



Smart Growth Committee Meeting
June 10, 2026 @ 6:00 PM
This meeting is recorded for public record.

Committee Members:

Jerome Szczepaniak, Chair
Bryan Travis
Stephen Marvin

Director of Building & Housing: Aaron Flook

Borough Manager: Sean Metrick

Smart Growth Committee Meeting:

1. Call to Order
2. Announcements
 - A. WCU Master Plan Conditional Use Hearing to be continued to June 22, 2026 at 6:00 PM in Borough Council chambers.
 - B. Announce Public Hearing on July 15, 2026 at 6:30 PM to consider approving the Data Center Ordinance creating new regulations for data centers in the industrial district (attachment)
3. 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.
4. Reports
 - A. Director's report – (attachment)
 - B. Smart Growth Committee - Chair Report, workplan and issues raised at prior meetings (attachment)
5. Old Business
 - A. Motion to approve Smart Growth Committee minutes – April 8, 2026 & May 13, 2026 (attachment)
 - B. Discuss Large Party Permits on Private Property
Issue: Discuss permitting requirements and parameters for large parties on private property
6. New Business
 - A. Motion to approve HARB applications

Issue: Consider a Motion to approve the May HARB Certificate of Appropriateness

1. 2026-0920 W. Chestnut St-Garage demolition
2. 2026-1021 W. Washington St-Door, window, trim-replace and paint change
3. 2026-11104 E. Gay St-Sign
4. 2026-12125 N. Church St-Sign
5. 2026-13113 W. Chestnut St-Exterior renovation, mural removal
6. 2026-14129 e. Gay St-Exterior Renovation/sign

B. Discuss supporting the West Chester Art District Grant (attachment)

Issue: Request from the Public Arts Commission to support the creation of Creative Districts in Pennsylvania

7. Other Business

8. 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.

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.

SENSITIVE 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.

Data 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.
 - (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. Sound levels within 1 dBA of the ambient sound levels will meet this requirement.

- (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 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 Borough 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	Borough 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.
- (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.
- (1) 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.
 - (2) The owner of the Data Center must submit a notification of closure if operations are permanently ceased.
 - (3) 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.
 - (4) 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.
- (5) 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



Borough of West Chester
401 East Gay St West Chester PA 19382
www.west-chester.com

Borough Council

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

Mayor

Lillian DeBaptiste

Borough Manager

Sean Metrick

DEPARTMENT OF BUILDING, HOUSING AND CODE ENFORCEMENT

June 4th 2026

Executive Summary

- Rental Season update: We held the 2026 Landlord open house on May 1st, 2026. The session was well attended with a lot of questions. We discussed many things from changes that we will be making from last year's process, extension of the renewal period, and ways to improve consistency in inspections. (including an overview of chapter 66 disciplinary actions) We received a lot of good reviews, and it was a great opportunity to improve relations between the Borough and landlords.
- The Planning commission reviewed and will be voting on the Datacenter ordinance. They had reviewed it previously but reviewed the changes to noise and vibration protection.
- Saturday schedule for Code Enforcement Officers (COE) has helped to increase the Department's presence, lowering the number of constructions without permits and help to improve the amount of code enforcement we can do each week.
- We currently have two Land development plans in front of the Planning Commission currently. 410 S High Street (42-unit townhouse community) 615-617 S. Walnut Street (2 existing houses and 5 townhouses development)

Zoning

- Zoning Hearing Board
 - May 27th Application #1032, 436 N Church Street – this was a decision hearing only from the applicant's request for variance relief before the Zoning Hearing Board on March 24th, 2026. No additional testimony nor comments will be received by the Zoning Hearing Board.
 - The Board denied the variance relief by a vote of four (4) to zero (0). The Boards written Decision and Order is to be delivered or served on or before June 14th, 2026.

- June 15th Application #1040, 255 E. Evans Street/Appeal of Notice of Violation of West Chester Zoning Ordinance 112-304.B requesting a use variance under West Chester Zoning Ordinance 112.810.)

Code Enforcement Cases:

Cases (as of the 26 th of the Month)				
	March 26	April 26	May 26	YTD 26
Enforcement Requests	102	105	140	563
Cases Opened	64	65	98	362
Cases Closed	115	115	129	656

Most of the closed cases were citations for rental licenses being expired.

