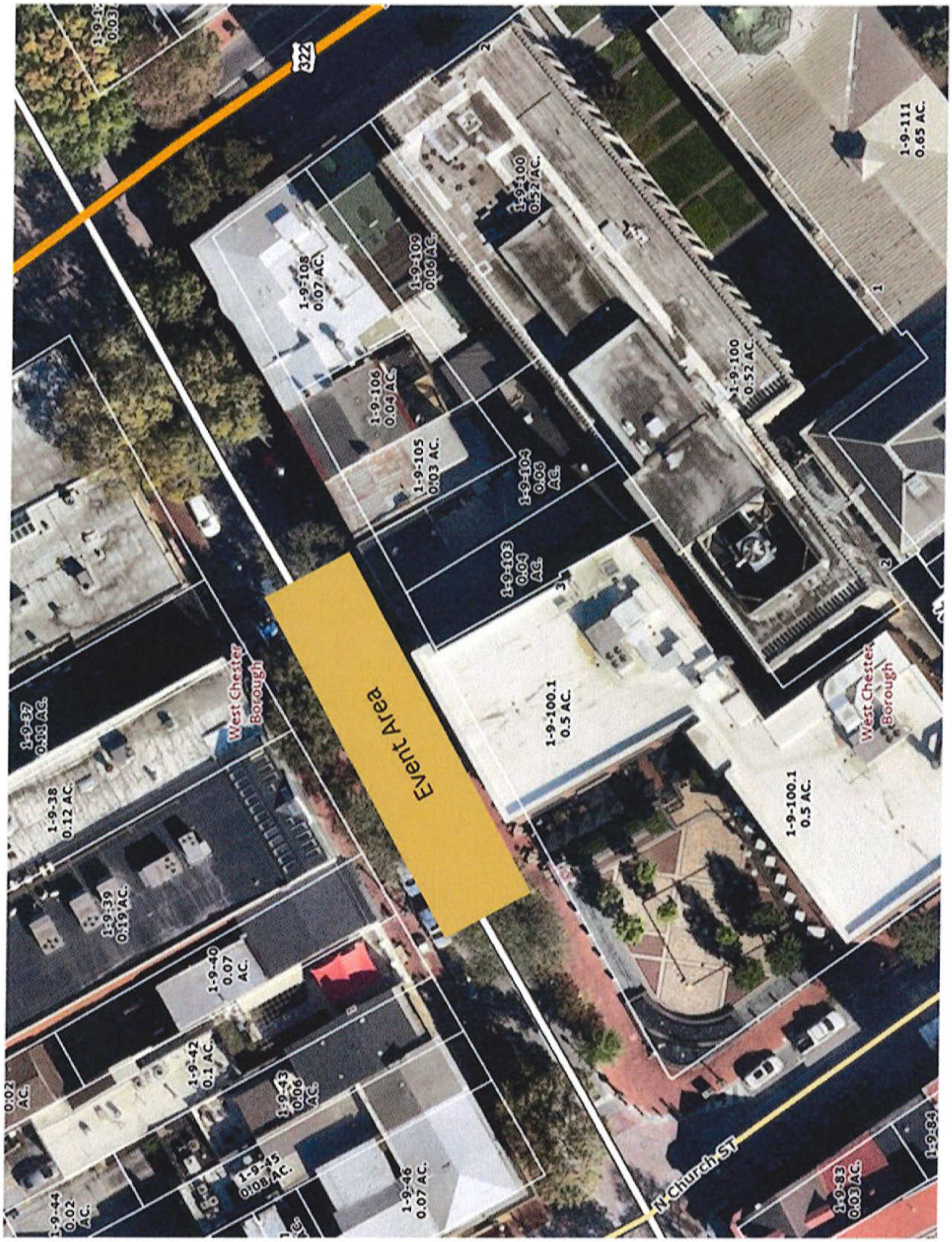
Tisha Albert, Director
Office of Regulatory Affairs

Refer to: Licensing Information Center
717.783.8250

cc PSP #1

cc PSPRE

cc PSPHQ


322
1-9-37
0.11 AC.
1-9-38
0.12 AC.
1-9-39
0.19 AC.
1-9-40
0.07
AC.
1-9-42
0.1 AC.
1-9-43
0.06
AC.
1-9-45
0.08 AC.
1-9-46
0.07 AC.
1-9-44
0.02
AC.
0.02
AC.
West Chester
Borough
Event Area
1-9-108
0.07 AC.
1-9-106
0.04 AC.
1-9-105
0.03 AC.
1-9-103
0.04
AC.
1-9-100.1
0.5 AC.
1-9-100.1
0.5 AC.
1-9-100
0.52 AC.
1-9-111
0.65 AC.
N Church ST
1-9-83
0.03 AC.
1-9-84
1
2
3

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: World Cup Watch Party

Event Date: 6-12-2026 Start Time: 5pm End Time: 12 am

Name of Organization Hosting Event: ~~Kil~~ Kildare's / Downtown West Chester

Person Responsible for Payment of Fee: Dane Grey (Kildare's)

Address of Person Responsible for Fee: 18 W Gay Street

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested:

I, John O'Brien 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.

Signature

4-12-2026
Date

Organization/Sponsor Name: Downtown WC - Up on The Roof fundraiser

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

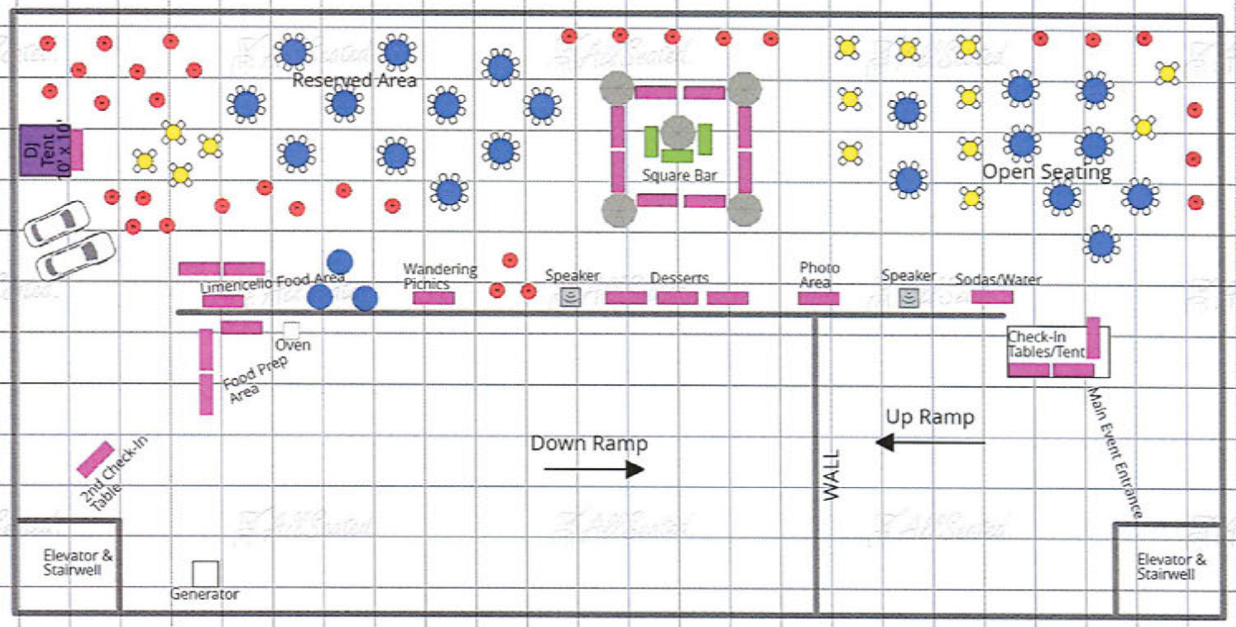
Date Application Received: 4/22/26 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 9/12/26 5-10pm 8a-5p 10p-11p
☑		Map of the Event or Location of the Event Chestnut St. garage rooftop
☐	NA	List of Streets to be Closed for the Event
☑		List of Borough Services requested - to be reviewed by West Chester Borough WC Parking
☐		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 Pending
☐	☐	List of Sub-Contractors with Certificates of Insurance Pending
☐	☑	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 Pending

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 5/6/26 KAH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Up On The Roof 2023



Layout based on 350 people (216 seated @ rd. tables)

(3) Green Rectangles are 6' long tables
(25) Pink rectangles are 8' long tables
(32) Red rounds are Hi-top tables
(14) Yellow rounds are 36" cocktail tables
(23) Blue rounds are 60" tables
(5) Gray rounds are Umbrellas

** Each grid square is = to 10ft.

250 CHAIRS:
8 seats x 20 blue tables = 160
4 seats x 14 yellow tables = 56
34 extra chairs

Up On the Roof Happy Hour Edition - Sep 16, 2023
Mosteller Garage - Roof layout (updated)
Chestnut 2023

Powered by allseated

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: Up on the Roof

Event Date: 9-12-2026 Start Time: 5:30pm End Time: 8:30pm

Name of Organization Hosting Event: West Chester Downtown Foundation

Person Responsible for Payment of Fee: "

Address of Person Responsible for Fee: 137 N High, West Chester PA

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: Zero

I, John O'Brien 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.

Signature

4-22-2026
Date

Organization/Sponsor Name: Unite 4 HER 5k

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 3/17/24 Date Payment(s) Received: _____

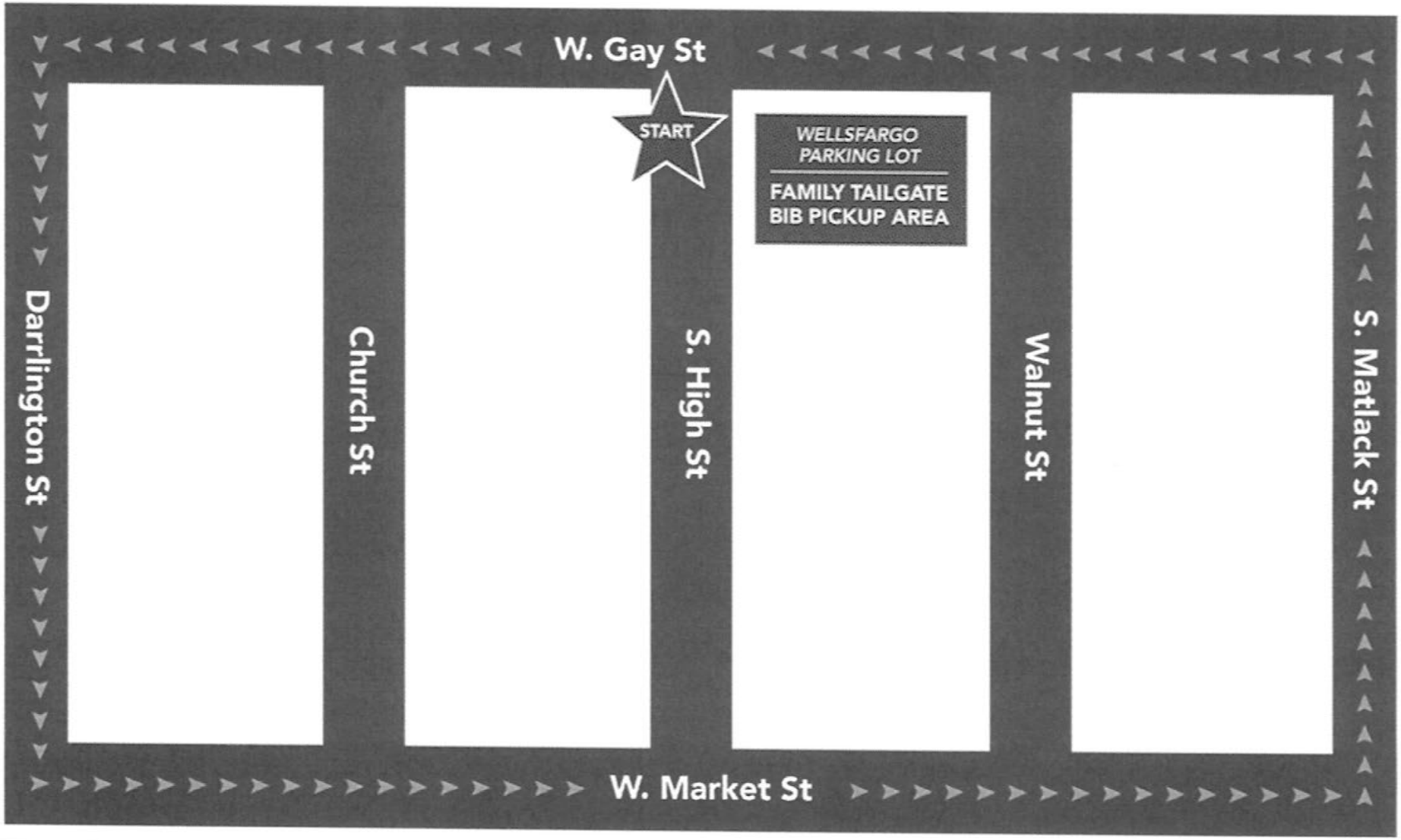
YES	N/A	
✓		Completed and Signed Application
✓		Date of event/Event time/Set up/Breakdown 10/17/24 9-11a 7:30-9a 11a-12p
✓		Map of the Event or Location of the Event
✓		List of Streets to be Closed for the Event
✓		List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WC parking, WCDW
		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
	✓	List of Sub-Contractors with Certificates of Insurance
		Proof of public transportation approval if public streets are to be closed pending
✓		Proof of notification to Good Fellowship Ambulance - required for runs
	✓	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: KAH 5/6/24
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

unite FOR HER Presented by health markets.

Bud Nestler-Licensed Insurance Agent
(484) 883-3445



Unite for HER Run/Walk - October 17th Summarize

CC

Cameron Cotrufello

To: info@goodfellowship.org

Reply Reply all Forward

Tue 3/17/2026 3:50 PM

Hi there!

I'd like to formally request an ambulance EMT service for the Unite for Her Run/Walk on October 17th in the borough of West Chester. Thank you!!

Cameron

uniteTHEM

Helping to Empower and Restore

Cameron Cotrufello*(she/her)*

Director of Development

Unite for HER

[redacted]

uniteforher.org

Reply Forward

West Chester Police Department

AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: Unite for HER Run/walk

Event Date: October 17, 2026 **Start Time:** 8:45am **End Time:** 11:00am

Name of Organization Hosting Event: Unite for HER

Person Responsible for Payment of Fee: Cameron Cotrufello

Address of Person Responsible for Fee: 22 E King Street, WC PA 19355

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: however many needed to faciltate this new setup

I, Cameron Cotrufello **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.**

Signature June 30, 2025 **Date**

Organization/Sponsor Name: Care Center Jingle Run

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 4/20/26 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 12/5/26 9-10a 8-9a 10-10:30a
☑		Map of the Event or Location of the Event
☑		List of Streets to be Closed for the Event Roving
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD
☑		Non-refundable application fee - may be cash, check, or money order online $250.
☑		Applicant's Certificate of Insurance
☑	☐	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	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 Pending
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☑	NO ☐	Date: RoH 5/6/26
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*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: JINGLE RUN

Event Date: DEC 5 2026 **Start Time:** 8AM **End Time:** 11 AM

Name of Organization Hosting Event: CARE CENTER FOUNDATION

Person Responsible for Payment of Fee: WENDY J WALLACE DO

Address of Person Responsible for Fee: [redacted]

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: 3

I, WENDY J WALLACE_____ 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.

Wendy J Wallace Do 4/20/26
Signature Date

5K Race Route
Race start
Race finish
2K is one lap
5K is two laps

Organization/Sponsor Name: FH Chili Cookoff

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 12/29/25 Date Payment(s) Received: _____

YES	N/A	
✓		Completed and Signed Application
✓		Date of event/Event time/Set up/Breakdown 10/11/26 12-4p 6a-12p 4-7p
✓		Map of the Event or Location of the Event
✓		List of Streets to be Closed for the Event
✓		List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WC Parking, WCPW
✓		Non-refundable application fee - may be cash, check, or money order online $250
		Applicant's Certificate of Insurance pending approval
✓		West Chester Police Department Fees - required for runs
		List of Food Vendors with Chester County Health Department Licenses
		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 need approval to get

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 5/6/26 RMH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

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

TO: Brenda Russell

QUOTE

April 5 2026

Event Information	
Name:	Chili Cook-off 2026
Locations:	West Chester CBD
Date(s) / Time(s):	10/11/26 0730-1630
Expected Attendance:	6000
Resources Requested:	EMT x4 Medic x1
Contact Information:	brussell@f4service.org

Hours	Resource	Unit Price	Total
9	EMT	$50.00	$450
9	EMT	$50.00	$450
9	EMT	$50.00	$450
9	EMT	$50.00	$450
9	Paramedic	$85.00	$765
		Total:	**$2565.00**

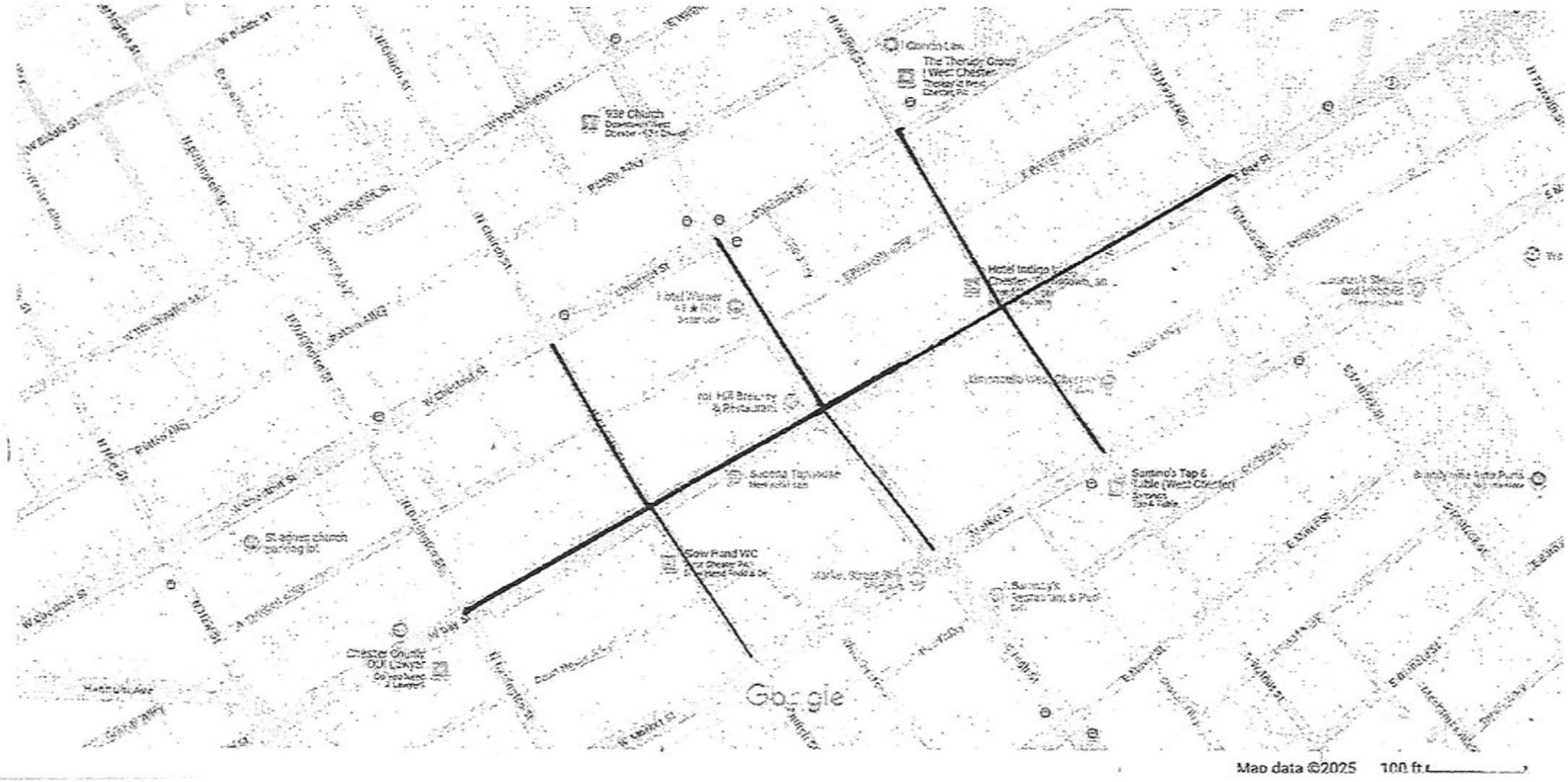
Please let me know if you have any questions or if any of the above information needs changed. Our business office will invoice after the event.

Brian Sporek
bsporek@goodfellowship.org

Justin Robbins
jrobbins@goodfellowship.org

Chaz Brogan
cbrogan@goodfellowship.org

Google Maps



2026 Chili Cook-Off Footprint

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

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: [redacted]

Phone Number of Person Responsible: [redacted]

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

ORDINANCE NO. ___ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 104, TITLED "VEHICLES AND TRAFFIC," SPECIFICALLY TO AMEND SECTION 104-32, TITLED "PARKING PROHIBITED DURING CERTAIN HOURS," SECTION 104-33, TITLED "PARKING TIME LIMITED AT CERTAIN LOCATIONS" AND TO AMEND SECTION 104-47 TITLED, "PARKING METER ZONES ESTABLISHED."

BE IT ENACTED AND ORDAINED, and it is hereby enacted by authority of the Council of the Borough of West Chester that Chapter 104 of the Code of the Borough of West Chester, titled, "Vehicles and Traffic," shall be amended as follows:

SECTION 1. Section 104-32, titled, "Parking prohibited during certain hours," is hereby amended **TO ADD** the following:

§ 104-32. Parking prohibited during certain hours.

The parking of motor vehicles is prohibited as follows:

Highway	Side	Days/Hours	Location
Wollerton Alley	North	Mon. and Thurs. / 2:00 am – 5:00 am	From Darlington Street to South New Street

SECTION 2. Section 104-33, titled, "Parking time limited at certain locations," shall be amended to read as follows:

§ 104-33. Parking time limited at certain locations.

A. Three-hour zone;

(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 zones:

Highway	Side	Location
Chestnut Street	Both	From Darlington Street to Matlack Street
Church Street	Both	From Barnard Street to Union Street
High Street	Both	From Gay Street to Biddle Street
High Street	West	From Dean Street to a point approximately 45 feet south of Union Street as signed
Lafayette Street	North	From Church Street to High Street
Matlack Street	East	From Market Street to Cedar Alley
Miner Street	Both	From Darlington Street to New Street
Miner Street	Both	From High Street to Church Street
Miner Street	Both	From Railroad Avenue to Matlack Street
Railroad Alley	West	Cedar Alley to E Miner St
Walnut Street	West	From Prescott Alley to the end of 222 N Walnut St.

SECTION 3. Section 104-47, titled, "Parking meter zones established," shall be amended to read as follows:

§ 104-47. Parking meter zones established.

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 Matlack Street

Church Street	East	From Patton Alley to Barnard Street
Church Street	West	From Patton Alley to Barnard Street
Darlington Street	West	From Chestnut Street to Miner Street
Gay Street	Both	From Matlack Street to New Street
High Street	Both	From Washington Street to Dean Street
Market Street	North	From Entrance to 330 W Market Street to High Street
Market Street	South	From Darlington 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 Chestnut Street to Cedar Alley
Walnut Street	West	From Prescott Alley to Gay Street
Wollerton Street	North	From Darlington Street to New Street
Wollerton Street	South	From New Street to Borough Parking Lot No. 9/Miner St Lot

B. Four-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 four hours at any time upon the streets in the Borough of West Chester hereinafter described, which are hereby established as four-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)
Sharpless Street	South	From High Street to New Street
University Avenue	Both	From High Street to Church Street

SECTION 4. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 5. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 6. 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

RESOLUTION NO.

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER TO ESTABLISH THE PARKING SPACES IN THE BOROUGH THAT ARE RESERVED FOR HANDICAPPED PARKING PURSUANT TO CHAPTER 104 OF THE BOROUGH CODE TITLED, "VEHICLES AND TRAFFIC."

WHEREAS, Chapter 104 of the West Chester Borough Code, titled, "Vehicles and Traffic", Section 104-45.1 declares that no person shall park or leave unattended a vehicle at any place specifically reserved for handicapped parking, unless the parked vehicle has a state-issued plate or placard (displayed conspicuous manner) for a handicapped person or severely disabled veteran; and

WHEREAS, Borough Council desires to designate the specific locations on public streets where parking spaces shall be reserved and limited to parking for handicapped individuals;

NOW THEREFORE, be it **RESOLVED AND ADOPTED** by the Borough Council of the Borough of West Chester as follows:

1. The following are hereby established as handicapped parking spaces:

Highway	Side	Location
Adams Street	East	315 South Adams Street
Adams Street	East	319 South Adams Street
Adams Street	West	708 South Adams Street
Adams Street	East	717 South Adams Street
Adams Street	West	544 South Adams St.
Barnard Street	North	131 East Barnard Street
Barnard Street	North	407 East Barnard Street
Barnard Street	South	201 West Barnard
Barnard Street	South	120 East Barnard
Barnard Street	South	202 West Barnard Street
Barnard Street	North	5027 East Barnard Street
Barnard Street	North	707 East Barnard Street
Biddle Street	North	11 West Biddle Street

Biddle Street	North	125 West Biddle Street
Biddle Street	South	224 West Biddle St.
Brandywine Street	East	9 South Brandywine Street
Church Street	East	Immediately south of Lafayette Street between signs as erected
Church Street	East	Approximately 60 feet south of University Avenue as signed
Church Street	South	200 South Church Street, Sundays only from 9:00 a.m. to 12:00 noon
Church Street	West	~~North~~ First designated parking space north of Market Street
Church Street	West	First designated parking space south of Market Street
Church Street	West	North of Rosedale Avenue between signs as erected
Church Street	West	200 South Church St. Sundays only 9:00 a.m. to 12:00 p.m.
Church Street	West	510 South Church Street
Church Street	West	255 feet south of University Avenue
Darlington Street	East	Opposite 223 North Darlington Street
Darlington Street	West	526 North Darlington Street
Darlington Street	West	North of Gay Street at sign erected
Darlington Street	West	Immediately north of Market Street between signs as erected
~~East Barnard Street~~	~~North~~	~~131 East Barnard Street~~
Franklin Street	East	117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Gay Street	North	West of High Street between signs as erected
Gay Street	North	St. Agnes Church between signs as erected
Gay Street	South	316 West Gay Street
Hannum Avenue	South	349 Hannum Avenue
Hannum Avenue	South	345 Hannum Avenue
High Street	East	225 North High, directly north of E. Evans Street
High Street	East	221 South High Street
High Street	West	South of Linden Street between signs as erected, 2 spaces
Hoopes Park Lane	Inside park	One dedicated space at Hoopes Park
Lacey Street	North	125 Lacey Street
Lacey Street	South	East of High Street
Lacey Street	South	30 feet east of High Street at sign as erected

Commented [RR1]: Moved to Barnard Street for consistency

Lafayette Street	South	300 West Lafayette Street
Magnolia Street	South	West of Matlack Street between signs as erected
Market Street	South	East of Church Street between signs as erected
Market Street	South	East of Darlington Street between signs as erected
Matlack Street	East	North of intersection with Biddle Street
Matlack Street	East	531 South Matlack Street
Matlack Street	West	310 North Matlack Street
Matlack Street	West	South of intersection with Union Street
Miner Street	North	501 East Miner Street
Miner Street	South	132 East Miner Street
Miner Street	South	144 East Miner Street
Miner Street	North	145 East Miner Street
Miner Street	North	227 West Miner Street
Miner Street	North	331 East Miner Street
Miner Street	North	416 West Miner Street
Miner Street	North	At the entrance to the John O. Green Park
Miner Street	South	331 East Miner Street
Miner Street	South	418 East Miner Street
Miner Street	South	422 East Miner Street
Miner Street	South	430 East Miner Street
New St	West	Across from 331 N New St
Rosedale Avenue	North	500 Block of East Rosedale Avenue
Sharpless Street	South	330 Sharpless Street
Sharpless Street	South	408 Sharpless Street
Union Street	North	Adjacent to Everhart Park entrance
Union Street	North	137 East Union Street
Union Street	North	209 West Union Street
Union Street	North	417 West Union Street
University Avenue	North	West of Reynolds Alley as designated by handicap parking meters
Walnut Street	East	North of Gay Street between signs as erected (United States Post Office)
Walnut Street	West	528 South Walnut Street
Washington Street	North	225 West Washington Street
West Miner Street	South	130 West Miner Street

RESOLVED AND ADOPTED this ____ day of _____, 2026.

Budget Modification Request

Budget Year:	2026
Modification #:	2026-3

Justification:

Two modifications are needed for both the Police Department and the Waste Water Department:

1. The police department is in the process of hiring. The hiring process must follow civil service guidelines. In order to meet the criteria of the hiring guidelines, the civil service expense will need to be increased by $14,600.The total budgeted expense for civil service for 2026 will be $34,600.00. $14,600 will be reallocated from False Arrest Insurance, 01-41033-40, to Civil Service, 01-40280-40.

2. The GC Wastewater plant needs to replace a broken clarifier. This equipment is crucial to the operations of the plant. The cost of the new clarifier is $345,200 which includes installation. This equipment was not budgeted for in 2026. $345,200 will be reallocated partially from the net savings on the GC Electrical Substation capital expense and from design work not expected to be spent in 2026 on the sludge dewatering project.

Vendor	Invoice #	Date	G/L	Increase	Decrease
Civil Service legal/administrative expenses			01-40280-40	14,600.00	-
Paragon/Travelers Insurance			01-41033-40	-	14,600.00
Eastern			08-43013-08	345,200.00	-
ATC Group			08-43013-08	-	120,000.00
ATC/BSI			08-43013-08	-	225,200.00
Total				359,800.00	359,800.00

Borough Of West Chester

Fee Schedule: Adopted May 2026

BUILDING PERMITS

New Construction, Alterations, Additions,	
Demolition, Signs & HVAC	
One & Two Family Dwellings	
First $1,000	$80.00
Each Additional $1,000	$15
Multi-Family & Non-Residential	
First $1,000	$154.50
Each aAdditional $1,000	$15
All projects over $20M in value ICC Model Fee	
Schedule with 4 year averaging for multiplier	

ELECTRICAL PERMITS

First $1000	$80.00
Each additional $1,000	$10
Annual Maintenance Permit	$504

PLUMBING PERMITS

fees include one rough & one final inspection

One & Two Family Dwellings (base fee)	$80.00
Each fixture	$25
Multi-Family & Non-Residental (base fee)	$154.50
Each fixture	$25

REINSPECTIONS

Additional Inspections for all permits	$150

ZONING LETTER $150

Fire Safety Inspection Fee

(Annual Commercial Fire Inspections)

Building Area and Inspections

1 to 999 square feet	$70.00
1,000 to 3,500 square feet	$95.00
3,501 to 5,000 square feet	$120.00
5,001 to 10,000 square feet	$165.00
10,001 to 50,000 square feet	$225.00
50,001 square feet and up	$310.10
Re-inspection fee for corrections	$30.00

PLAN REVIEW FEES

One & Two Family Dwellings, 1st review	$100
Multi-Family & Non-residential, 1st review	$150
Each Additional Review	$100
Zoning Review (Site plans, fences, sheds, patios, etc.)	$50

RENTAL PERMITS (annual)

Residential Unit/per unit (from $44.00)	$66.00
Rental License Transfer Fee	$5.00
Short Term Rental - per unit	$66.00

ZONING HEARING BOARD

Variance, Special Exception	
Single Family Dwelling, Commercial Signs	$500
Public & Institutional	$800
Multi-family Dwelling, Commercial & Industrial	$1,200
Each continuance by applicant	$200

ZONING MATTERS BEFORE BOROUGH COUNCIL

Validity variance and curative amendment	$2,000
Zoning Change	$500
Conditional Use:	
Single Family Residential	$500
Public & Institutional	$800
Multi-Family dwelling, Commercial & Industrial	$1,200
Each Continuance:	$200

BUILDING, HOUSING & FIRE PREVENTION CODE BOARD OF APPEALS $500

SUB-DIVISION & LAND DEVELOPMENT REVIEWS

(plus fee schedule of Borough Engineer as approved by Borough Council) $400

LIQUOR LICENSE TRANSFER $1,000

SPECIAL PERMITS

Family Day Care Home	$40
Outdoor Café' (annual fee)	$200

Failure to appear / no show	$50.00
Administrative Fee	$25.00

PUBLIC WORKS

20-Gallon Recycling containers	$15
Borough disposal bags	$3
Refrigerator disposal	$35
Air conditioner disposal	$25
Dumpster Permit	$45/week
Dumpster Permit at metered parking Monday-Friday	$21.00/day
Dumpster Permit at metered parking Saturday	$10.50/day
Electronics Recycling: t.v.'s, computers monitors, printers, & computer peripherals	$5
Fine for working without a permit or expired permit	Double Permit Fee *(minimum $50.00)*
Bulk Trash Items	$35
Mattresses & items exceeding 75 lbs. and exceeding 2'x3'x5' in size	
Tire Disposal Recycling Fee 17"	$10
Tire Disposal Recycling Fee over 17"	$25

Traffic Control Devices

Orange Traffic Cones -	Deposit Fee $10	$4 each/per day
Barricades -	Deposit Fee $50	$15 each/per day
Temporary Signage-	Deposit Fee $50	$10 each/per day
Sign Board -	Deposit Fee $300	$150/each/day

Set Up/Breakdown Fees (Minimum 3/hours/employee)

Public Works Employee	$70/hour

SIDEWALK REPAIRS

Sidewalk permits and inspections	$30

CURB CUT $35

Curb repairs, or curb cuts made strictly for the installation of a wheelchair ramp are exempt from the curb cut fee

Registration Fee for Hens	$35

STREET OPENING

Per Opening (Rounded Up) *(minimum fee of $500.00)*	$10/per sq ft
Capital Utility Project - **Prior approval required** *(minimum fee of $1,750.00)*	$4.00/lineal ft of standard trench width (2.5')

STREET OPENING RESTORATION COMPLETED BY THE BOROUGH

up to five square yards -	$350
$70 for each additional sq. yd.	

Permit issuance & general inspection fees are not payable by the Commonwealth of PA,, the Federal Government or Public Utilities for the replacement or renewal of their facilities prior to a resurfacing project after notice from the Borough, the installation of street light poles or facilities moved at the request of the Borough

POLICE

Alarm Registration	$30
Alarm Registration Renewal	$10
Accident Report	$15
Police Service @ approved Special Event	$154/hr
Police Report – Act 134 Records Request	**$175/request**

VENDING LICENSE - yearly $100

PARK RENTALS - DAILY

Park rental WEEKDAY resident/non-resident	$25
Park rental WEEKEND resident fee	$75
Park rental WEEKEND non-resdident fee	$125

SPECIAL EVENT APPLICATION FEES (SEA)

Run, race, and/or event (non-refundable)	$250
Block party (non-refundable)	$50

BOROUGH TOWING CHARGES

Towing Fee	$65
Storage per day	$35

METERS

All on-street & surface lot single/multi-space meters	$1.50/hr
On-street patio, linear footage cost	$160.00/linear ft

POSTING RESERVATIONS

Meter daily rate	$21.00
Funeral meter daily rate:	$10.50
Posting Fee (per block only)	$100.00
Resident Temporary "No Parking" Sign Fee	$1/sign

RESIDENTIAL ANNUAL PARKING PERMITS

Lot #3	$900
Lot N (Greenfield)	$200
Business Permit	$125
Guest Pass - 2 per house/apt	$6.00/each
Replacement fee for guest pass	$6.00
Resident	$14
Tenant	$14
Student Rental	$14
Property Management	$14

STREAM PROTECTION PROGRAM

Rate (Tiers 1-5 banded ranges; Tier 6 actual coverage)	$6.70/1000 s.f.
Appeal Applications	$0
Credit Applications	$0
Certifications	$50

WASTE WATER

Sewer Certifications	$50

PARKING LOTS

Chestnut Street Garage - Monthly Day Rate	$95
Chestnut Street Garage - Monthly Night/Weekend Rate	$60
Chestnut Street Garage - Monthly 24/7 Rate	$125
Bicentennial Garage - Monthly Day Rate	$95
Bicentennial Garage - Monthly Night/Weekend Rate	$60
Bicentennial Garage - Monthly 24/7 Rate	$125
Lot #3 - Annual Fee	$900
Lot #5 - Leased monthly	$95/space
Lot #6 - Leased annually to County	$95/space
Lot #6 - Residential permit annually	$14
Lot #6 - Adjacent - Business Permit	$75/space
Lot #7 - Leased per month	Garage Market Rate
Lot # 10 - Leased monthly	Garage Market Rate
Greenfield - Annual fee	$200

GARAGE RATES-Bicentennial & Chestnut

1/2 hour	$0.75
1 hour	$1.50
1 1/2 hours	$2.25
2 hours	$3.00
2 1/2 hours	$3.75
3 hours	$4.50
3 1/2 hours	$5.25
4 hours	$6.00
5 hours	$7.50
6 hours	$8.50
7 hours to 24 hours	$9.00

The Borough reserves the right to charge a different fee for the use of the garages for special events, such as: The Chester County Restaurant Festival, the Chili Cook Off, the Halloween Parade, and the Christmas Parade.

PROPERTY TAX

Tax Certifications	$50

RIGHT TO KNOW REQUESTS

Copies: $0.25/page Color Copies: $0.50/page Certification of a Record: $5 per record, not per page. Please note that certification fees do not include notarization fees.	
Specialized Documents: *examples include blue prints, color copies, non-standard sized documents.*	Actual Cost + $
Postage Fees	Actual Cost
Reimbursement for thumb-drive	Actual Cost
Police Report – Act 134 Records Request	**$175/request**

MISCELLANEOUS

Credit Card Processing Fee	3% of cost of transaction
Public EV Charging	$1 /hr
Borough Parking Garage Use for social gatherings application fee	$50.00
Bike Locker Rental Deposit Fee	$100 annual
Returned Check/Payment	$35.00

WEST CHESTER POLICE DEPARTMENT

Act 134 - Request Form

A crime victim or a defendant in a civil action in which a crime victim is a party, or their legal representation may request the dissemination of criminal history investigative information that is directly related to a civil action pending in a court in this Commonwealth.

In addition, a crime victim, or the crime victim's legal representative may request the dissemination of criminal history investigative information that is material and necessary to the investigation or preparation of a civil action in this Commonwealth. A request must be served upon the Right to Know Officer or the Chief of Police via personal service or certified mail with receipt.

The fee for processing each request is $175.00. Additional fees may apply. If yu have questions please call the West Chester Police Department Records Unit at 610-696-2700 or email records@west-chester.com.

REQUESTOR INFORMATION

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

NAME OF CRIME VICTIM (IF DIFFERENT): _____

RELATIONSHIP TO INCIDENT:
- ☐ Crime Victim
- ☐ Crime Victim's Legal Representative
- ☐ Civil Defendant
- ☐ Civil Defendant's Legal Representative

REQUEST SUBMITTED VIA:
- ☐ In-Person
- ☐ Certified Mail

DATE SUBMITTED: _____

BASIS FOR ACCESS

- ☐ **Requested information is directly related to a civil action pending in a Commonwealth Court.**
- ☐ **Requested information is material and necessary to the investigation or preparation of a civil action in this Commonwealth.**

DISSEMINATION

Dissemination of information may be made to the requesting party or the requesting party's legal representative, or their attorney as directed by the request for information.

If granted, dissemination of material should be directed to:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

DESCRIPTION OF INFORMATION REQUESTED

A request for dissemination must identify or describe the information sought with sufficient specificity to enable the police department to ascertain which information is being requested. Attach additional pages if necessary. If known, please also provide the date of the incident, the names of those involved in the incident, police department incident number, and any criminal / civil case number(s).