Rental Inspections:

Inspection Performed (as of the 26 th of the Month)				
	March 26	April 26	May 26	YTD 26
Annual Rental Inspection	134	123	137	798
Initial Rental Inspection	8	9	5	50

Permit Applications Received:

Permit Type	Received (Monthly)	Issued YTD
Building Final	10	42
Comm. Addition, Alteration-Repair	12	35
Commercial Demolition	0	3
Land Development Application	1	2
Residential Addition-Alteration-Repair	35	158
Sign Permit	1	8
Zoning Site Plan Review	0	26
Cafe Permit	0	29
Certificate of Occupancy	2	2
Variance/Special Exception/Zoning appeal	1	10

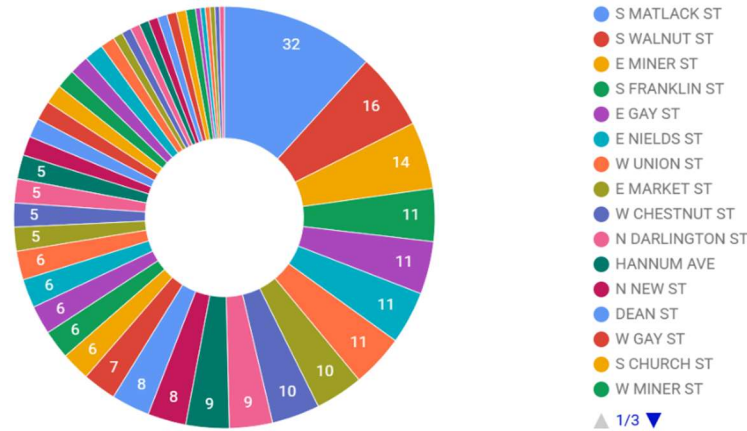
Code Enforcement Officer Inspections: (Non-Ticketing)

	Received (Monthly)	Issued YTD
Garbage, Rubbish, Refuse	2	4
Grass/Weeds	22	4
Illegal Rentals	23	8
Junk Vehicles	0	2
Property Maintenance	56	202
Stop Work Orders	1	1
Zoning Violations	2	2
Building Code Violations	0	5

Ticket Types Issued

Approximate number of tickets per street

Borough of West Chester - Tickets By Location (Last 30 Days)



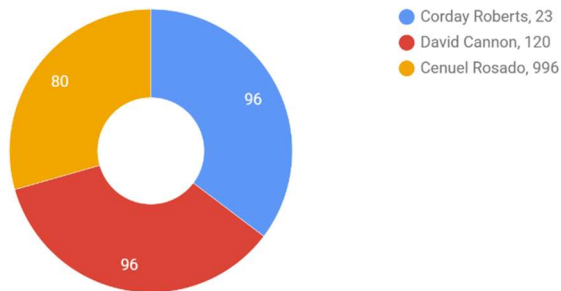
Data as of 6/5/2026, 12:00:00 AM

April 2026	April 2026
S. Walnut – 32	S. Matlack - 32
E. Miner – 23	E. Miner - 14
E. Chestnut – 17	S. Franklin - 11
E. Gay - 15	E. Gay - 11

This month S High Street and Price Street continued to fall when compared with first three months of 2026.

The department has changed the areas that our code enforcement officers are patrolling. This allowed a more balanced approach to code enforcement.

Borough of West Chester - Tickets By Officer (Last 30 Days)



Data as of 6/5/2026, 12:00:00 AM

Disruptive Conduct Report

The department is continuing to record and monitor Disorderly Conduct Reports (DCR) generated when the police respond to a nuisance complaint.

Disruptive Conduct Reports Received (25-26 Rental Season, as of April 30)

Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 202f	Jan 2026	Feb 2026	Mar 2026	April 2026	Mar 2026
7	9	13	8	8	1	0	13	10	6

Disruptive Conduct Reports. (these DCR were submitted to BHCE by months end)

Date	Address	WCU	Reason
5/2/26	500 Block of S. Walnut	Yes	Chpt 73 Noise disturbance
5/2/26	100 Block of E Miner	No	Chpt 73 Barking dog
5/2/26	100 Block of E Miner	Yes	Chpt 73 Loud party
5/2/26	500 Block of S. Walnut	Yes	Chpt 73, Loud Music
5/2/26	300 Block of S High St	Yes	Chpt 73, large party with noise
5/2/26	700 Block of S. High	Yes	Chpt 73 loud out of control party

A detailed report on the violations and points for the 25-26 rental season will be submitted to the Borough Council.

DRAFT MEETING MINUTES

SMART GROWTH COMMITTEE OF BOROUGH COUNCIL

Date: Wednesday, May 13, 2026 @ 6:00 PM

Committee Members: Jerry Szczepaniak, Chair
Stephen Marvin
Bryan Travis

Staff: Aaron Flook, Director of Building, Housing & Code Enforcement
Sean Metrick, Borough Manager

- I. Call to order-6:00pm
- II. Announcements
 - A. WCU master plan conditional use hearing to be continued Thursday, May 28th at 6pm in Borough Council chambers.
- III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
(Please be advised that all public comments have a 5-minute time limit.)-None
- IV. Reports
 - A. Director's report – (attachment) Director Aaron Flook provides statical information for April 2026. The rental license renewal process has begun a month early for the 2026-2027 rental cycle giving property owners and landlords 30 additional days to renew their rental licenses. 244 E. Evans St., Zoning Hearing Board application has requested a continuance to May. This will be announced at the Zoning Hearing Board meeting. With a Notice of Violation being issued for this property, the Solicitor will automatically attend the meeting. Mr. Travis asks about trash enforcement. The current enforcement for trash and trash enclosure is having an impact because the neighborhood looks so much better and lauds Mr. Flook for his efforts.
 - B. Smart Growth Committee - Chair Report, workplan and issues raised at prior meetings (attachment)- Chair Szczepaniak provides updates on initiatives the Committee has requested. Land Development information on the website continues with Building and Housing gathering information and collaborating with IT. Mr. Marvin discusses renewable energy opportunities in the Borough by making it more accessible for all in the community. Mr. Travis asked if there are examples of this process, it would be great to have examples for the community to use a resource. Robert Sutton, N. Church St, has installed solar panels on his garage with considerable savings of is energy bill and money refunded from PECO for the solar use, noting there may be tax incentives as well.
- V. Old Business
 - A. Motion to approve Smart Growth Committee minutes – April 8, 2026 (attachment) -Tabled until to next month
 - B. Discuss appeal of Zoning Hearing Board Decision - 516 N Church St-Mr. Flook notes that the Decision was issued today and he hasn't had the opportunity to review. Chair Szczepaniak summarizes that this application was approved in March 2026 by the Zoning Hearing Board in a 2:1 vote, and notes there has been a large turnout by neighbors. Mr. Travis asks about the square footage of the variance request, to him it seems for the square footage of a large bedroom. Sarah and David Rogers and Anne Boland, Scott Alley, after attending all meetings regarding this application, she has been directed to attend this meeting acting as a representative to all that opposed granting of the Zoning Hearin Board approval. She represents ten neighboring households, some that have lived in their homes for over four decades, collectively the total neighborhood tenure of those opposed is 250 years. As neighbors, they have addressed environmental safety, nuisance concerns and respectfully request the Borough file an appeal for the 800 square foot two story ADU (accessory dwelling unit) and parking spot approval. The

variance granted is not the minimum necessary and no evidence has been provided to least modification possible. This approval has sent a precedent for similar requests. Courts historically reject hardship based on economic gain, personal preference and expanded lifestyle needs. The hearing did not illuminate any unnecessary hardship and the approval undermines the ordinance. Ms. Rogers concludes, in summary, that the variance approval fails to meet the requirements set forth in its code. Brian Nagle, Solicitor for the applicant addresses Committee next. He believes the applicants have a right to build a two car garage to their single detached home in the Borough. The Borough uses a sliding scale to determine allowable building coverage; his clients are at the top of the sliding scale with building coverage. If his clients had a small amount of additional property, they would be able to build a garage double the size of what is proposed. A de minimis variance was requested on the basis of the percentage difference in the ordinance and approved. He continues, variance cannot set precedent in Pennsylvania, only in very limited circumstances. Plainly, he believes the neighbors simply do not want this garage built in the neighborhood. It is not the Borough's place to appeal, using taxpayer dollars. It would be to the cost of the neighbors as parties to the Zoning Hearing application to pay for this appeal. His clients will still need to go through the cost and time of the building permit process, assuring the project is well in compliance with the variance and ordinances in place. Mr. Metric informs the Committee that Borough Council may decide whether to appeal against the decision or not, there is a publicly announced meeting next week at Work Session, then Voting Session. The Committee may choose to make public statements today, then decide at Executive Session with access to legal counsel on the matter and discuss next steps with the rest of Council. Chair Szczepaniak feels with the neighbor turnout, next steps should be made with legal council at the Executive Session.