INCIDENT DATE: _____ **INCIDENT NUMBER:** _____

NAME(S) INVOLVED: _____

CIVIL / CRIMINAL CASE TITLE AND DOCKET NUMBER: _____

VERIFICATION AND AFFIRMATION - CRIME VICTIM / DEFENDANT - FILED CIVIL ACTION

I, _____ hereby verify and affirm, subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities, that the information in the above request is true and correct to the best of my knowledge and belief, that I am a crime victim (or their legal representative) or a defendant in a civil action in which a crime victim is a party (or their legal representative) and that the requested information is directly related to that civil action pending in a court in this Commonwealth. I understand that any information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to that criminal history investigative information. I also understand that the use of information obtained pursuant to this request to harass, intimidate, or threaten another shall constitute a misdemeanor of the second degree.

SIGNED ON THIS _____ DAY OF _____, 20____.

SIGNATURE: _____

PRINTED NAME: _____

VERIFICATION AND AFFIRMATION - CRIME VICTIM - PREPARATION / INVESTIGATION

I, _____ hereby verify and affirm, subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities, that the information in the above request is true and correct to the best of my knowledge and belief, that I am a crime victim (or their legal representative) and that the requested information is material and necessary to the investigation or preparation of a civil action in this Commonwealth. I understand that any information obtained pursuit to this request shall be used only in connection with an actual or potential civil action directly relating to that criminal history investigative information. I also understand that the use of information obtained pursuant to this request to harass, intimidate, or threaten another shall constitute a misdemeanor of the second degree.

SIGNED ON THIS _____ DAY OF _____, 20____.

SIGNATURE: _____

PRINTED NAME: _____

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026-08

A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER AMENDING THE FEE SCHEDULE OF THE BOROUGH OF WEST CHESTER.

BE IT HEREBY RESOLVED that Borough Council of the Borough of West Chester, Chester County, Pennsylvania, adopts the amended Fee Schedule which is attached hereto and incorporated herein as **Attachment "A"** to this Resolution.

RESOLVED AND ADOPTED on this **20th day of May, 2026**

ATTEST:

BOROUGH COUNCIL FOR THE BOROUGH OF WEST CHESTER

_____
Sean Metrick, Secretary

_____
Nicole Scimone, President

_____
Bernie Flynn, Vice-President

_____
Brian McGinnis, Council Member

_____
Brian Travis, Council Member

_____
Stephen Marvin, Council Member

_____
Jerome Szczepaniak, Council Member

_____
Lisa Kearns, Council Member

RESOLUTION NO. _____

BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

A Resolution Authorizing Application to the Chester County Department of Community Development Municipal Construction Program for the Goose Creek Sanitary Sewer Conveyance – Phase II Project

Be it RESOLVED, that the Borough of West Chester of Chester County, PA hereby requests grant funding of $350,000 from Chester County, to be used for the Goose Creek Sanitary Sewer Conveyance – Phase II Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Sean Metrick, Borough Manager and Secretary, as the official(s) to execute all documents and agreements, between the Borough of West Chester and the Chester County Department of Community Development, to facilitate and assist in obtaining the requested grant.

I, Sean Metrick, duly qualified Secretary of the Borough of West Chester, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of West Chester's Borough Council at a regular meeting held May 20th 2026, and said Resolution has been recorded in the Minutes of the Borough of West Chester and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of West Chester, this 20th day of May 2026.

West Chester Borough
Name of Applicant

Chester County, PA
County

_____
Sean Metrick, Borough Manager and Secretary

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Finance Department

SUB: **PURCHASE ORDER REQUEST**

DATE: 5/7/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Abila Software

Contact Maria Walsh

Address 360 Central Ave., Ste 1120
St. Petersburg, FL 33701

Phone

Email

Fax

Justification

MIP Cloud: Migration Maintenance & Support - Subscription
Start Date: 03/01/2026 / End Date: 02/28/2027

TOTAL AMOUNT TO BE PAID:	$ 12,107.83

Reference (select one) ☐ Quote ☐ SOW ☑ SA ☐ State Contract

From: James Breen [redacted]
Sent: Wednesday, May 6, 2026 7:01 AM
To: Sean Metrick <SMetrick@west-chester.com>; Lillian DeBaptiste <LDeBaptiste@west-chester.com>; Theresa Eadie <TEadie@west-chester.com>; Barbara Lionti <BLionti@west-chester.com>
Subject: America250 Mural Budget

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello All.

Thanks very much for the meeting yesterday. It was nice for us all to be in the same room and ensure we're on the same page.

I've worked through the mural project and have come up with the following budget:

$15,000: Initial artist compensation (per the Call-for-Art)
$3,000: Prep budget needed for new wall location
$2,000: Additional artist compensation (since new wall requires more - design work, paint, equipment, etc.)
$1,000: For plaque to identify the mural/list donors, and expenses for unveiling.

_____
$21,000: Total budget

As for a payment schedule:

$1,000: Has already been paid to the artist for being awarded the project (per the Call-for-Art)
$4,500: To be paid to the artist now for upfront costs
$3,000: To be paid to profession painters (JH Hudson) upon completion of wall prep
$11,500: To be paid to the artist upon completion of the mural
$1,000: To reimburse PAC members for plaque purchase and odds and ends for unveiling (receipts will be submitted).

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Parking Service

SUB: **PURCHASE ORDER REQUEST**

DATE: 5/7/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Butts Ticket Systems

Contact Mitch Butts

Address 151 Hood Road
Cochranville Pa

Phone (610) 869-7450

Email

Fax

Justification

2026 Estimated Conv. Fees (estimated from 2025 added 10%)

TOTAL AMOUNT TO BE PAID:	$ 183,162.00

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☐ State Contract

ORDINANCE NO. ___ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 112 TITLED "ZONING" TO AMEND SECTION 112-202 TO ADD DEFINITIONS FOR DATA CENTER, DATA CENTER ACCESSORY USE, DATA CENTER CAMPUS AND SENSITIVE RECEPTOR; SECTION 112-304.C TO ALLOW DATA CENTER AND DATA CENTER CAMPUS AS USES PERMITTED BY CONDITIONAL USE IN THE INDUSTRIAL DISTRICT; SECTION 112-311 TO ADD AREA AND BULK REGULATIONS FOR DATA CENTER AND DATA CENTER CAMPUS; TO ADD A NEW SECTION 112-917 TITLED "DATA CENTER AND DATA CENTER CAMPUS" TO ADD REGULATIONS APPLICABLE TO DATA CENTERS AND DATA CENTER CAMPUSES.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester that Chapter 112 of the Code of the Borough of West Chester, titled "Zoning" shall be amended as follows:

SECTION 1. Section 112-202, titled "Definitions", shall be amended to add the following definitions:

DATA CENTER

A building primarily used for housing and operating computer systems and associated equipment, including servers, data storage and processing systems, and accessory infrastructure such as cooling systems, power generators, electrical substations, and network hardware.

DATA CENTER ACCESSORY USE

Ancillary uses or structures secondary and incidental to a Data Center use, including but not limited to: administrative, logistical, fiber optic, storage, and security buildings or structures; electrical substations; utility lines; domestic and non-contact cooling water and wastewater treatment facilities; water holding facilities; pump stations; water towers; environmental controls (air conditioning or cooling towers, fire suppression, and related equipment); security features, provided such data center accessory uses/structures are located on the same lot or assemblage of lots developed as a unified development with a Data Center.

DATA CENTER CAMPUS

All of the structures and real estate owned, controlled, leased or otherwise occupied primarily for the use and purpose as a Data Center, including (i) Data

Centers; (ii) Data Center Accessory Uses; and (iii) all other systems, equipment, piping, conduit and other ancillary equipment, structures, and other appurtenances that are incidental to and/or needed for the construction, support, operation, repair, maintenance and/or protection of the Data Center or the Data Center Campus.

SENSITVE RECEPTOR

Buildings used for residences (including institutional uses with a residential component), schools, day cares, institutional uses, nursing homes, parks and hospitals.

SECTION 2. Section 112-304.C and the table of uses permitted in the ID Industrial District shall be amended to add the following uses by conditional use:

8. Data Center and Data Center Campus subject to the provisions of Section 112-917.

SECTION 3. Section 112-311.B shall be amended to adopt the following revised area and bulk chart:

B. Dimensional requirements.

	All Uses Except Data Center and Data Center Campus:	**Data Center:**
Lot area, minimum	40,000 square feet	See §112-917.A
Lot width, minimum	100 feet	No minimum lot width required
Build-to line/front yard	20 feet from curb	See §112-917.B
Side yard, minimum	20 feet	See §112-917.B
Adjacent to residential use	30 feet	See §112-917.B
Rear yard, minimum	10 feet	See §112-917.B
Adjacent to residential district or use	30 feet	See §112-917.B
Height, maximum	60 feet	60 feet
Impervious coverage, maximum	85%	75%
Building coverage, maximum	50%	50%
Where the ID District is adjacent to a residential district or use, parking and loading facilities shall be prohibited in the minimum yard setbacks.		

SECTION 4. A new Section 112-917 titled "Data Centers and Data Center Campus" shall be adopted and provide as follows:

"§ 112-917. Data Center and Data Center Campus. The following standards shall apply to all Data Centers and Data Center Campuses. If any standard in Section 112-311 differs from the requirements in this Section 112-917, the provisions in this Section 112-917 shall control.

A. Minimum Lot Size. The minimum lot area for a Data Center and Data Center Campus shall be as follows:

Lot with a Data Center building with a footprint of 100,000 square feet or less in area - 5 acres
Lot with a Data Center building with a footprint greater than 100,000 square feet in area- 10 acres.
Date Center Campus- regardless of the size of the buildings used for Data Centers on the campus- 10 acres.

B. Minimum Setbacks. Data Centers and Data Center Accessory Uses shall be set back a minimum of 250 feet from all property lines.

C. Screening of mechanical equipment. Data Center Accessory Uses, including ground level and roof top mechanical equipment used for cooling, ventilating, or otherwise operating the Data Center, shall be screened from view on all sides or setback adequately from the building edge so as to not be visible from adjoining properties and public roads. Such screen may incorporate perforated surfaces as necessary to permit ventilation of the equipment.

D. Building Design Requirements. A building used as a Data Center shall adhere to the following design requirements. The applicant shall submit elevations/renderings of all buildings used for a Data Center with the conditional use application.

(1) No more than 80 percent of a Principal Building Facade shall consist of one building material or one color, texture, or pattern.

(2) The Principal Building Facade shall require fenestration, step-back(s), cantilever(s), projection(s), or architectural elements extending horizontally across at least 60 percent of the facade.

E. Energy Usage. The applicant shall submit an energy usage plan with the conditional use application prepared by a professional engineer which provides the following information:

(1) Annual electricity demand for the Data Center.

(2) Source of energy supply for the Data Center.

(3) Energy storage capacity (if applicable).

(4) Proposed sources of back-up power to be installed.

(5) Documentation of efforts to maximize use of renewable and/or clean energy for all electrical and cooling needs, including those to reduce the need for new electric generation by incorporating the best available energy efficiency into the

design of Data Center servers, cooling units, and the building structure. Examples include:

(a) Cover unused roof space with solar arrays to offset a portion of the demand on the electric grid and reduce onsite emissions.

(b) Explore battery storage as a backup energy source for 50-100% of total onsite back-up energy needs to reduce or eliminate the pollution associated with diesel backup generators.

(c) Support off-site renewable energy generation through a power purchase agreement or other arrangement that will result in new renewable energy generation.

(6) If interconnecting to the energy grid, the applicant shall provide documentation of the energy utility interconnection approval process, including the following:

(a) Documentation that an application for the project has been filed with the electric utility provider, and the required fee has been paid.

(b) Documentation that a transmission security agreement has been signed by all necessary parties.

(c) The date that the electric utility provider provided for the proposed energization of the Data Center.

(7) If the Data Center intends to use backup generators, the following criteria shall apply.

(a) Diesel generators shall meet Tier 4 emission standards of the U.S. Environmental Protection Agency.

Commented [KC1]: Tier 4 generators are the best for low emissions but are expensive.

(b) Diesel generators shall undergo annual testing and reports shall be provided to the Borough to ensure that the generators are performing as designed and that emissions do not exceed permitted limits.

(c) Emergency energy generation that is diesel, gasoline, or similarly fueled shall be used only at the following times:

(i) When the primary source of energy is not available due to an emergency outage.

(ii) During routine maintenance, or readiness testing for a short duration of time and capped at 100 hours per year.

(iii) Routine maintenance testing of back-up fossil fuel-powered generators shall be restricted to the hours of 10:00 am through 4:00 pm Monday through Friday.

(iv) Use for peak shaving or supplying power to the grid is prohibited.

(d) The applicant shall design and locate the emergency energy generation systems to limit noise and visual impacts as much as possible.

(e) The operator shall maintain a public website announcing the times when the generators will be in operation. Any operation of the backup generators for testing purposes shall be announced on the website at least 24 hours in advance. The operator shall also notify the Borough at least 24 hours in advance of a test. The operator shall provide the address of the website where the notices required by this Section are published.

F. Noise and Vibration.

(1) The applicant shall submit a pre-construction noise and vibration study with the conditional use application prepared and sealed by a qualified professional. Such qualified professional shall be an engineer licensed in the Commonwealth of Pennsylvania or other environmental or technical professional with demonstrated education, training and experience in acoustical noise or vibration analysis applicable to the scope of work being performed (defined herein as "Qualified Professional") to include the predicted noise and vibration levels from the operation of the Data Center.

(2) Simultaneous Operation Assumption. All noise evaluations, studies, modeling, and compliance determinations shall assume the concurrent operation of all generators, cooling systems, mechanical equipment, and other noise-producing devices operating at maximum rated capacity ("Simultaneous Operation"), unless a more restrictive operating condition is required by approval.

(3) Within 180 days following issuance of a use and occupancy certificate and commencement of operations at the Data Center, the applicant shall submit to the Borough an as-built post-construction noise and vibration study.

The study shall:

(a) Be conducted by a Qualified Professional using applicable ANSI standards and generally accepted criteria.

(b) Demonstrate compliance with all applicable noise regulations set forth in the Data Center Noise Standards Tables at the end of this section. Compliance shall be demonstrated using objective sound level limits expressed in A-weighted decibels (dBA), measured and evaluated in accordance with standardized methodologies acceptable to the Borough.

(c) Include sound measurements taken at all property lines.

(d) Include measurements taken during normal operations, peak cooling load, during operation of emergency generators under load and assuming Simultaneous Operation.

(e) Address low-frequency noise impacts, including compliance with applicable dBC limits set forth in the Data Center Noise Standards Tables.

(f) Vibration Standards to be used in the study. Vibration shall be evaluated using two distinct criteria: (a) Building Damage: Ground vibration shall not exceed 0.2 to 0.5 inches per second peak particle velocity (PPV), measured in accordance with USBM RI 8507 or successor standard; and (b) Human Perception: Vibration levels shall not exceed 65 VdB, measured in accordance with ISO 2631-1 or successor standard.

(g) Identify all measurement locations, instrumentation used, calibration documentation, testing methodology, operational conditions during testing, and meteorological conditions.

(4) If the post construction study demonstrates non-compliance with any applicable noise or vibration standard, the applicant shall, within 30 days of written notice from the Borough, submit a corrective action plan prepared by a Qualified Professional. All violations shall be fully remediated within a timeframe approved by the Borough, but in no event later than 90 days following Borough notice of non-compliance, unless extended by the Borough for good cause shown.

(5) If the pre-construction noise study establishes a baseline sound level in excess of the maximum sound level permitted under Data Center Noise Standards Tables, the post-construction study shall demonstrate that operations of the proposed use do not increase baseline ambient sound levels by an amount greater than the resolution and repeatability of the measurement instrumentation, as determined by the Borough.

(6) Objective Noise Standards. Noise limits shall be established by land use

category, measurement location, time-of-day, and averaging period, and shall include provisions for enforcement, instrumentation, and low-frequency noise evaluation.

(7) The Borough may require additional noise and vibration testing upon receipt of substantiated complaints or following material modification, replacement, or addition of mechanical equipment, cooling systems, generators, or other vibration-generating equipment.

(8) If initial monitoring or complaints indicate a probable violation, the Borough may require interim mitigation measures, which may include operational modifications, equipment limitations, or temporary curtailment of specific noise producing activities until compliance is demonstrated.

(9) Data Center Noise Standards Tables

Data Center Noise Standards Tables

The following tables establish objective noise limits, modeling requirements, and enforcement procedures applicable to Data Center use. These standards shall supersede noise standards set forth in Chapter 73 of the Borough Code.

Table 1: Data Center Noise Limits, Measurement, and Compliance Requirements

Category	Requirement
Applicable Uses	Data Centers, including all accessory mechanical equipment, generators, cooling systems, and substations
Measurement Basis	A-weighted sound levels (dBA), unless noted otherwise for low-frequency noise
Receptor Locations	Measurements and modeling shall be conducted at or beyond the nearest property line and at **Sensitive Receptors**, when present
Operating Condition Assumption	All compliance evaluations shall assume simultaneous operation of all generators, cooling equipment, and other noise-producing devices at maximum rated capacity

Table 2: Numeric Noise Limits by Zoning Use

Receiving Land Use	Daytime (7:00 AM – 10:00 PM)	Nighttime (10:00 PM – 7:00 AM)
Residential or Sensitive Receptor	55 dBA Leq (1-hour)	45 dBA Leq (1-hour)
Mixed-Use / Commercial	60 dBA Leq (1-hour)	50 dBA Leq (1-hour)
Industrial	65 dBA Leq (1-hour)	55 dBA Leq (1-hour)

Short-term tonal or impulsive noise exceeding the above limits by 5 dBA or more shall constitute a violation.

Table 3: Low-Frequency Noise Criteria

Parameter	Requirement
Frequency Sensitivity	C-weighted sound levels (dBC), capturing enhanced sensitivity to low-frequency noise
Measurement Metric	Equivalent continuous sound level (Leq, 1-hour) in dBC
Measurement Locations	At the nearest property line and at Sensitive Receptors, when present
Daytime Limit (7:00 AM – 10:00 PM)	70 dBC Leq (1-hour)
Nighttime Limit (10:00 PM – 7:00 AM)	60 dBC Leq (1-hour)
Tonal / Narrowband Noise	Clearly perceptible low-frequency tonal noise shall require mitigation regardless of overall dBC compliance, as determined by the Qualified Professional or the Township based on clearly perceptible tonal characteristics
Applicability	Limits apply under simultaneous operation of all generators, cooling systems, and mechanical equipment

Table 4: Modeling and Study Requirements

Requirement	Standard

Pre-construction Study	Required with conditional use application
Post-construction Verification	Required within 180 days of commencement of operations
Prepared By	Qualified Professional with demonstrated noise expertise
Modeling Methodology	ISO 9613-2, CadnaA, SoundPLAN, or equivalent accepted industry model
Meteorological Assumptions	Downwind propagation, ISO-conservative conditions
Equipment Data	Manufacturer sound power levels and octave-band spectra
Low-Frequency Evaluation	Required where large generators or cooling systems are used

Table 5: Measurement Procedures

Element	Requirement
Instrumentation	Type 1 or Type 2 ANSI-certified sound level meter
Calibration	Pre- and post-measurement field calibration required
Measurement Duration	Minimum 15 minutes per location unless otherwise specified. Sound level limits expressed as hourly equivalent levels (Leq, 1-hour) may be evaluated using shorter-duration measurements, including the minimum durations identified in this table, where such measurements are conducted under steady-state operating conditions and are representative of normal operations.
Operating Conditions	Measurements shall include peak cooling load and generator operation under load
Background Noise	Baseline ambient levels documented prior to construction

Table 6: Compliance

Item	Requirement

Material Increase Definition	An increase of **≥ 3 dBA** above baseline ambient sound level
Violation Determination	Exceedance of numeric limits or material increase
Retesting Authority	Township may require additional testing following substantiated complaints or equipment changes

G. Water.

(1) A Data Center shall be connected to public water.

(2) The applicant shall provide detailed estimates of daily and annual water usage.

(3) The applicant shall provide documentation from the public water provider that there is sufficient water available to serve the Data Center without impacting water pressure or availability of water to other users in the Borough. No Data Center shall be approved unless the applicant demonstrates that the anticipated water supply yield is sufficient for the Data Center and will not adversely impact water pressure or availability of water to other users in the Borough.

(4) The Data Center shall not use groundwater or direct withdrawals from surface watercourses as its primary source of water for cooling purposes.

(5) The Data Center shall be designed to include air-cooled or closed-loop water circulation systems to cool processing equipment. An applicant may propose an alternative cooling system that is demonstrated to use less water and energy than closed loop systems which alternative cooling system must be approved by the Borough.

(6) If cooling towers are utilized, the applicant shall submit a plan for mitigating the risk of legionella.

(7) The applicant shall submit a drought response plan to demonstrate compliance with state, water supplier and local drought declaration requirements.

H. Wastewater Disposal.

(1) A Data Center shall be connected to public sewer.

(2) The applicant shall submit an analysis of wastewater disposal needs with the conditional use application which indicates the quantity of wastewater generation expected from sewage and water discharge as part of the Data

Center's HVAC system.

(3) Any untreated discharge of wastewater generated at the Data Center may not be discharged to stormwater systems or surface waters.

(4) The applicant shall submit documentation certified by the public sewer provider that the provider can support the conveyance and treatment needed.

I. Power Generation Facilities.

(1) Any energy generation system designed or used to supply power directly to a Data Center during normal operations, including solar, wind, fossil fuel, or nuclear energy generating systems, shall not be considered part of the Data Center use but shall be subject to existing municipal or utility regulations. Such systems shall be considered a separate principal use and shall be approved according to all applicable state and federal regulations along with municipal zoning regulations applicable to such use. The applicant shall select, design and locate the energy generation systems to limit noise, emissions, and visual impacts to adjacent and nearby uses as much as possible. Data center principal buildings shall be located between energy generation systems and residential districts or any other sensitive receptors.

Commented [KC2]: There are no existing regs for a private utility. May need to adopt some.

(2) Electric Utility Substations on the same property as the Data Center they serve must be located on the side or rear of a Data Center principal building so they are screened from public view and shall not be located in a required front yard. On-site substations do not require a buffer or screening between the Data Center Principal Building and the substation.

(3) Data Center electric utility substations visible from an arterial roadway must include a combination of year-round opaque landscaping and screening walls to minimize visual impact.

(4) Burying power lines serving the property is strongly encouraged. On-site power lines of 34.5 kV and below must be buried.

(5) Substations abutting a district boundary other than industrial and/or a parcel containing a sensitive receptor shall be set back a minimum of 800 feet from the property line. If abutting another industrial-zoned parcel and use, substations shall meet the requirements for accessory uses in the underlying zoning district.

(6) The Data Center electric utility substation shall be subject to applicable zoning district setback requirements. Setbacks shall be measured from the edge of the enclosure containing the substation to the property boundary of the lot it occupies.

J. Emergency management.

(1) The applicant shall submit an emergency response plan (ERP) with the conditional use application prepared by a qualified professional. The ERP shall:

(a) Be reviewed and accepted by the local fire department, emergency management services and Borough emergency management coordinator as part of the conditional use process.

(b) Include detailed procedures for fire suppression, containment, ventilation, and evacuation.

(c) Include an evaluation of the access roads and hydrant locations within the site to ensure suitable access for emergency equipment within the site.

(d) Ensure that all first responders receive adequate training specific to the installed system.

(e) Include provisions for annual fire safety inspections demonstrating compliance with fire safety standards to be performed by a qualified professional on behalf of the Data Center.

(2) Costs incurred, including specialized training for fire and EMS personnel, shall be reimbursed by the applicant, including future ongoing training specific to the Data Center's ERP.

(3) Any Data Center proposing battery storage or any other device or group of devices capable of storing energy in order to supply electrical energy at a later time, whether the energy is stored for use on-site or off-site, shall demonstrate compliance with National Fire Protection Association (NFPA) Standard 855, Installation of Stationary Energy Storage Systems, or an equivalent nationally recognized standard and must include fire suppression systems designed specifically for battery storage.

(4) No Data Center shall be approved unless the applicant demonstrates that procedures for fire suppression, containment, ventilation, and evacuation are sufficiently protective of public health, safety and welfare.

(5) Each Data Center shall provide 24-hour emergency contact signage that is visible at the main entrance. Such signage shall include the company name (if applicable), the owner/representative's name, the telephone number, and the corresponding local power company's name and telephone number.

(6) The applicant shall coordinate with the municipal emergency management coordinator to ensure there is adequate radio coverage for emergency responders within all on-site buildings and facilities, based upon existing coverage levels of the municipal public safety radio communications system

exterior to on-site buildings. The applicant shall install enhancement systems, as needed, to achieve compliance.

K. Construction Plans. Applicant shall coordinate with the Borough and develop a construction plan which shall be adhered to by all vehicles and equipment involved in the construction of the Data Center including construction deliveries, equipment and contractors, to minimize disruption to the traffic in the vicinity of the subject property. This plan shall include appropriate times and locations for access by construction vehicles and anticipated delivery of large equipment. This construction plan shall be approved by the Borough as part of final land development plan approval. The Borough shall have the authority to require more detailed information be added to the plans as well as consistent updates as the project progresses.

L. Electronic Waste. An Electronic Waste Plan shall be submitted with the conditional use application outlining procedures for safe removal and recycling and/or disposal of server infrastructure, hazardous materials, batteries, electronic waste, and related products that meet all state and federal requirements, which will apply in cases when the equipment within the data center is updated or decommissioned. The report shall be subject to review and approval by the Borough.

M. Decommissioning.

a. The applicant shall submit with the conditional use application a decommissioning plan prepared by a qualified professional. The plan shall outline the procedures for safe shutdown, removal of equipment, disposal or recycling of materials, and site restoration.

b. The owner of the Data Center must submit a notification of closure if operations are permanently ceased.

c. Decommissioning must begin within one year of cessation of Data Center operations, or upon notice of abandonment by the operator, whichever occurs first. Decommissioning shall be completed within 18 months thereafter, unless extended by the Borough for good cause.

d. Standards for Decommissioning.

(a) All above-ground structures, equipment, and accessory facilities shall be removed.

(b) Hazardous materials, including batteries, fuel, or refrigerants, shall be disposed of in compliance with state and federal law.

(c) Disturbed soils shall be stabilized and re-vegetated.

(d) Any utility connections shall be safely disconnected and capped

(e) The site shall be restored to a condition compatible with surrounding land uses or consistent with the most restrictive adjacent zoning district.

e. The Borough may require financial security (with related agreements) to be posted to cover the full cost of decommissioning and site restoration if not done in a timely fashion by the operator/owner of the Data Center."

SECTION 5. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 6. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 7. 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

DATE APPLICATION RECEIVED: 04/13/2026

APPLICATION NUMBER: 2026-08

PROPERTY ADDRESS: 123 EAST GAY STREET, WEST CHESTER, PA 19380

APPLICANT'S EMAIL: BRAD@GIRESIDESIGN.COM

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):
   - ☐ Section #1 – Sign
   - ☐ Section #2 – Canopy or Awning
   - ☐ Section #3 – Repair, replacement or alteration from original
   - ☐ *(please supply photos or elevations of original)*
   - ☒ *Section #4 – Addition*
   - ☐ *(supply architectural elevations and site drawings, as well as photos of the existing structure)*
   - ☐ *Section #5 – New Construction*
   - ☐ *(supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)*
   - ☐ *Section #6 - Demolition*

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:
   - ☐ Color or B/W Sketches
   - ☐ Old or Historic Photographs
   - ☐ Plot or Site Plans
   - ☒ Architectural Elevations
   - ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): BRAD GIRESI - GIRESI DESIGN, LLC

Applicant's Signature: Brad A Gi Date: 4/13/26

Owner's Name (print): WC MARKET STREET DEVELOPMENT CO, LLC

Owner's Signature: Date: 4/13/26

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness ***before*** you begin your project

DATE APPLICATION RECEIVED: 04/13/2026

APPLICATION NUMBER: 2026-08

SECTION #4 – ADDITIONS

Instructions: Include one application per addition. Provide clear photographs showing the location of each proposed addition. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: _____

Applicant's name: BRAD GIRESI - GIRESI DESIGN, LLC

Applicant's address: 1379 DILWORTHTOWN CROSSING, SUITE 209, WEST CHESTER, PA 19382

Applicant's phone number: 484-301-0551

Owner's name: WC MARKET STREET DEVELOPMENT CO, LLC

Owner's address: P.O. BOX 883, WEST CHESTER, PA 19381

Owner's telephone number: 610-696-0953

1) Addition Location: ____Front Facade ____Left of front ____Right of front ____

   X Back Facade ____Other (specify) _____

2) Footprint dimensions: 7'x16'

3) Number of stories? EXISTING: 3; PROPOSED ADDITION: 1

4) When was your building built? 1880 (ORIGINAL)

5) Architectural Style? _____ Architect/Builder (if known): _____

6) Window style and materials? VINYL-CLAD WOOD
   Do they match/contrast with the rest of the building? MATCH

7) Roof style and material? STANDING SEAM METAL
   Do they match/contrast with the rest of the building? CONTRAST

8) Wall and sliding materials ? STUCCO
   Do they match/contrast with the rest of the building? CONTRAST

9) Are you using any historic materials? If so, what and how?
   NO

10) Why are you building this addition?
   INCREASED INTERIOR SPACE

Application Numbers: 2026-08

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 123 E. Gay Street

1) ***Date of HARB Review:*** *April 23, 2026*
2) ***Applicant's Proposal:*** *Rear Addition*
3) ***Findings:***

Note: The HARB preliminarily reviewed this project with the applicant at the March 26, 2026 HARB meeting. The project design was subsequently revised to reflect the HARB's previous review comments and formally submitted for review at the April 26, 2026 HARB meeting. HARB reviewed the project as documented below.

Brad Giresi, the applicant and project designer, was present to represent the application and described the project's scope as follows:

- *The project consists of a new 7-foot x 16-foot, one-story, rear entrance addition. It was noted the addition is in a concealed parking area off the rear alley and is largely hidden from public view by adjacent buildings.*
- *The exterior walls of the new addition will have a stucco finish to match the building's original main section.*
- *The proposed windows will be vinyl clad wood, double-hung units to match the building's existing adjacent windows.*
- *The new rear entrance door will be a fiberglass unit.*
- *The new roof is a low-slope painted standing seam metal system, with painted metal trim.*
- *An existing exterior metal fire escape stair from the second floor will be removed; the exterior second-floor door will be converted to a window.*
- *A new concrete rear sidewalk and entrance steps will be installed. The railing will be painted aluminum with a traditional-style profile and no balusters.*

The HARB reviewed the application in detail and provided the following comments:

- *The HARB members agreed the project as submitted incorporates the comments provided at HARB's March 26, 2026 informal review session.*
- *The HARB agreed the new addition is largely hidden from views from any public Street or Alley. This exempts the project from some of HARB's typical finish material requirements.*

4) ***Recommendations from HARB:***

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-08 as submitted.

Application Numbers: 2026-08

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

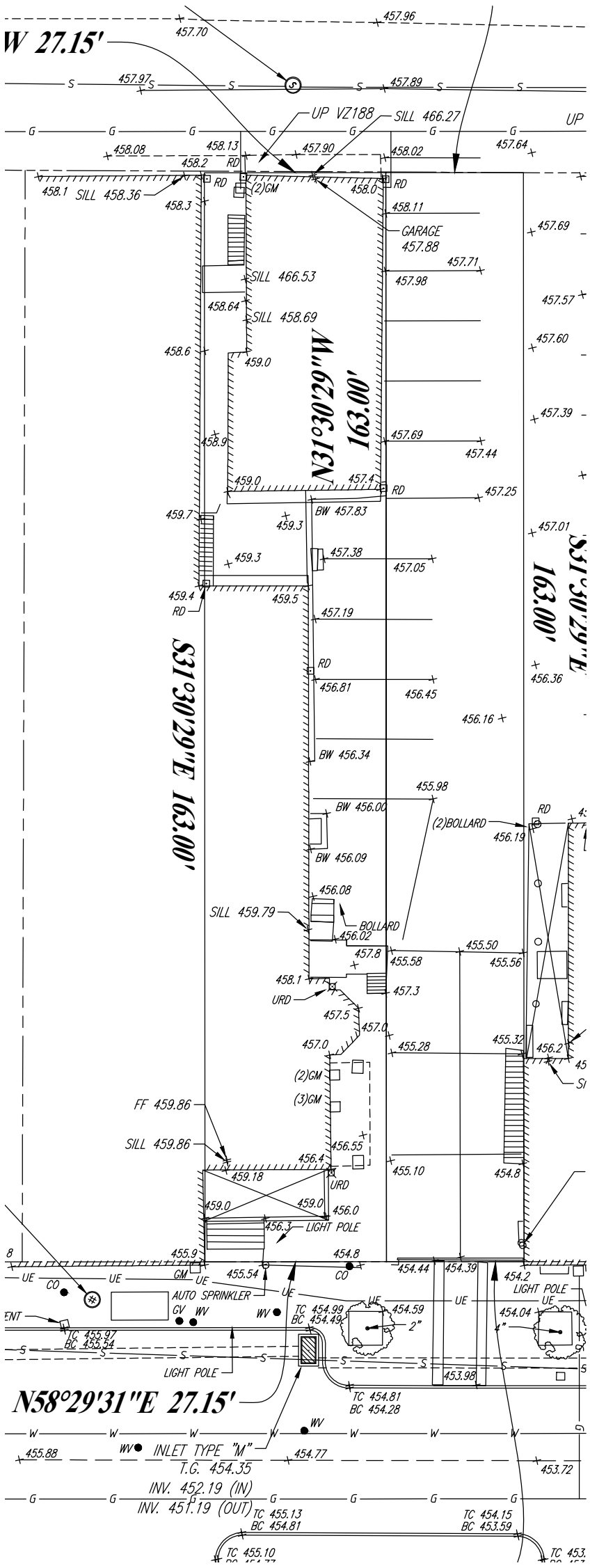
PROJECT ADDRESS: 123 E. Gay Street

5) Borough Council's Action and Date

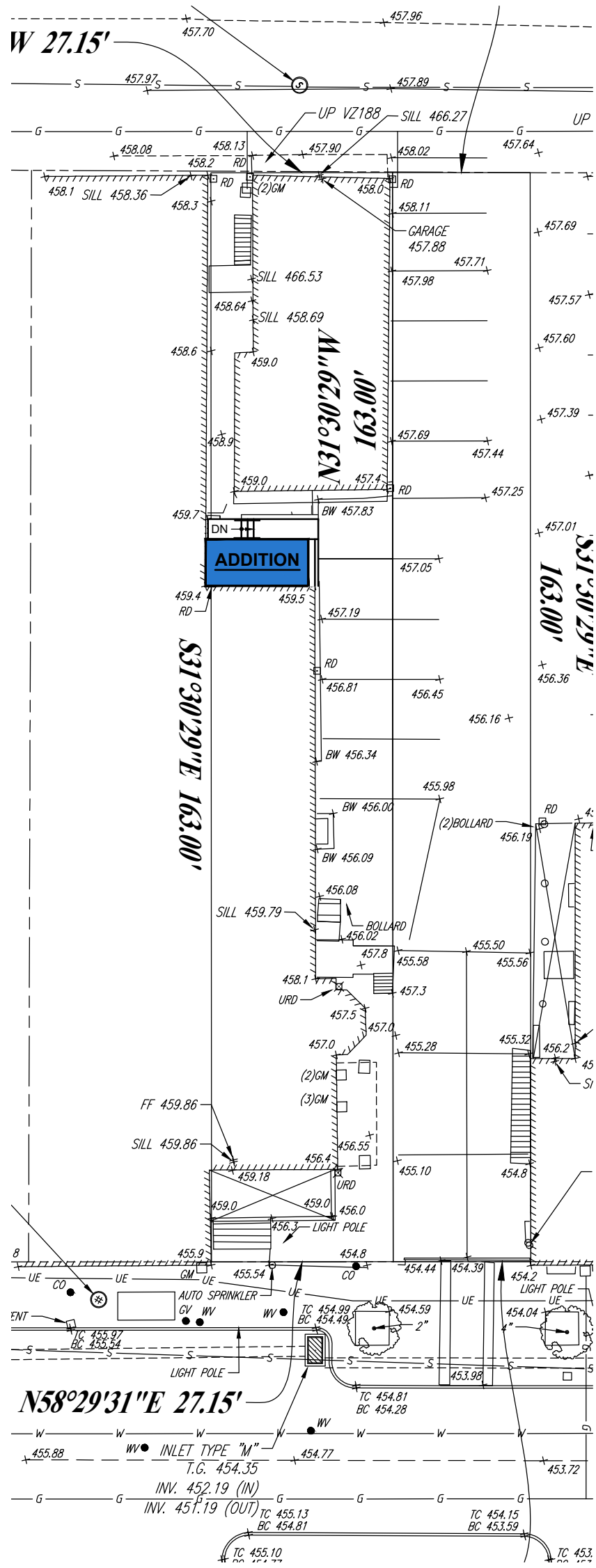
- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

Date of Action Taken: _____ , 2026

Borough Manager's Signature:



1 **SITE PLAN (EXISTING)**
SCALE: 1"=20'



2 **SITE PLAN (PROPOSED)**
SCALE: 1"=20'

giresidesign
Giresi Design, LLC
1379 Dilworthtown Crossing, Suite 209
West Chester, PA 19382

These drawings are for review only and shall not be used to obtain permits or for construction. All drawings and written material appearing herein constitute original and unpublished work of Giresi Design LLC and may not be used or disclosed without prior written consent of Giresi Design, LLC. © Giresi Design, LLC

ADDITIONS & ALTERATIONS TO
123 EAST GAY STREET
123 EAST GAY STREET
WEST CHESTER, PA 19380

HARB SUBMISSION

13 APRIL 2026

1 **SIDE [EAST] ELEVATION (EXISTING)**
SCALE: 1/4"=1'-0"

HARB SUBMISSION
13 APRIL 2026

ADDITIONS & ALTERATIONS TO
123 EAST GAY STREET
123 EAST GAY STREET
WEST CHESTER, PA 19380

giresidesign
Giresi Design, LLC
1379 Dilworthtown Crossing, Suite 209
West Chester, PA 19382

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1 **SIDE [EAST] ELEVATION (PROPOSED)**
SCALE: 1/4"=1'-0"

HARB SUBMISSION
13 APRIL 2026

ADDITIONS & ALTERATIONS TO
123 EAST GAY STREET
123 EAST GAY STREET
WEST CHESTER, PA 19380

giresidesign
Giresi Design, LLC
1379 Dilworthtown Crossing, Suite 209
West Chester, PA 19382

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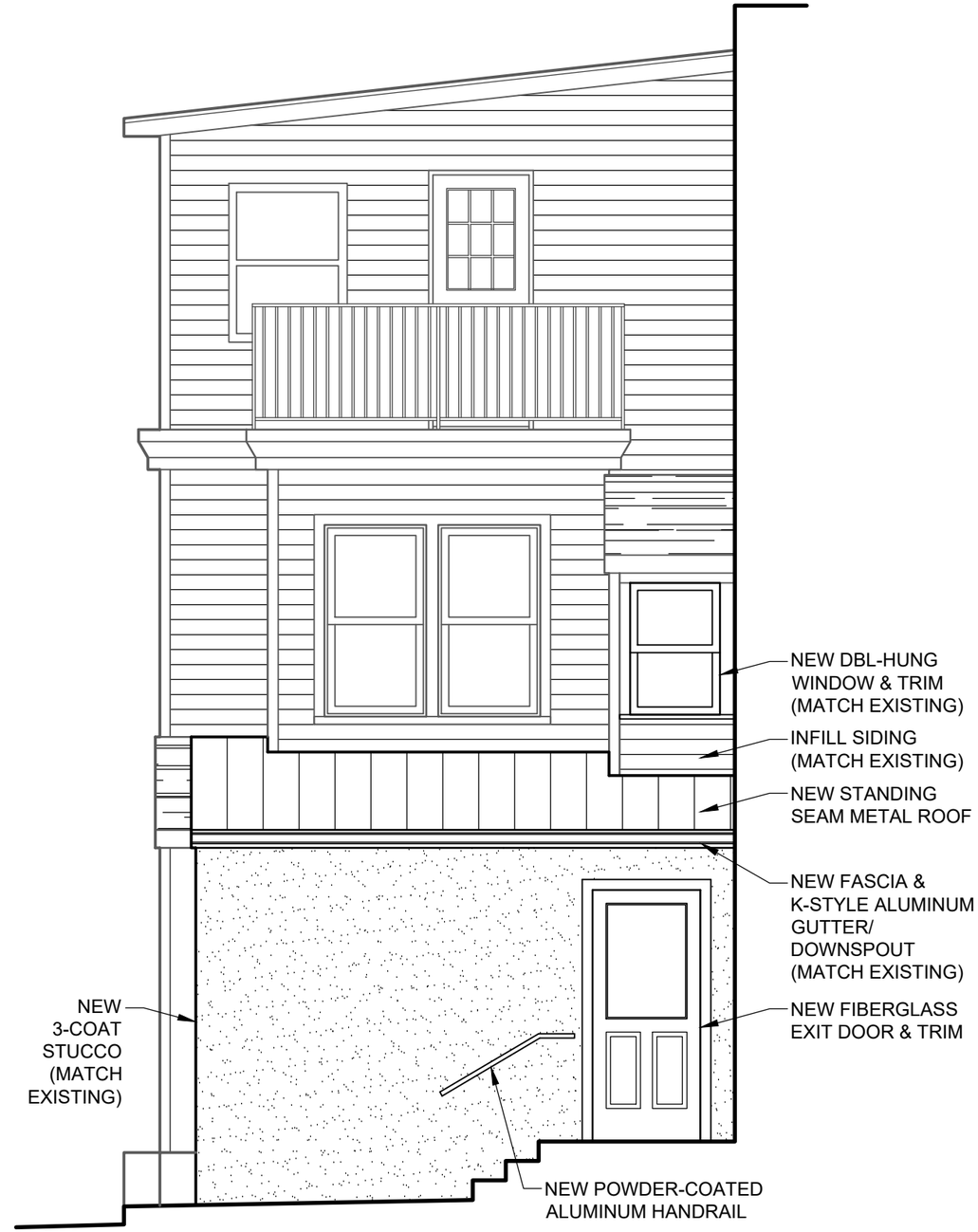
1 **REAR [NORTH] ELEVATION (EXISTING)**
SCALE: 1/4"=1'-0"



2 **REAR [NORTH] ELEVATION (PROPOSED)**
SCALE: 1/4"=1'-0"

HARB SUBMISSION
13 APRIL 2026

ADDITIONS & ALTERATIONS TO
123 EAST GAY STREET
123 EAST GAY STREET
WEST CHESTER, PA 19380

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ADDITIONS & ALTERATIONS TO
123 EAST GAY STREET
123 EAST GAY STREET
WEST CHESTER, PA 19380

HARB SUBMISSION

13 APRIL 2026

Project Name: Cannon Pavilion at CCHC

Add Note

Project Description: To provide a roof cover and exhibit space for historic cannon.