C. Motion to approve draft Data Center Ordinance and schedule a public hearing (attachment)

Issue: Creating new regulations for data centers in the industrial district- Recommend to approve 3:0

Mr. Flook presents the ordinance as drafted. Currently there is no provision allowing data centers in the Borough. This ordinance would decide where data centers would be allowable, the minimum size of property data centers can be built. Regulations on noise, vibrations, traffic will ensure that data centers will be only available in the most appropriate place for the residents of the Borough. Currently, there are no regulations on where data centers may be placed in the Borough, so technically data centers can be placed anywhere in the Borough. Mr. Marvin asks why data centers cannot be allowed in the Borough. Mr. Flook reminds Committee that it would be illegal not to allow the use in the municipality. The object of this ordinance is to make it the best location for the use and set criteria to make it feasible. Mr. Travis asks if the Borough is working with the state with possible litigation that would work for the Borough. Mr. Flook stated that each municipality would need their own set of regulations for land use. Mr. Travis asks where data centers could go in the Borough. Mr. Flook stated that the only lots that are large enough would be the lots at 611 E. Niels Street or if the golf course sells the property. Chair Szczepaniak agrees there needs to be an ordinance in place before something arises. A unidentified member of the public speaks from the podium that not only is it noise, but also water supply data centers impact and asks the Committee to act accordingly on behalf of the residents of the Borough. Mayor Debaptiste is not in favor of data centers coming to the Borough because of the quantity of natural resources being used. Ward 2 has been the "dumping ground" for big business come then abandoned their properties. Any regulation while legislation is being formed should be put in place. Mr. Travis feels waiting for state legislation to take effect might be the better way to go. Chair Szczepaniak states that there is some urgency, although no eminent threat at this time, and the Borough should act before it is too late. Mr. Travis acknowledges that the ordinance can always be amended in the future. Matt Clapp, Planning Commission, states the Planning Commission has drafted a letter to Borough Council recommending this ordinance be enacted as owners of these discussed properties are looking for business to occupy these spaces, the sooner put into place, the better. Mr. Marvin asks if there are any stringent regulations that can be put into place, he would be in favor.

D. Discuss draft Food Truck Ordinance-Tabled until next month

VI. New Business

A. Discuss America 250 Mural project – Jimmer Breen, Public Arts Commission, this project, with help of the Mayor has been in the works for the last year to commemorate the 250th anniversary of America. Fund raising continues for this project. Prep work is starting the end of the month with installation occurring in June 2026. Mr. Marvin comments on the lovely quality of the work of the artist with Mr. Breen agreeing. Mr. Breen shows the Committee a rendering of mostly layout and coloring for concept only, with the artist completing the mural concept as they go along. \$3,800 is still needed to complete the funding for this project, with other members of PAC working on fundraising. Inaudible questions from the audience. Mr. Breen describes the figures in the mural, Mr. John Hannum, a soldier who was integral in the Revolutionary War and with establishing Borough of West Chester, Hannah Freeman representing the Native American story, and Horace Pippen, a World War I veteran who turned to art for therapy after the war, and today his works are in museums all over the world. Mr. Breen clarified the location has changed from originally planned, only being blocks from Horace Pippen's house on W. Gay St. Mr. Metrick acknowledged the project as whole and wanted Council to recognize as so with canvas change and artist payment. Council will still need to approve payment to move forward. Recommend moving onto Borough Council approval-3:0

B. Motion to approve standard 44 West Plaza license agreement (attachment)

Issue: Motion to approve the Public Arts Commission lease public space for rotating art installations

Jim Breen requests this be tabled until next month because the lease in front of Committee is not most current.

C. Discuss Large Party Permits on Private Property

Issue: Discuss permitting requirements and parameters for large parties on private property