Permit Number:	COA-26-0003	Applicant:	Quigley, Carol
Initial Application Number:	REFERENCE-26-0112	Primary Contact:	Quigley, Carol
Permit Type:	CERTIFICATE OF APPROPRIATENESS- NEW CONSTRUCTION	Primary Contractor:	
Status:*	COMPLETENESS REVIEW	Last Activity:	01/21/2026 08:42
Process State:	Pending	Last Inspection Date:	
Parent Permit:		Initiated:	01/21/2026
Assigned To:	User	Submitted:*	01/21/2026 — Application is 1 day old
Fast Track:	☐	Completed:	3 of 3 submittals received, 0 of 3 submittals accepted.
Applied for Online:	☑	Approved:	0 of 3 (0%) steps approved.
		Ready:	$0.00 paid (100%), $0.00 due.
		Issued:	
		Finaled:	No inspections.
		Closed:	$0.00 deferred fees due.
		Expires:	07/20/2026 — Exp Override: ☐

Site Address

Site Address: 225 N HIGH ST — Verify Address and Coordinates

Site City: WEST CHESTER — Latitude:

State: PA — Site Zip: 19380 — Longitude:

Inspection Area:

Zone: NC-2 — Neighborhood Conservation District 2

Primary Parcel: 1-5-222

Contact

Contact | Phone Numbers | Email Addresses | Details | Secure Details | Points of Contact | Portal Accounts

Replace Photo

Contractor: No — Active: ☑

First Name: Carol — Middle Name: — Last Name: Quigley

Display Name:* Quigley, Carol

Primary Phone: (484)678-1095 — Primary Email: cquigley@patterhn-ives.com

Portal Access Code:* QGZ2H-Q1726

Mailing Address

107 South Church Street
West Chester, PA 19382

Edit Address

Physical Address

Edit Address | Copy Mailing Address

Save | Reset | Close | Delete | Audit | Convert to Contractor | Associations

APPLICATION NUMBER: 2026-04

APPLICATION DATE: 01/21/2026

Permit #: COA-26-0003 **Status:** COMPLETENESS REVIEW **Contact:** Quigley, Carol **Site Address:** 225 N HIGH ST WEST CHESTER, PA 19380

Type: CERTIFICATE OF APPROPRIATENESS- NEW CONSTRUCTION **Project Name:** Cannon Pavilion at CCHC **Contractor:**

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	New construction (Photo of adjacent stru
LOCATION OF PROJECT:*	225 N High Street
NAME OF BUSINESS:*	Chester County Historic Center
FOOTPRINT DIMENSIONS:	16'x16'
NUMBER OF STORIES:	1
HOW DOES IT MATCH CONTRAST WITH THE REST:	Brick piers to match surrounding brick conte
WHAT IS THE ARCHITECTURAL STYLE AND ARCHITECT:	Traditional
WINDOW STYLE AND MATERIALS:	NA
ROOFING:	New
WALL AND SLIDING MATERIALS:	NA
ARE YOU USING ANY HISTORICAL MATERIALS:	Yes.
IF SO, WHAT AND HOW:	Brick piers to match CCHC

Brick piers to match surrounding brick context of Town Center.

Application Numbers: 2026-04-Rev1 Final

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 225 N. High Street

1) ***Date of HARB Review:*** *April 23, 2026*
2) ***Applicant's Proposal:*** *Cannon Pavilion at the Chester County History Center*
3) ***Findings:***

Note: This project was reviewed at the January 29, 2026 HARB meeting and a preliminary Motion was made in support of the general conceptual design. The project was revised and subsequently reviewed at the February 26 and March 26 HARB meetings. At the April 23, 2026 meeting, the HARB conducted their final review of the project and recommended final approval.

The project designer, Carol Quigley, was present to represent the application and described the project's scope as follows:

- *Cannon Pavillion – The project is to construct a roofed pavilion to house a recently salvaged Revolutionary War cannon cast at the Warwick Furnace in 1776. The cannon will be located at the northeast corner of High and Chestnut Streets in front of the Chester County History Center.*
- *The cannon is positioned on a diagonal at the street corner, pointing southwest toward the center of the intersection. The cannon will be mounted on a large granite base.*
- *The metal roof structure is fabricated of COR-TEN weathering steel, supported at the three rear corners by 16-inch -square brick columns, with two slender COR-TEN square tube steel posts at the front of the pavilion. Two low brick rear walls enclose the pavilion at the north and east sides, providing a backdrop to the cannon.*
- *The rear low brick walls provide seating and have information panels mounted on them.*
- *The final April 23, 2026 design documents reflect the HARB comments from the March 26 review that proposed two potential column treatments. Drawing 2.1 illustrates full height 16-inch square columns supporting the roof structure. Drawing 2.1A illustrates 3/4 height brick columns with exposed 8-inch-tall tubular steel extensions above to support the roof.*

The HARB reviewed the application at length and provided the following comments:

- *The HARB was pleased with the final design. The pavilion was relocated back from the two adjacent sidewalks on the west and south sides.*
- *The current design to provide three substantial rear brick columns and two slender steel front columns, which enhance the cannon's visibility, was endorsed.*
- *The HARB concurred that the first design with full height brick columns is preferable to the alternate that has 8-inch-tall steel roof support extensions above the brick columns.*
- *The HARB commented that the height of the cannon appeared to be low. Raising it would make it more visible and probably more historically correct. A discussion ensued regarding the ideal height. It was determined that the cannon height should reflect the actual height if it were sitting on a gun carriage. That height is to be determined through further research.*

4*) *Recommendations from HARB:

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-04-Rev1-Final as *submitted, with the following clarifications:*

1. *The full height brick columns illustrated on Drawing 2.1 are approved. The alternate column design proposed on Drawing 2.1A is rejected.*
2. *The cannon base design shall be adjusted to elevate the cannon to a height that corresponds with the correct height when mounted on a gun carriage. The higher elevation should enhance the cannon's visibility.*

Note: Ms. Quigley recused herself from voting on this application.

Application Numbers: 2026-04-Rev1 Final

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 225 N. High Street

5) Borough Council's Action and Date

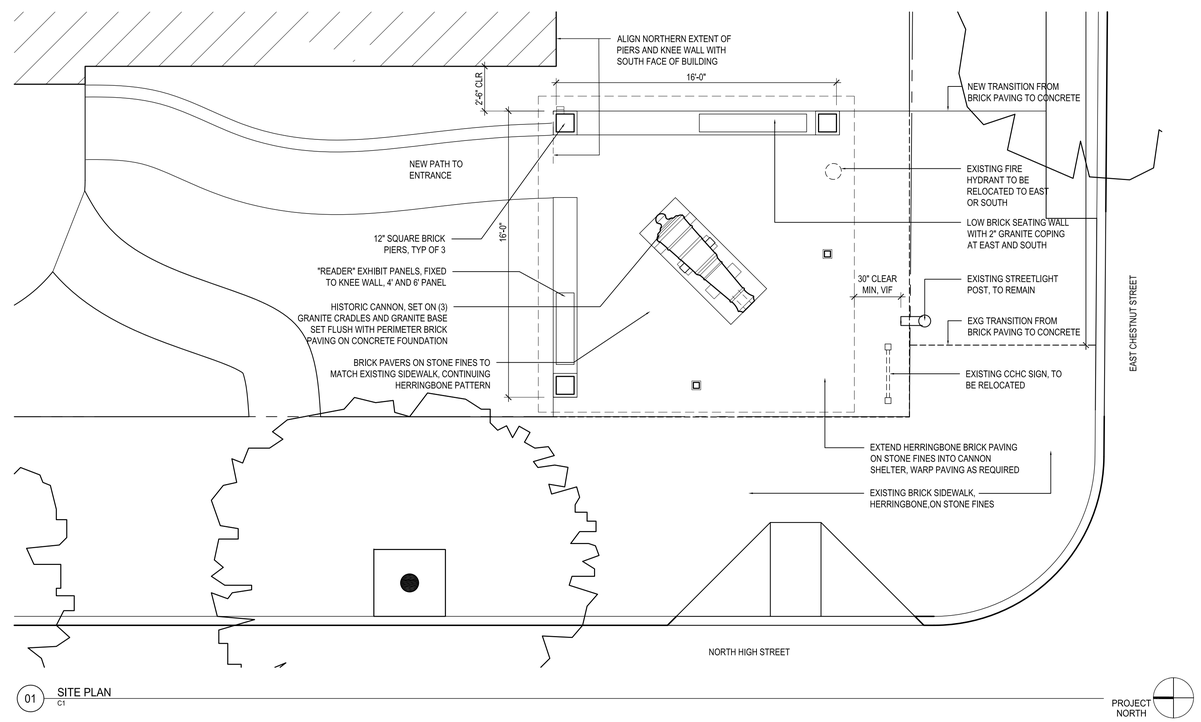
- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

Date of Action Taken: _____ , 2026

Borough Manager's Signature:

CANNON SHELTER
AT
CHESTER COUNTY HISTORY CENTER

225 North High Street
West Chester, PA 19380



01 SITE PLAN
C1

CANNON SHELTER
225 north high street
west chester pennsylvania 19380

OWNER:
CHESTER COUNTY HISTORY CENTER
225 north high street
west chester pennsylvania 19380

ARCHITECT:
patterhn ives llc
100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:
XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH
1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

COVER SHEET
SITE PLAN

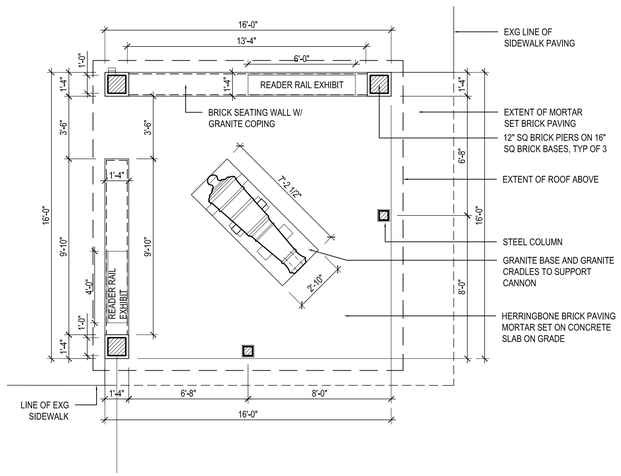
SHEET NUMBER:

C1

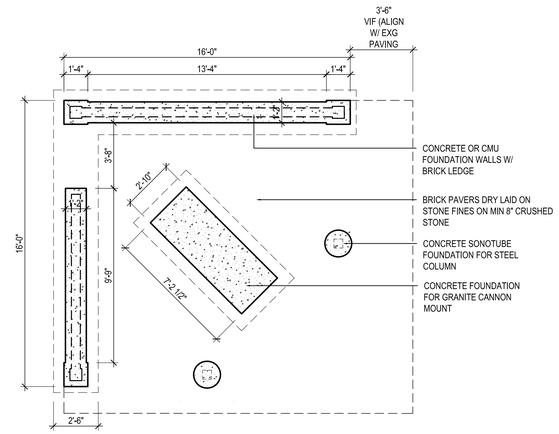
DRAWN BY:

ISSUE DATE:
X XXX 2026

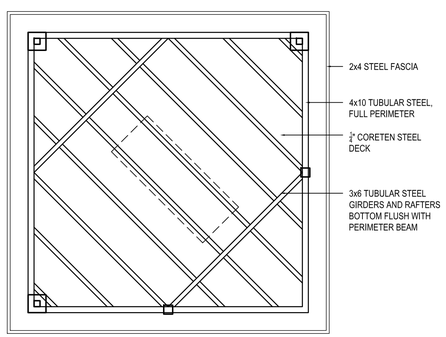
CCHC - CANNON SHELTER



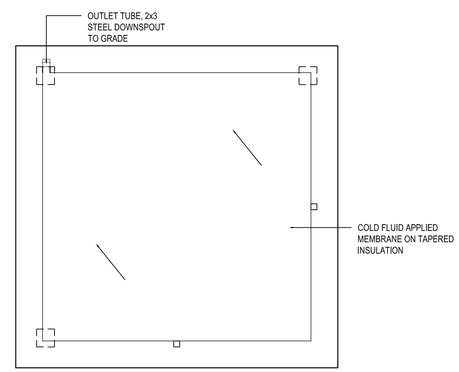
02 CANNON SHELTER - PLAN AT GRADE
A1
SCALE 0 1' 2' 4' 8'



01 CANNON SHELTER - FOUNDATION PLAN
A1
SCALE 0 1' 2' 4' 8'
PROJECT NORTH



03 CANNON SHELTER - REFLECTED CEILING PLAN
A1
SCALE 0 1' 2' 4' 8'



04 CANNON SHELTER - ROOF PLAN
A1
SCALE 0 1' 2' 4' 8'

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

PLANS

SHEET NUMBER:

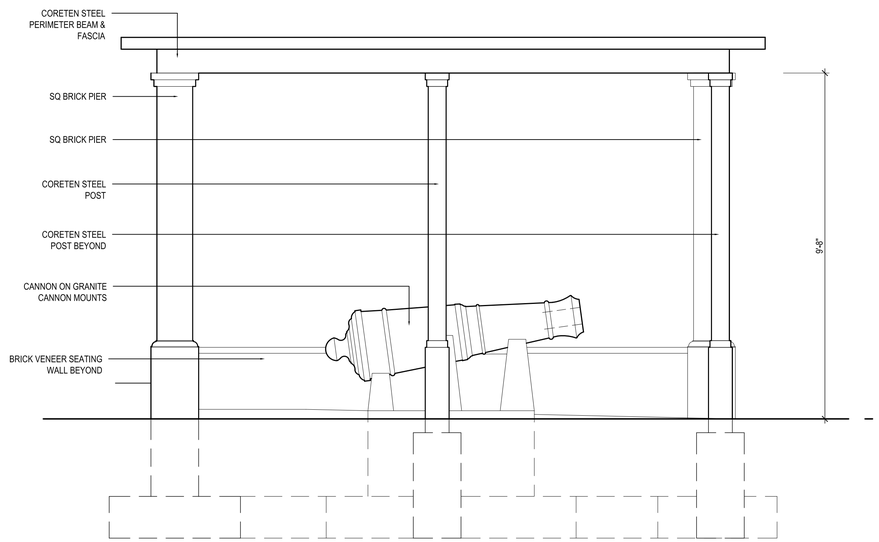
A1

DRAWN BY:

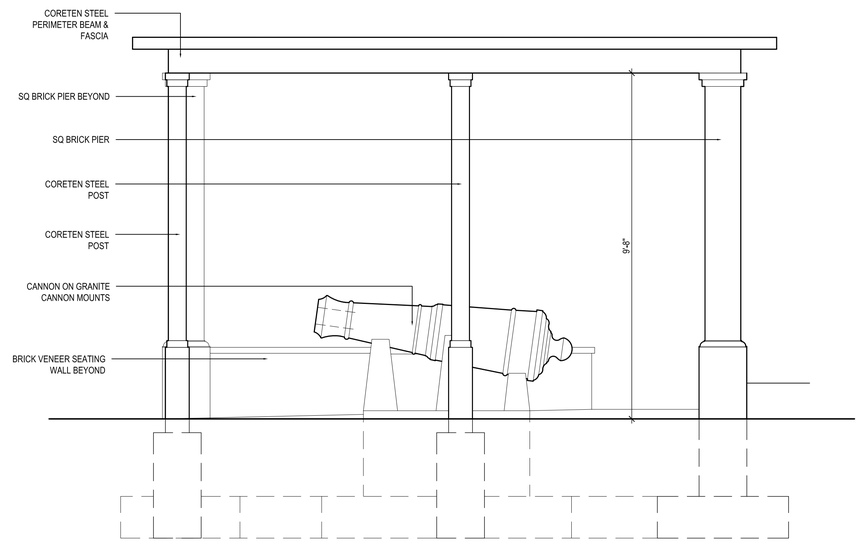
ISSUE DATE:

X XXX 2026

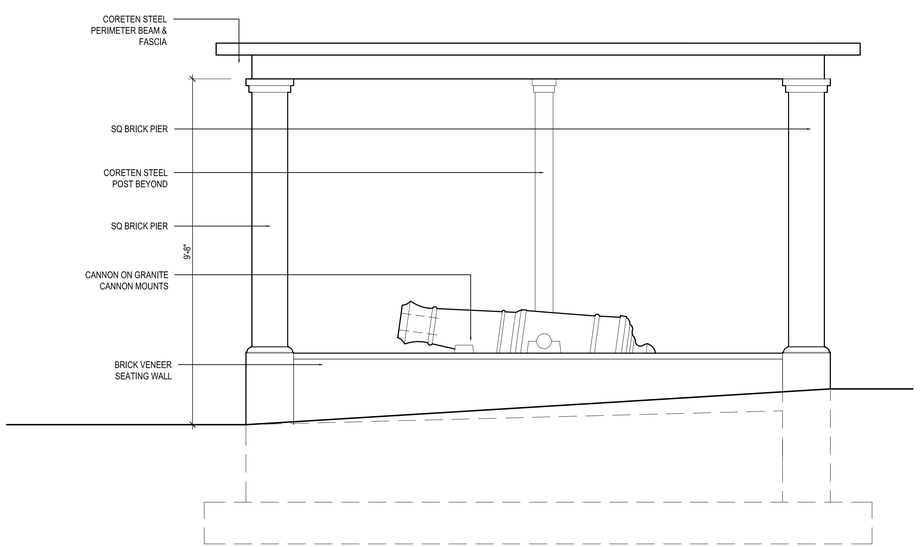
CCHC - CANNON SHELTER



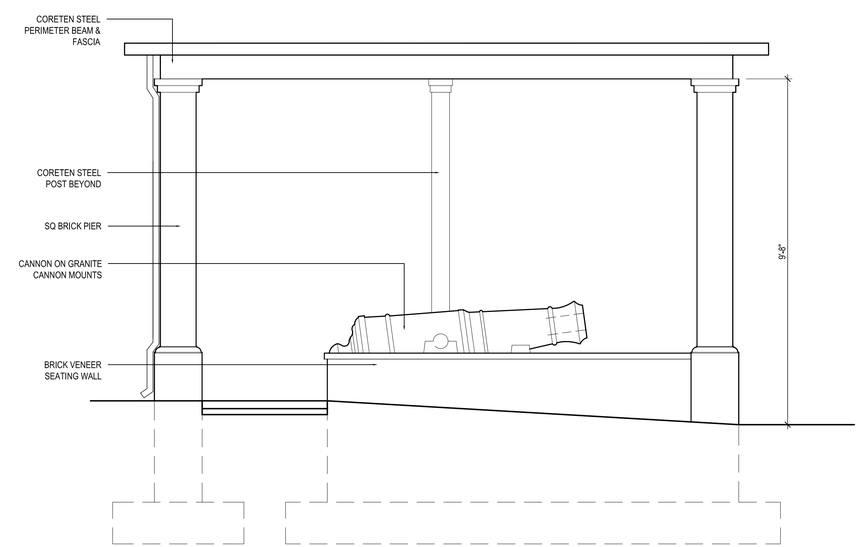
01 CANNON SHELTER - WEST ELEVATION (HIGH STREET)
A2
SCALE 0 6" 1 2' 4'