Mr. Travis clarified that this issue came from last months' Public Safety meeting from events that took place in the southeast of the Borough on St. Patrick's Day. There have been previous discussions of requiring permits for large gatherings. This is not to restrict large gatherings but rather set parameters to prevent unruly, nuisance events with large gatherings using non-budgeted resources. A number of municipalities have large party policies in place that the Borough would model their policy or permits. Mr. Flook added that the Borough has been researching other municipalities with state schools in the community to see how they manage large gatherings and see that this would be more of a property maintenance issue rather than zoning issue. Chair Szczepaniak asks what would happen if a 20-person party turned out to be a 200-person party. Mr. Travis noted that is the unruly aspect referred to in this discussion, and there should be regulations in place to handle. Another municipality uses 150 people as a cut off for unruly situations. Another aspect if the Police respond to a big gathering, it could be asked if they have a permit and possible shut the party down without a permit. First would be to see what the Borough qualifies as a large gathering and would this large gathering be more of a Special Event that already has regulating procedures in place, i.e., providing restrooms, food, etc. Chair Szczepaniak would like this process to be really easy for those having a legitimate large gathering and not inhibit the gathering planning process. Mr. Metrick asks if Greek life on campus would be subject these large party permits. Mr. Travis agreed they may be. This issue is not just for student parties, but all unruly social gatherings. Example would be Short-term rental bachelor parties, out of control student parties, etc. Mr. Flook added the permitting process can be very simple, with information that would be helpful for Police Department, Fire Department, Emergency Services and Public Works. Mr. Marvin asks if this would be for residential and not campus parties. Mr. Travis states that the university is asking for large gathering parameters as well. Discussion will continue within Committee

D. Discuss Planning Commission goals – Jim Cherry

i. Improvements to the HO-60 Height Overlay District

Issues: Ensure that the scale and character of the historic and retail commercial environment is maintained, Protect the character or adjoining residential (NC) zoning districts, protect historic streetscapes in downtown and encourage the provision of pedestrian amenities and enhance the pedestrian experience

These improvements have been driven by concerns set forth by residents of the Borough. This would pull the height restriction from the Neighborhood Conservation (NC) districts, mostly NC-2 District to prevent residential homes from living in the shadow of taller buildings. This is in keeping with the Comprehensive Plan; to ensure the scale and character of the historic district and retail commercial environment are maintained. To protect the character of the residential NC Zoning district and to protect historic streetscapes in downtown West Chester and to encourage and enhance pedestrian amenities and pedestrian experience. Whenever a building height increases from 45' to 60' a 15' setback from the street shall be required. Setbacks shall occur 35' and 50' for points that maintain a streetscape. Example would be the placement of the Indigo Hotel streetscape. Mr. Cherry refers to a map provided on the monitors for area clarification. There are no changes proposed for the Commercial Service District. Discussions will continue with Planning Commission and Committee. Chair Szczepaniak asks if this would impact property values. Mr. Cherry answers that it would, as the yield of the potential of the property is what property values are based and went on to mention a maximum lot size may be introduced in the future. Mr. Clapp, Planning Commission, added the property values for adjoining neighborhood districts would be positively impacted as no large scale building would be allowable in those districts, i.e. apartment buildings and the like. Mr. Marvin asks if there would be any damage with this change. Mr. Cherry responded that the Borough is in a unique position as the bulk of the homes are over 100 years old, the university, the County and the Borough. The bulk of responsibility of the Planning Commission is to protect values for the property owners and owner-occupied properties in the Borough. Mr. Clapp noted these changes would bring more alignment of zoning with the Comprehensive Plan, while the same time meeting the needs of growth.

F. Motion to approve HARB applications (attachment) **Recommend to approve 3:0**
Issue: Consider a Motion to approve the April HARB Certificate of Appropriateness

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

VII. Other business

VII. Adjournment-7:27pm

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.

DRAFT MEETING MINUTES

SMART GROWTH COMMITTEE OF BOROUGH COUNCIL

Date: Wednesday, April 8, 2026 @ 5:30 PM

Committee Members: Jerry Szczepaniak, Chair
Bryan Travis

Staff: Aaron Flook, Director of Building, Housing & Code Enforcement
Sean Metrick, Borough Manager