02 CANNON SHELTER - SOUTH ELEVATION (CHESTNUT STREET)
A2
SCALE 0 6" 1 2' 4'



03 CANNON SHELTER - EAST ELEVATION
A2
SCALE 0 6" 1 2' 4'



04 CANNON SHELTER - NORTH ELEVATION
A2
SCALE 0 6" 1 2' 4'

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

ELEVATIONS

SHEET NUMBER:

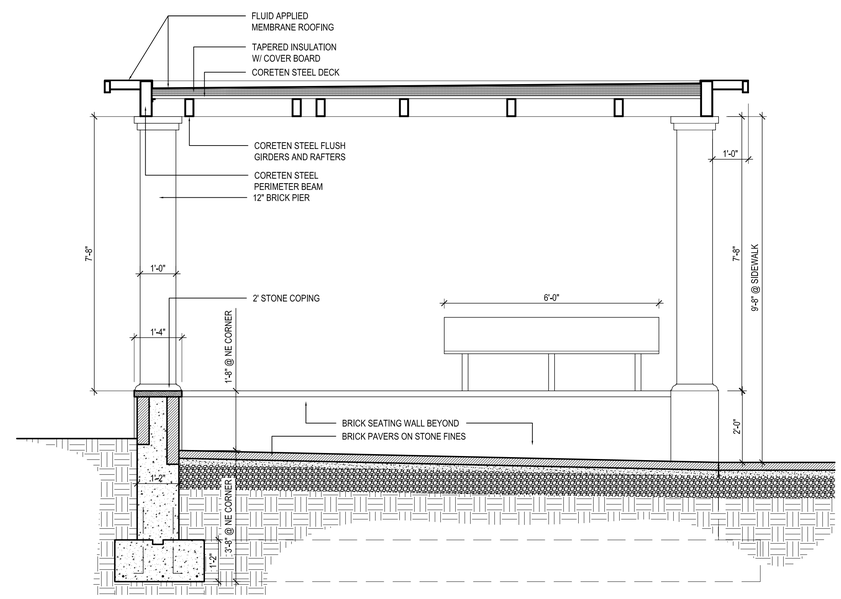
A2

DRAWN BY:

ISSUE DATE:

X XXX 2026

CCHC - CANNON SHELTER



01 CANNON SHELTER - BUILDING SECTION, LOOKING EAST
A3

SCALE 0 6" 1' 2' 4'

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT
ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

BUILDING SECTION

SHEET NUMBER:

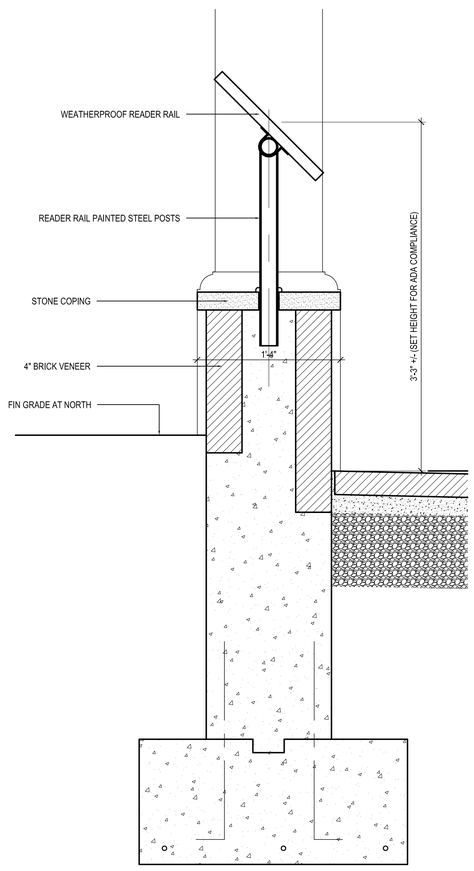
A3

DRAWN BY:

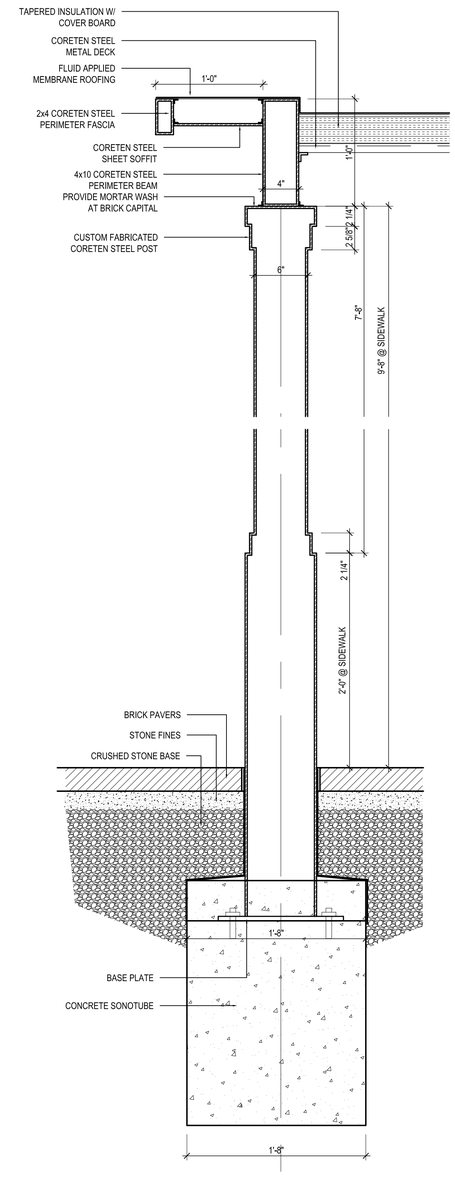
ISSUE DATE:

X XXX 2026

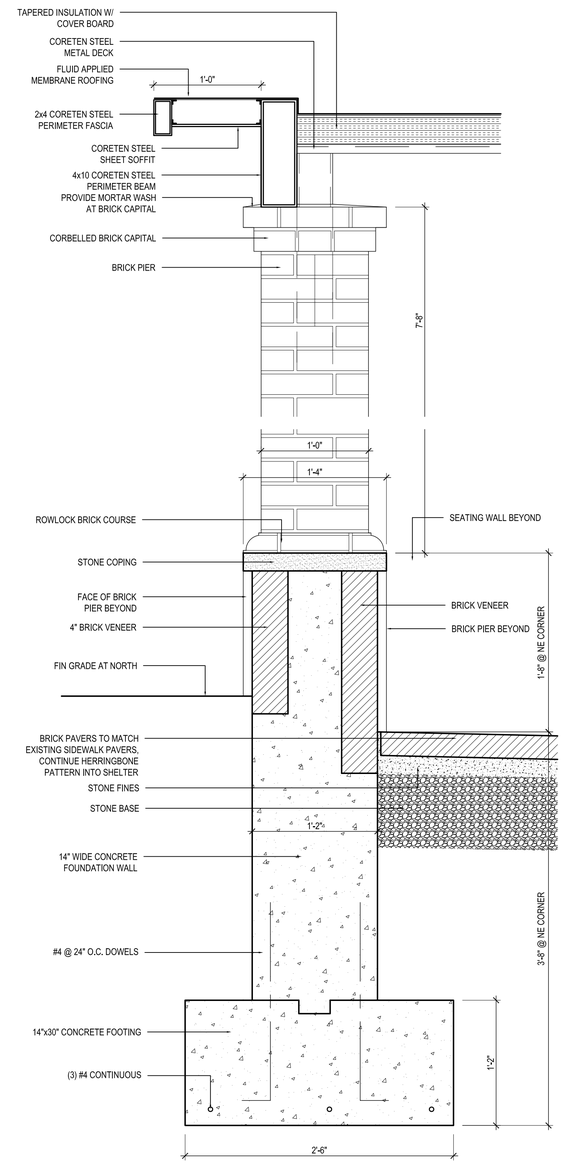
CCHC - CANNON SHELTER



03 CANNON SHELTER - SECTION DETAIL AT READER RAIL
A4
SCALE 0 3" 6" 1' 1'-6"



02 CANNON SHELTER - SECTION DETAIL AT STEEL POST
A4
SCALE 0 3" 6" 1' 1'-6"



01 CANNON SHELTER - SECTION DETAIL AT BRICK PIER
A4
SCALE 0 3" 6" 1' 1'-6"

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

SECTION DETAILS

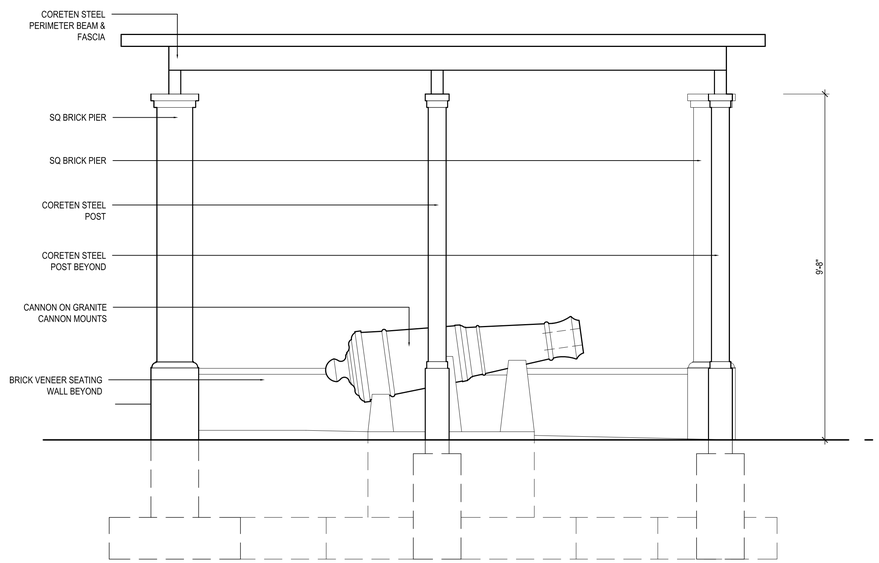
SHEET NUMBER:

A4

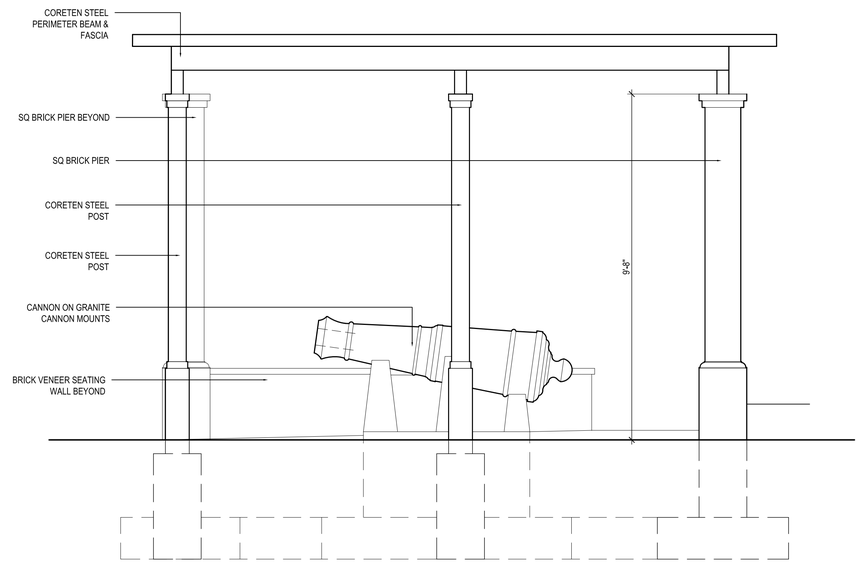
DRAWN BY:

ISSUE DATE:
X XXX 2026

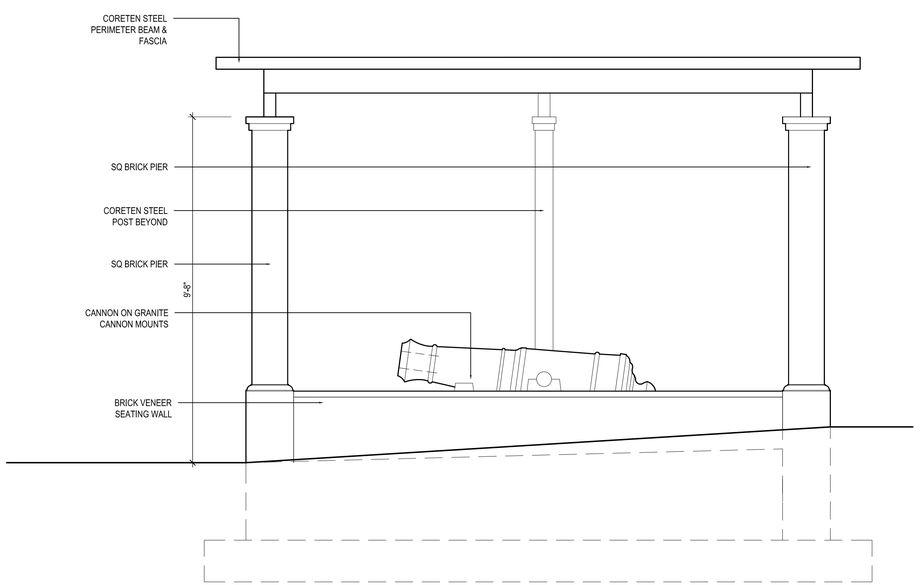
CCHC - CANNON SHELTER



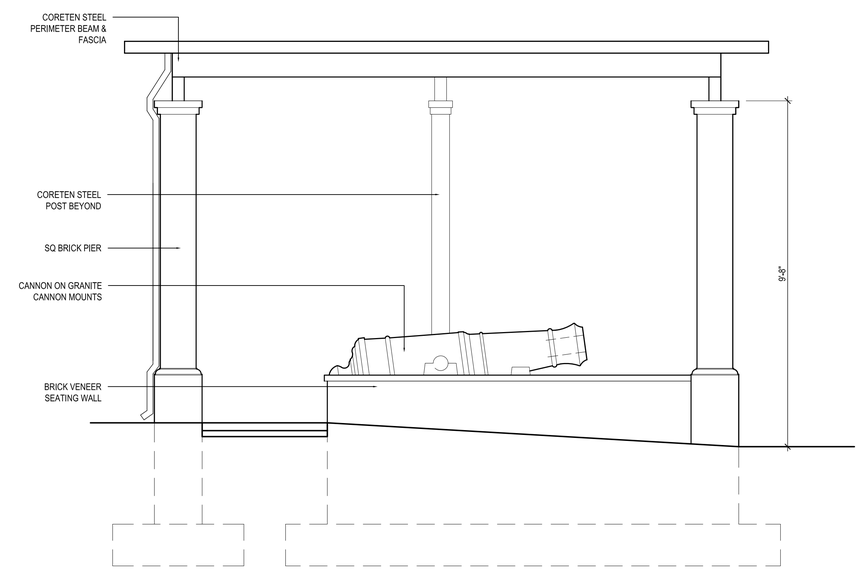
01 CANNON SHELTER - WEST ELEVATION (HIGH STREET)
A2.1
SCALE 0 6" 1 2' 4'



02 CANNON SHELTER - SOUTH ELEVATION (CHESTNUT STREET)
A2.1
SCALE 0 6" 1 2' 4'



03 CANNON SHELTER - EAST ELEVATION
A2.1
SCALE 0 6" 1 2' 4'



04 CANNON SHELTER - NORTH ELEVATION
A2.1
SCALE 0 6" 1 2' 4'

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	april 2026

SHEET TITLE:

ELEVATIONS
POST EXTENSION
TEST

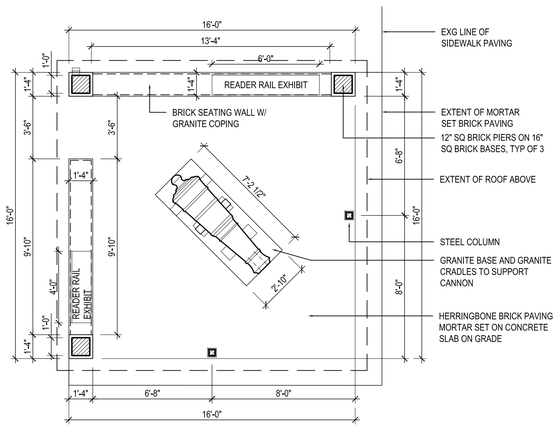
SHEET NUMBER:

A2.1

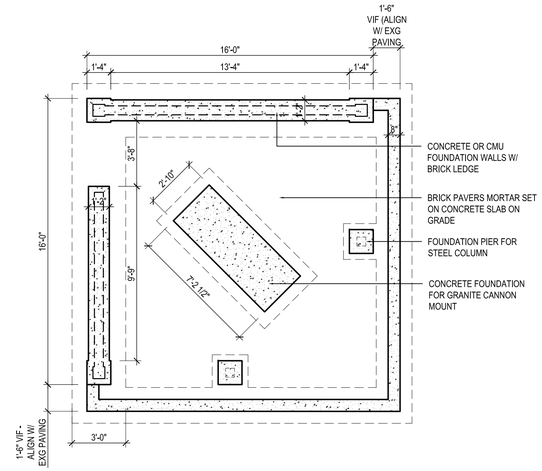
DRAWN BY:

ISSUE DATE:
X XXX 2026

CCHC - CANNON SHELTER

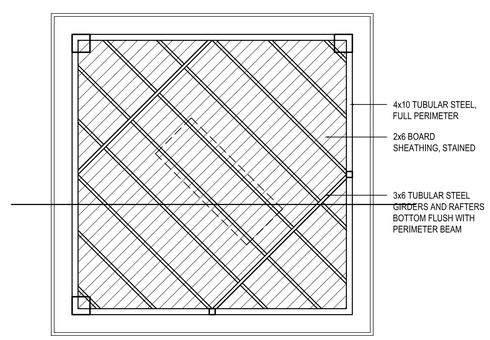


02 CANNON SHELTER - PLAN AT GRADE
A1
SCALE 0 1' 2' 4' 8'

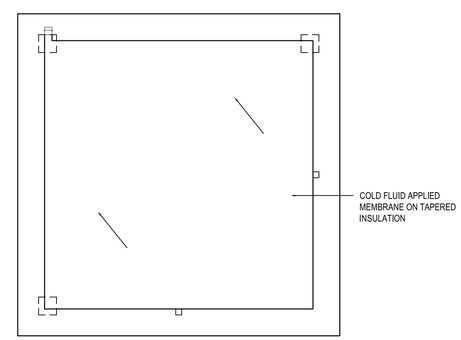


01 CANNON SHELTER - FOUNDATION PLAN
A1
SCALE 0 1' 2' 4' 8'

PROJECT NORTH



03 CANNON SHELTER - REFLECTED CEILING PLAN
A1
SCALE 0 1' 2' 4' 8'



04 CANNON SHELTER - ROOF PLAN
A1
SCALE 0 1' 2' 4' 8'

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

patterhn ives llc

100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	march 2026

SHEET TITLE:

SHEET NUMBER:

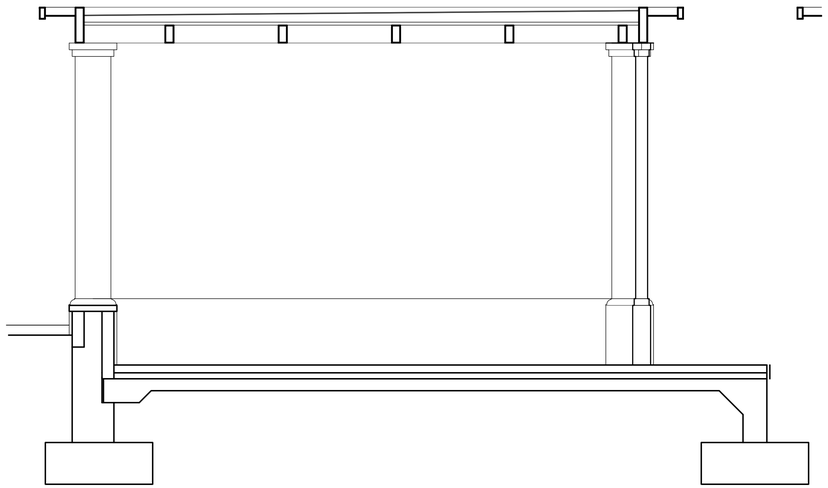
A1

DRAWN BY:

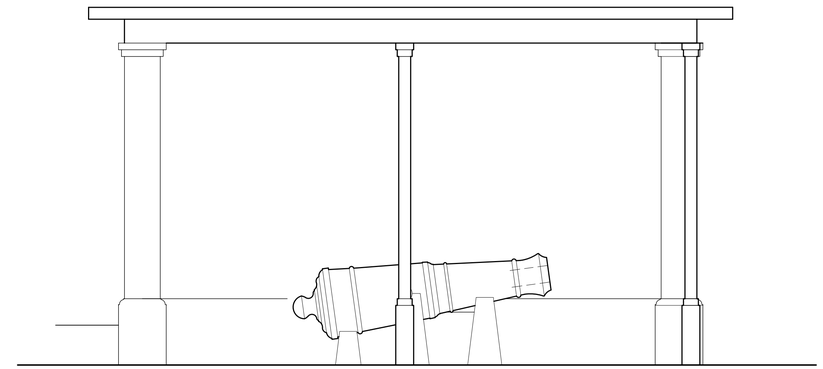
ISSUE DATE:

X XXX 2026

CCHC - CANNON SHELTER

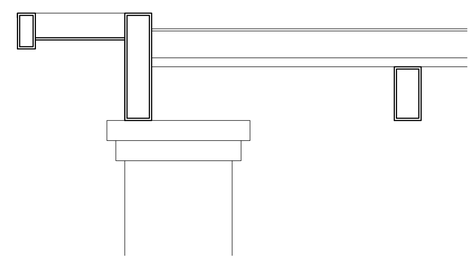


02 CANNON SHELTER - BUILDING SECTION LOOKING EAST
A2
SCALE



01 CANNON SHELTER - WEST ELEVATION
A2
SCALE 0 6" 1 2' 4'

PROJECT NORTH



03 CANNON SHELTER - EAVE DETAIL
A2
SCALE

CANNON SHELTER

225 north high street
west chester pennsylvania 19380

OWNER:

CHESTER COUNTY HISTORY CENTER

225 north high street
west chester pennsylvania 19380

ARCHITECT:

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100 south church street
west chester pennsylvania 19382
610 430 7730
www.patterhn-ives.com

API PROJECT NUMBER:

XXXXX

WHEN DRAWING IS REPRODUCED AT ORIGINAL SCALE, THIS BAR = 1 INCH

1"

PROFESSIONAL SEALS:

NOT FOR CONSTRUCTION

REVISION HISTORY:

no.	description	date
1	preliminary design	2024
2	harb review	january 2026
3	harb review	march 2026

SHEET TITLE:

SHEET NUMBER:

A2

DRAWN BY:

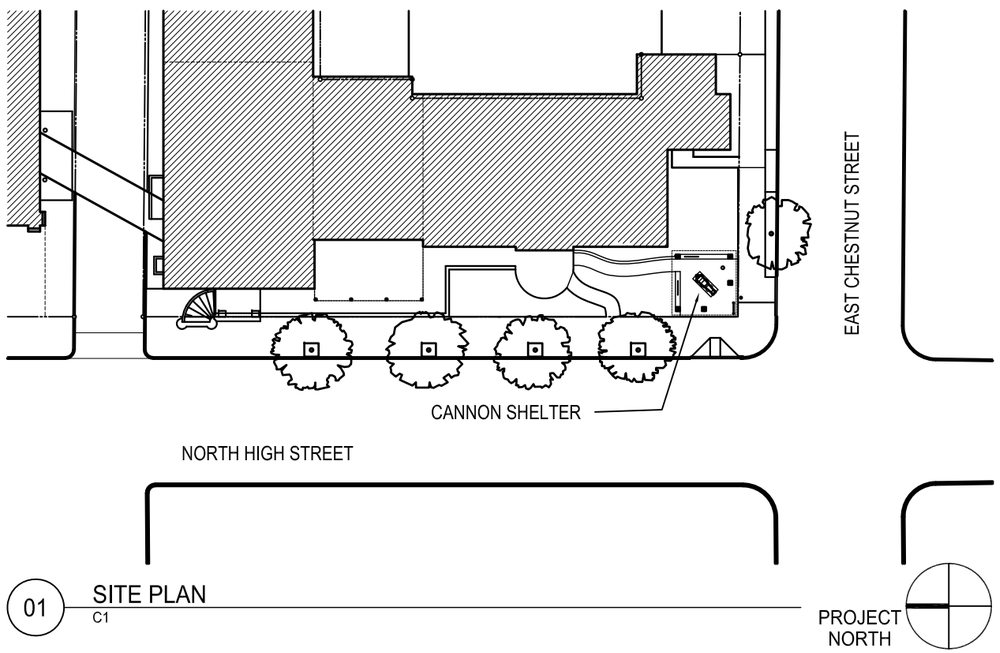
ISSUE DATE:

X XXX 2026

CCHC - CANNON SHELTER

CANNON SHELTER
AT
CHESTER COUNTY HISTORY CENTER

225 North High Street
West Chester, PA 19380



01 SITE PLAN
C1

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107 south church street
second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

C1

01 CCHC - LOOKING NORTHEAST
S1

02 CCHC - LOOKING EAST
S1

04 CCHC - LOOKING WEST - DETAIL
S1

03 CCHC - LOOKING EAST - DETAIL
S1

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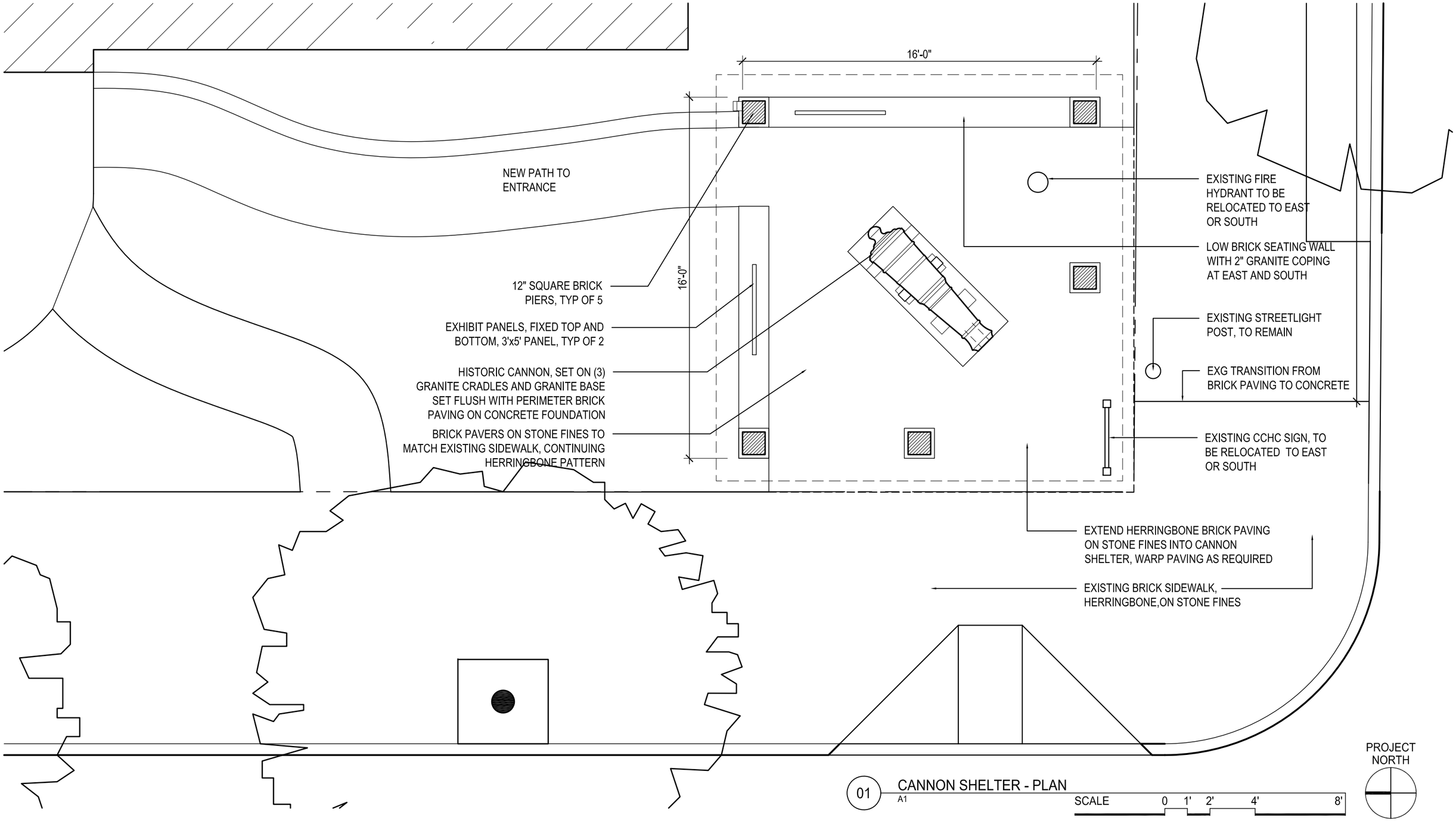
SITE CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

PROJECT NUMBERS: API 2XXX

10-21-24
S1



01 CANNON SHELTER - PLAN
A1

SCALE 0 1' 2' 4' 8'

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CANNON SHELTER PLAN

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A1

01 CANNON SHELTER - WEST ELEVATION IN CONTEXT
A2

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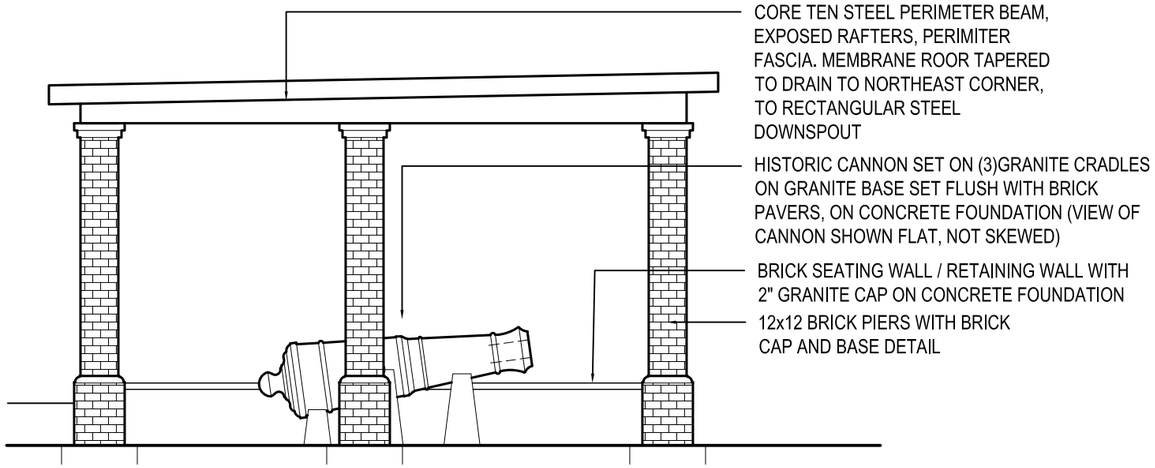
CANNON SHELTER ELEVATION - FULL CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

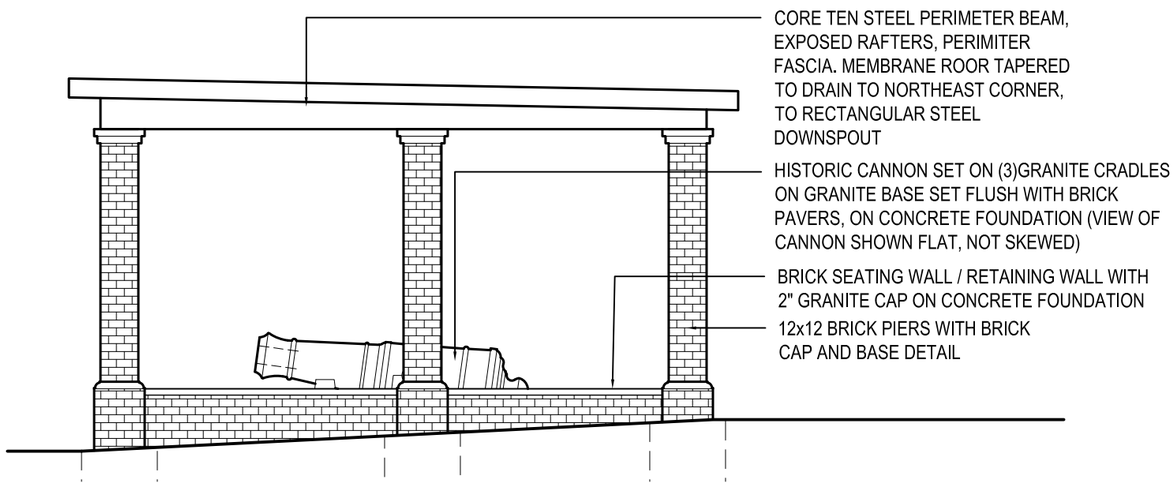
PROJECT NUMBERS: API 2XXX

A2



01 CANNON SHELTER - LOOKING EAST
A3

SCALE 0 1' 2' 4' 8'



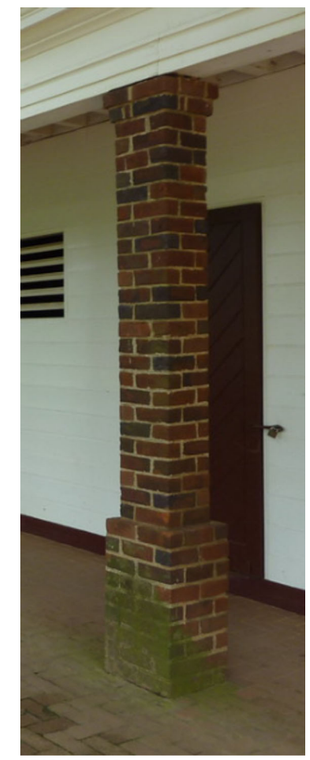
02 CANNON SHELTER - LOOKING WEST
A3

SCALE 0 1' 2' 4' 8'

BRICK COURSING

CORTEN ROOF

GRANITE COPING / CANNON BASE


BRICK PIERS

BRICK PAVING

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107 south church street
second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

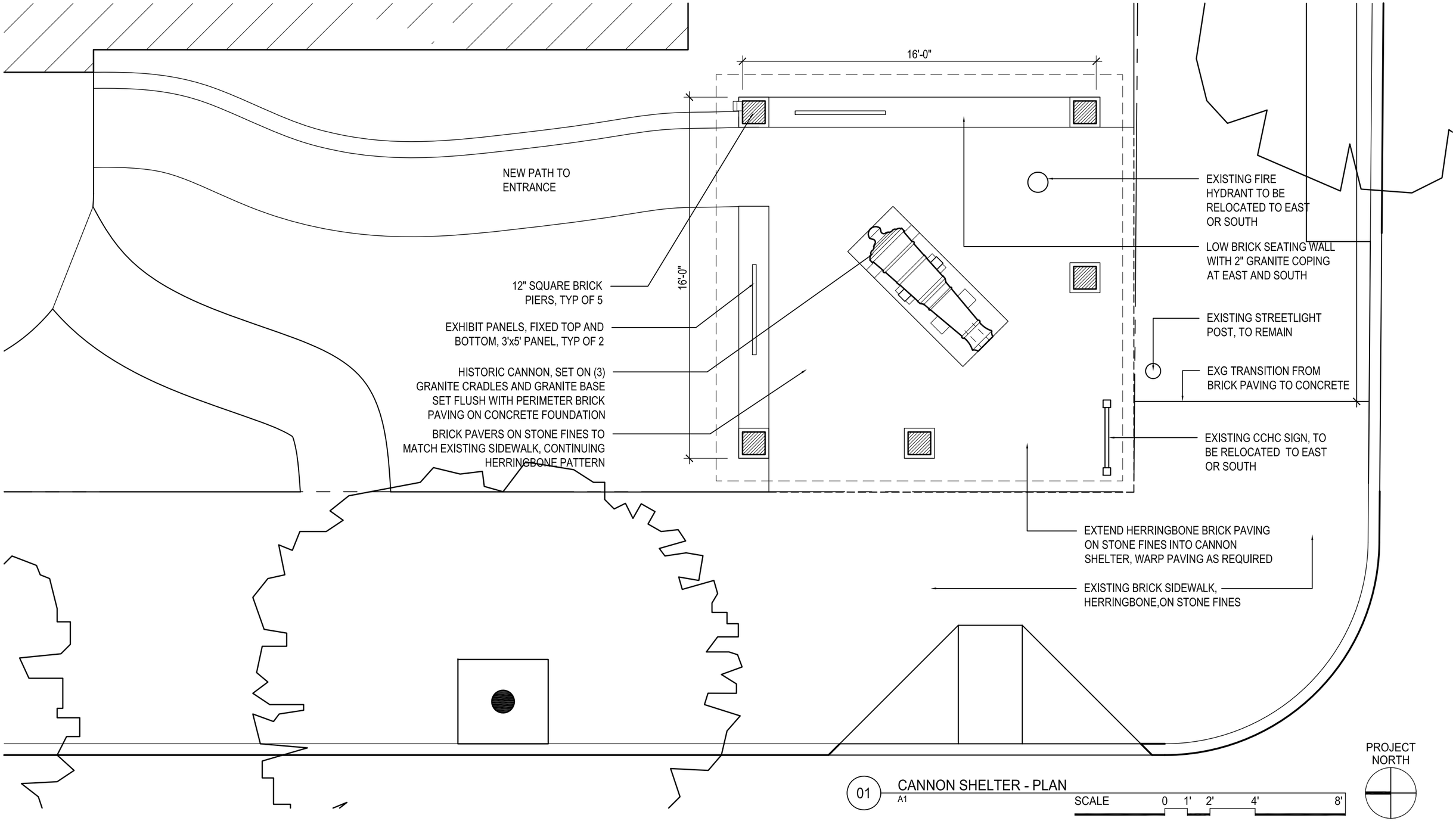
CANNON SHELTER ELEVATIONS AND MATERIALS

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A3



01 CANNON SHELTER - PLAN
A1

SCALE 0 1' 2' 4' 8'

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west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

CANNON SHELTER PLAN

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A1

01 CANNON SHELTER - WEST ELEVATION IN CONTEXT
A2

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west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