I. Call to order: 6:35pm

II. Announcements

A. WCU master plan conditional use hearing to be continued Monday April 27th at 6p in Borough Council chambers.

III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. *(Please be advised that all public comments have a 5-minute time limit.)*-Sarah Rodgers, Scott Alley, behind 516 N. Church St expresses concern with the Zoning Hearing Board Decision for the recent application at 516 N. Church St., for the accessory dwelling unit project. She requests Committee to consider the Borough to appeal the Zoning Hearin Board approval. She feels the Board did not completely understand the application at hand, the number of variances requested and the scope of the project. Chris Mennan, W. Virginia Avenue, he is speaking to also opposed to the approval of 516 N. Church St. He feels the hearing was only about the footprint of the project, and no other aspects of the project. He states there are no working garages in the alley. He respectfully requests the Borough appeal this Decision by the Zoning Hearing Board. John Cuttage, N. New St, speaking on behalf of his wife and himself, he reads the mission statement of the Smart Growth Committee. He states the proposed project is not consistent with garages already on the alley, as the solicitor or architect, for the applicant has stated at the hearing and presents the Committee with documentation. The height of the new structure, up to 24', would impact on the character and visuals and site line for the neighborhood, potentially bringing new light pollution. Cynthia Wein, Scott Alley, states that when they put a garage addition on her property, the Borough told her she could not use Scott Alley as access point, that W. Marshall St was the only access point for a garage. Her front door faces the Alley. If constructed, this garage would greatly impact her property value as her front door would open to the garage door. Joanne Smith, N. Church St., she also opposes the approval of the Zoning Hearing Board decision. At no time was hardship addressed by the applicant, as required by law. She requests the Borough appeal the Zoning Hearing Board Decision. Bill Lynch, N. Church St., his property backs Scott Alley. The map used for reference at the Zoning Hearing Board hearing gave the impression that all the roads and alleys were the same width, there are no standard width with the roads and alleys in the Borough. The proposed ADU is proposed at the narrowest part of Scott Alley, creating traffic difficulty, turning radius and trash pickup. The garage given as an example at the hearing is not used as a working garage for the last 45 years it has been used as storage and a studio. He opposes the approval of the Zoning Hearing Board this project and requests the Borough appeal this Decision.

IV. Reports

A. Director's report – (attachment)-Director Flook presents statistical monthly report for March 2026. Mr. Flook discussed the Zoning Hearing Board application at 436 N. Church St., Kristin Camp, Borough Solicitor explains that the Written Decision issued yet, when the Written Decision is made, it will be sent to Council, then any discussion of appeal with be made with 30-days after the Written Decision is rendered being the deadline. Many of the items discussed earlier in the meeting will not be considered by the Zoning Hearing Board, such as stormwater management. Mid-May the Written Decision will be issued. The next Work Session will be a time to consideration for the Borough to appeal. Mr. Flook continues to discuss Disruptive Conduct Reports. He explains the Police Department issue Citations for noise and other worthy reasons. Then the Building & Housing Department issues the Disruptive Conduct Notice to the landlord with the Police Department Report. It is the landlord's responsibility to supply a Corrective Plan 20-days after receiving the notice and report. It is Building & Housing's responsibility to track the reports, corrective plans, and possible points to the property, then any

disciplinary actions to the property that may be required. He continues that a joint informational session is being planned for public education of DCR's and the points procedure, with the goal of getting the landlords getting more invested with preventing this behavior in the future and working closer with WC Police Department to make this process seamless with prosecution, if required. Price Street has been the focus of tickets for the last months, with 16 tickets last month, one ticket this month. Early study returns are showing ticketing has been working with improving property maintenance issues. 315 S. High Street did have numerous charges made on one night with citations issued and Corrective Plan submitted by the property owner.

B. Smart Growth Committee - *Chair Report, workplan and issues raised at prior meetings (attachment)*- Chair Szczepaniak thanked the neighbors who attended and engaged in the meeting. He announced next month Smart Growth will change meeting times starting at 6pm instead of 5:30pm. Finance Committee will start at 5:30p instead of 6pm, ACT will continue the regular 6:30pm time. Chair continues with comments regarding the Committee initiatives for the year, Building & Housing is working with Data and IT to have information on the website with a goal of early summer to have the information available on the website.

V. Old Business

- A. Motion to approve Smart Growth Committee minutes – March 11, 2025 (attachment)
Recommendation to approve 2:0