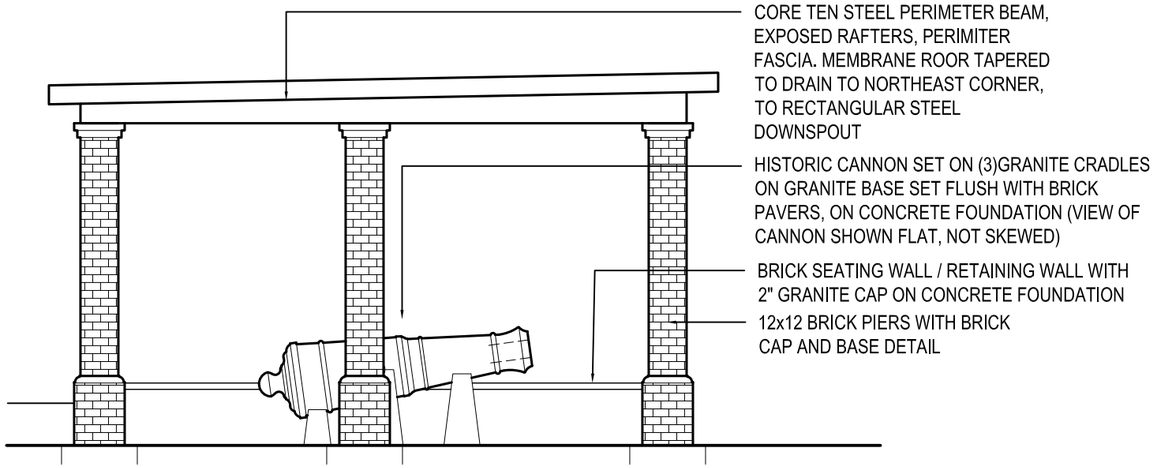
CANNON SHELTER ELEVATION - FULL CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

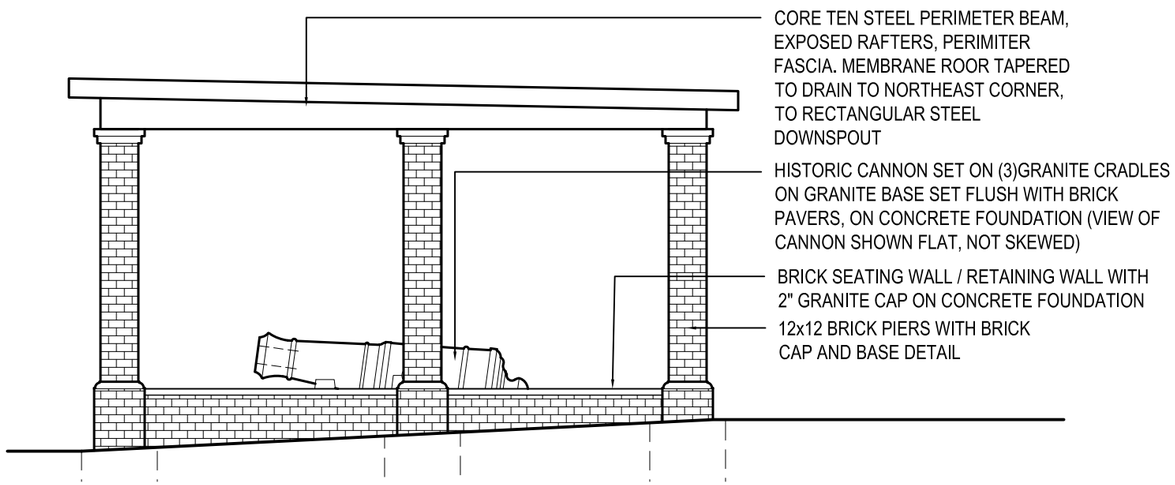
PROJECT NUMBERS: API 2XXX

A2



01 CANNON SHELTER - LOOKING EAST
A3

SCALE 0 1' 2' 4' 8'



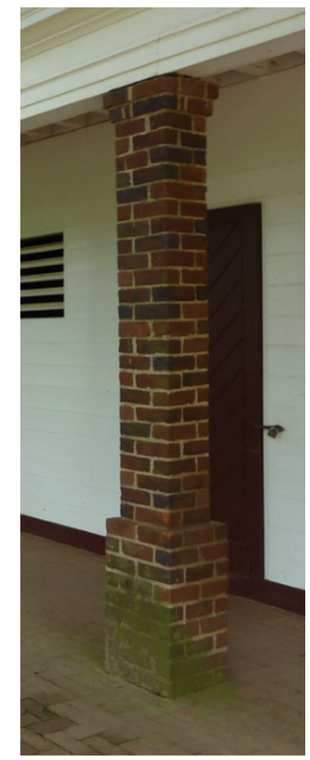
02 CANNON SHELTER - LOOKING WEST
A3

SCALE 0 1' 2' 4' 8'

BRICK COURSING

CORTEN ROOF

GRANITE COPING / CANNON BASE


BRICK PIERS

BRICK PAVING

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second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

CANNON SHELTER ELEVATIONS AND MATERIALS

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A3

HISTORY

01 CCHC - LOOKING NORTHEAST
S1

02 CCHC - LOOKING EAST
S1

04 CCHC - LOOKING WEST - DETAIL
S1

03 CCHC - LOOKING EAST - DETAIL
S1

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west chester pa 19382
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cquigley@patterhn-ives.com

SITE CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

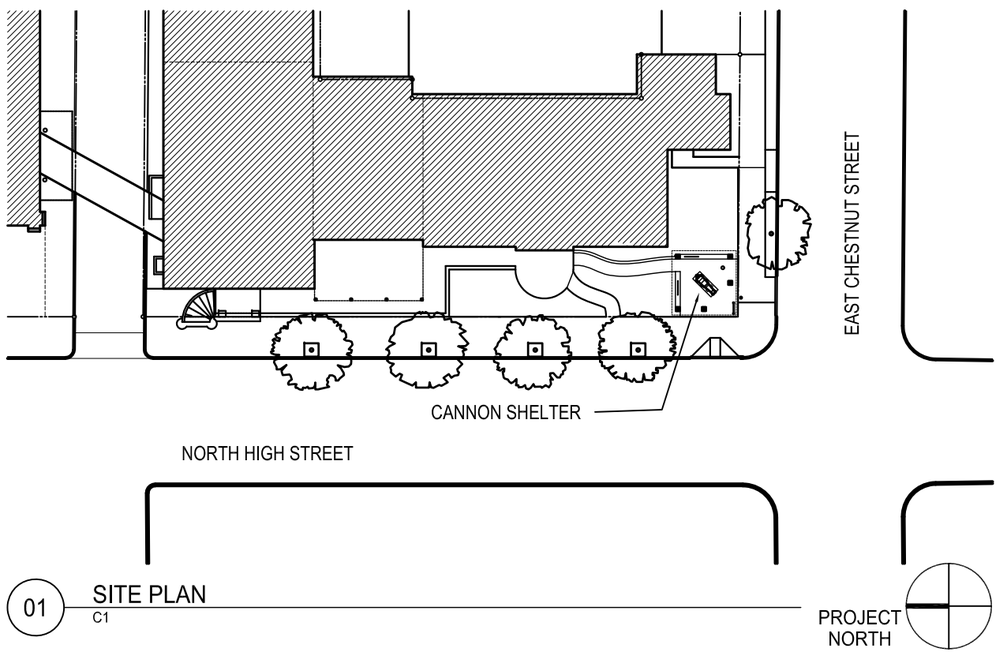
10-21-24

PROJECT NUMBERS: API 2XXX

S1

CANNON SHELTER
AT
CHESTER COUNTY HISTORY CENTER

225 North High Street
West Chester, PA 19380



01 SITE PLAN
C1

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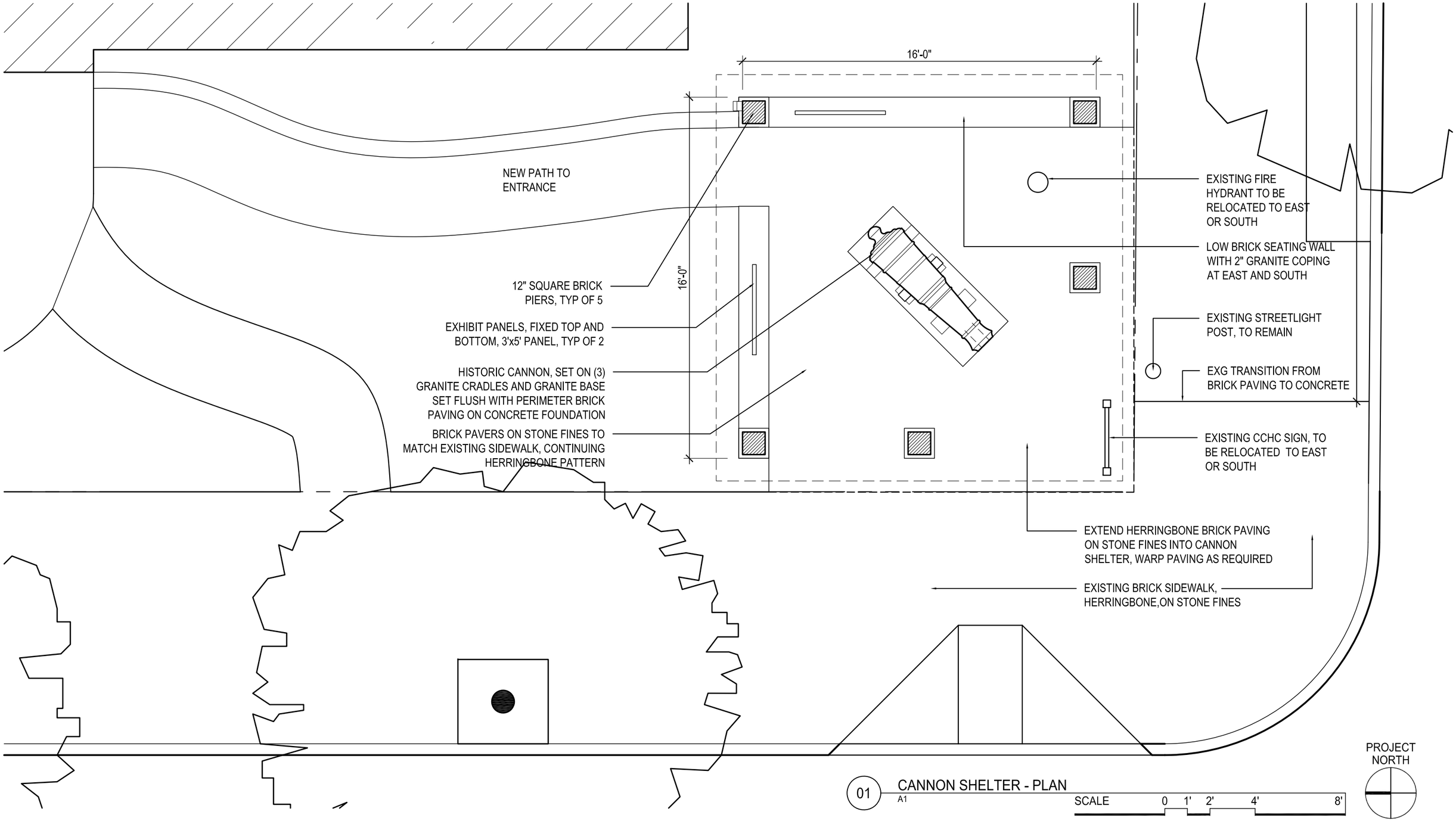
107 south church street
second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

C1



01 CANNON SHELTER - PLAN
A1

SCALE 0 1' 2' 4' 8'

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patterhn ives llc
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second floor
west chester pa 19382
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cquigley@patterhn-ives.com

CANNON SHELTER PLAN

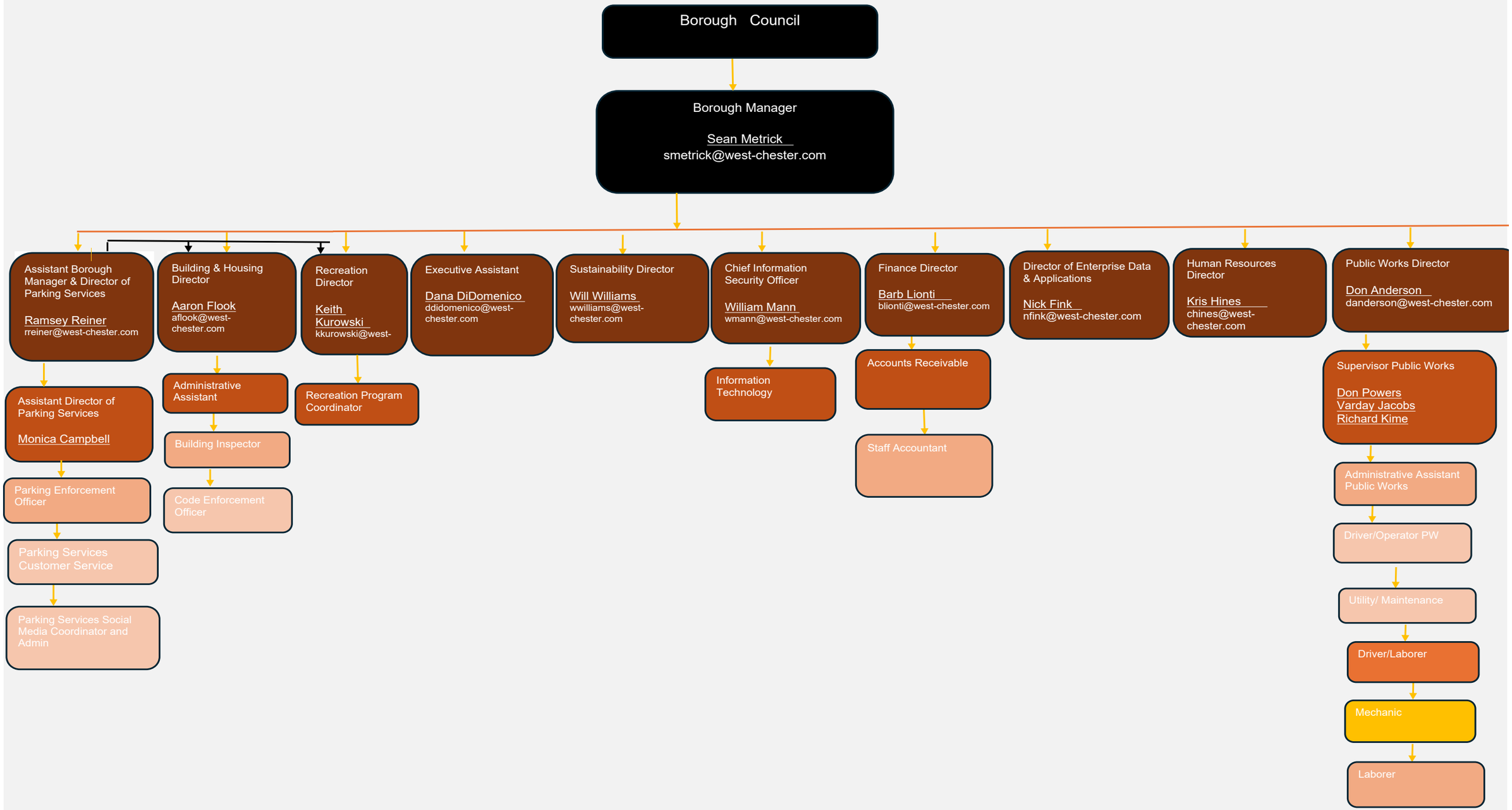
CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

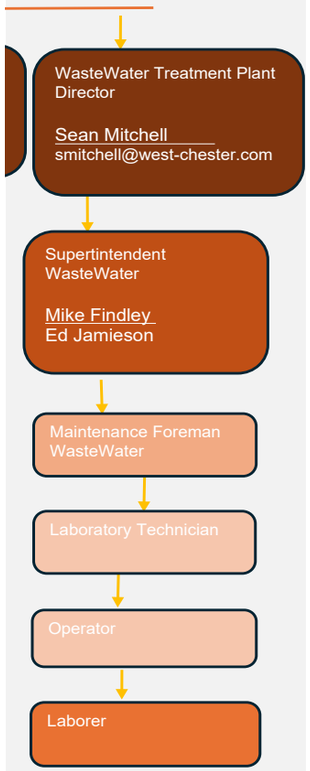
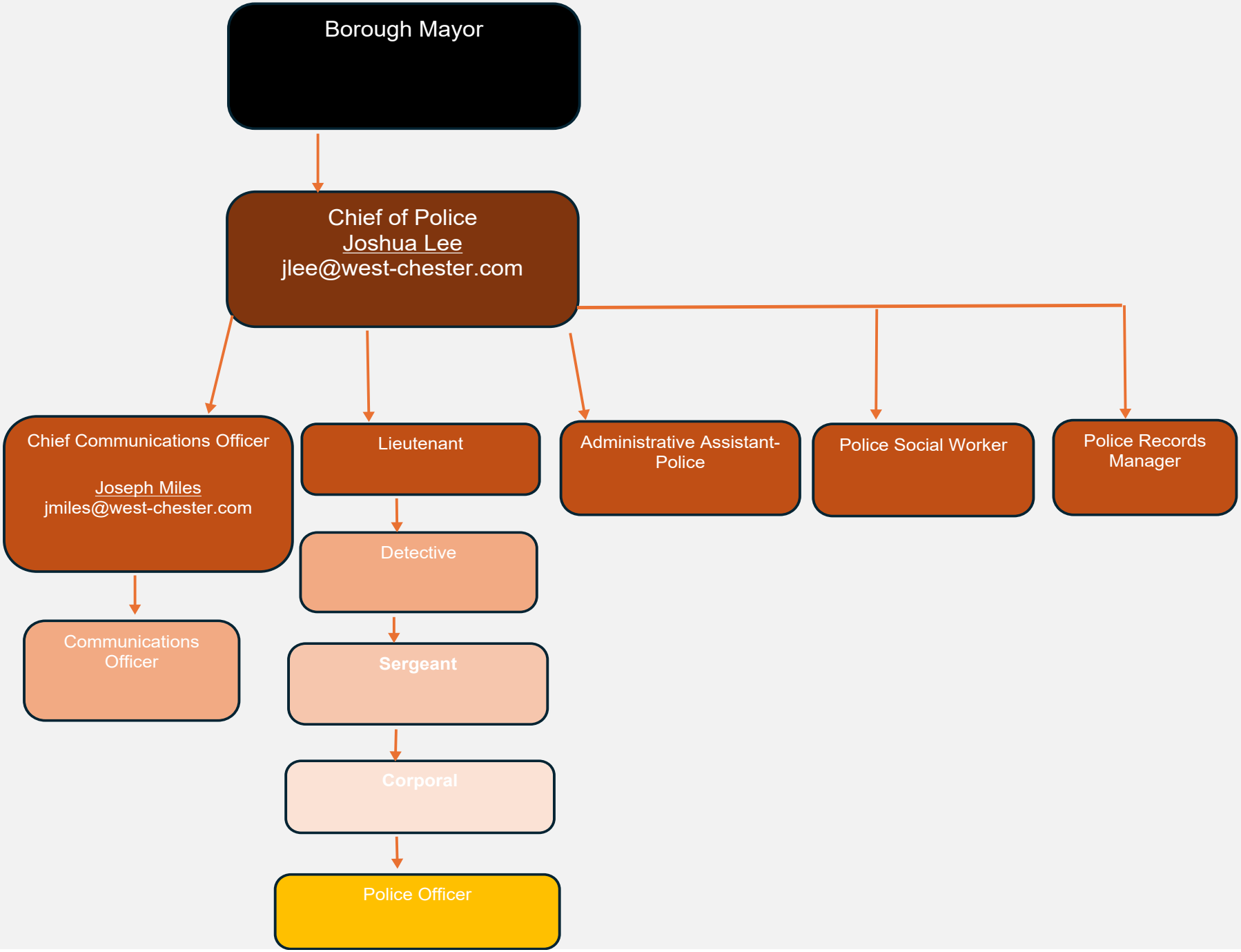
10-21-24

PROJECT NUMBERS: API 2XXX

A1

Borough of West Chester Organizational Chart




WasteWater Treatment Plant Director
Sean Mitchell
smitchell@west-chester.com
Supertintendent WasteWater
Mike Findley
Ed Jamieson
Maintenance Foreman WasteWater
Laboratory Technician
Operator
Laborer

Borough of West Chester Police Organizational Chart