VI. New Business

- A. Discuss Zoning Hearing Board appeal #1040-244 E. Evans St (attachment)
Issue: Appeal Zoning Officer's determination; garage being used as commercial use in NC-2 Zoning District
Mr. Flook provides insight to the application, property with garage was purchased. Property owner opened a gym in the garage without required Zoning Change of Use or Certificate of Occupancy Permit issued. This was brought to this department's attention through complaints within the community. A Notice of Violation was issued to bring the property into zoning compliance, with no action. A second Notice of Violation was issued for illegal use with additional complaints from the public, at that time the property owner acquired legal council and requested a Zoning Hearing Appeal for the cease and desist order that was issued with the Notice of Violations. The issue at hand is the property owner believes the use could be changed as long as it lessens air pollution, light pollution, etc. Mr. Travis asks to clarify the issue. Ms. Kamp clarifies by stating from the ordinance that the determination of affect on the neighborhood needs to be proven before the Change of Use or Certificate of Occupancy could be issued. No action is required by Committee.
- B. Motion to approve HARB applications (attachment)- **Recommendation to approve 2:0**
Issue: Consider a Motion to approve the January HARB Certificate of Appropriateness
1. 2026-06: 27 S. Darlington St-HVAC mechanical equipment
 2. 2026-07: 129 E. Gay St-Front door repair-side window replacement
- C. Motion to approve the request from the Historical Commission to approve a \$5,000 proposal from Springhouse Films to conduct an Oral History Project-Chris Lang, Oral History Coordinator (attachment)
Issue: Approve the Oral History project as the request of the Historic Commission
Tom Walsh, Chair of Historical Commission and Chris Lang, Coordinator of Oral History Project, gives presentation for request of approval. Barb Lioni, Finance Director, provided that there is money in the Historic Commission's budget to approve this item. Approval would need to come from Building & Housing as Mr. Flook is the liaison to the Historical Commission. Recommend to approve 2:0
- D. Discuss lighting and sign regulations in residential neighborhoods
Issue: Discuss the light and sign regulations for Commercial use in residential neighborhoods
Mr. Flook discusses the lighting of properties located in the NC-1 and NC-2 Zoning districts and the concerns that have been raised with some of the lighting of the properties. Mr. Flook explains the two ordinances that would regulate lighting, those for signs and those for security of property. Ordinances state the neighboring properties cannot be disturbed by the lighting being created by neighboring properties. Properties can be protected from excess lighting by altering level of lighting, changing the pitch of lighting to land on the property of origin or shielding the lights from neighboring properties. Lighting created by signage ordinance states that blinking or

rotating lighted letter signs are not permitting, as signs that cover 50% of windows are not permitting. The particular property in this discussion, they have been notified by Building & Housing, they need to remove the blinking sign and some of the signage in the windows to be in compliance with ordinance. Building & Housing would be back to measure the level of lighting at the curb at a later date. Mr. Travis asked if the ordinance would need to be updated with current lighting systems. Mr. Flook answered that he is uncertain if updating the ordinance would control the lighting any better than currently written. Mr. Travis clarifies that there are two issues occurring with lighting, excess lighting or light pollution, and light disruption. Mr. Flook explains lighting with regard to lighting; the ordinance is very specific. Where the ordinance could be firmed up with environmental controls, with very little guidance in the ordinance on how to enforce. Kristin Camp, Borough Solicitor, asked what the issue is because lighting is very difficult to enforce, measure and is somewhat subjective, therefore, we need to decide what the issue is before regulations are altered or changed. Mr. Flook offered to collect the information and forward it to Borough Solicitor. Ms. Camp stated that under zoning, there are issues of non-conformity. Just because something meets codes today, changing the code will not address the existing non-conforming properties, or a grandfathered property. Lola Birkenstock, W. Washington Street, states that new lighting was installed in November, even though the property is grandfathered as retail, it is now April and the lighting has not been addressed. The lighting surrounds the entire perimeter of the property starting at 5pm every evening, shades and room darkening drapes are not affective. Mr. Travis agreed this issue needs to be addressed as soon as possible. Mr. Flook agreed to inspect within the next week. Ms. Birkenstock reiterated this lighting is a quality of life issue that needs to be addressed as soon as possible. Lisa Kerns, W. Biddle St., asks Mr. Flook to inspect the property. Joanne Smith, N. Church St., asks if there is a regulation of how many signs a property can have. Mr. Flook answers there are limits to amount of signs on one wall, however, the specific sign number is designated by square footage of the wall of the building, as lighted signs are limited by the amount of light that is emitted from the sign. Mr. Flook will look into this issue as soon as possible. Lisa Kerns, W. Biddle St., returns to the podium to discuss this specific location with excessive signs and lighted signs.

E. Discuss food truck regulations

Issue: Consider amendments to the Food truck regulations

This item has been tabled for further research

VII. Other business-Mr. Flook opens discussion for the Data Center Ordinance that is being drafted, noting most of the ordinance with the exception of sound and vibration has been written. Experts with this matter have been consulted, and a draft ordinance should be ready for Planning Commission review shortly. Ms. Camp adds that Chester Planning Commission and Montgomery County Planning Commission joined together to create a guide that she feels is one of the best put out as great resource to educate on the concerns of data centers to use while drafting an ordinance. Mr. Flynn, 6th Ward Council Member, educates Committee that 100 W. Market St was grandfathered for an illegal door that was installed to their building. Working with Borough Council, the owner has two year moratorium to restore the front door to HARB (Historical Architectural Review Board) standards. A modern door was replaced from the more historic feeling door that was existing. The property owner is aware they are at the one year mark to restore the front door. This is more of an "FYI" for Committee and Mr. Flook. They will need to go to HARB for approval of the new door. Chair Szczepaniak asks Mr. Flook to reach out to the property owner to remind them of this issue. Holly Brown, W. Gay St., she informs Committee about the noise and vibrations from the restaurants on Gay St. She asks if the ordinance being drafted will address this issue. Ms. Camp's answer is inaudible. Ms. Brown asks this concern be addressed.

VII. Adjournment-7:12pm

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Borough of West Chester, PA
Thursday, May 28, 2026

Chapter 73. Noise Disturbance

[HISTORY: Adopted by the Council of the Borough of West Chester 5-17-2018 by Ord. No. 5-2018.^[1] Amendments noted where applicable.]

GENERAL REFERENCES

Animals — See Ch. 37, Art. II.

[1] *Editor's Note: This ordinance also provided for the repeal of former Ch. 73, Noise Disturbance, adopted 3-19-1997 by Ord. No. 4-1997, as amended.*

§ 73-1. Purpose and scope.

The purpose and scope of this chapter is to ensure that public health, safety and welfare shall not be abridged by the making or creating of public nuisances from disturbing or excessive noises in the Borough of West Chester and to protect the physical, mental and social well-being of the residents of the Borough of West Chester by prohibiting such noise and/or sound.

§ 73-2. Definitions.

For the purpose of this chapter, the following words, terms and phrases shall have the meanings indicated herein:

BOROUGH

The Borough of West Chester.

NOISE

Any sound emitted by a person, an appliance, equipment, an instrument or other device or an animal.

PERSON

Any individual, association, trust, partnership or corporation, including any members, directors, officers, employees, partners or principals thereof. Whenever used in any clause prescribing and imposing a penalty, "person" includes the members, trustees, partners, directors, officers, managers and supervisors, or any of them, of partnerships, associations, corporations or other forms of entity.

UNREASONABLE NOISE

Noise that is above and beyond the ordinary noises associated with the appropriate and customary uses of the particular forum in which the sound is made, taking into account the time of day, day of week, location, and/or other relevant factors, and such noise is of such a volume, frequency, pattern, or duration, that it prevents, disrupts, injures, or endangers the health, safety, welfare, comfort or repose of reasonable persons of ordinary sensitivities within the Borough of West Chester.

§ 73-3. Prohibited acts.

- A. General prohibition. It shall be unlawful for any person to make or cause to be made unreasonable noise, or to allow any unreasonable noise to be caused or made on any real or personal property

occupied or controlled by that person within the limits of the Borough of West Chester, except as otherwise permitted in this chapter.

- B. Specific prohibitions. The following are specifically prohibited, except as otherwise permitted in this chapter:
- (1) No person shall operate, play or permit the operation or playing of any radio, television, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound in such a manner as to create unreasonable noise.
 - (2) No person shall operate or permit the operation of any tools or equipment used on construction operations, drilling or demolition or other work or in the sweeping of parking lots between the hours of 9:00 p.m. of one day and 7:00 a.m. of the following day on weekdays and Saturdays or at any time on Sundays or legal holidays such that the sound therefrom creates unreasonable noise.
 - (3) No person shall operate or permit the operation of any powered saw, drill, sander, grinder, lawn or garden tool, snow blower or similar device used outdoors between the hours of 9:00 p.m. of one day and 7:00 a.m. of the following day so as to create unreasonable noise.
 - (4) No person shall deliver, load, open, close or otherwise handle boxes, crates, containers, building materials, garbage cans or other objects between the hours of 9:00 p.m. of one day and 7:00 a.m. of the following day in such a manner as to create unreasonable noise. This subsection shall not apply to emergency municipal or public utility services in or about the public right-of-way.
 - (5) No person shall own, possess, harbor or control any animal which howls, barks, meows, squawks or makes other sounds continuously and/or incessantly for a period of 10 minutes or makes such noise intermittently for 1/2 hour or more to the disturbance of any person at any time of the day or night, regardless of whether the animal or bird is situated in or upon private property; provided, however, that at the time the animal or bird is making such noise, no person is trespassing or threatening to trespass upon private property in or upon which the animal or bird is situated or for any other cause which teased or provoked the animal or bird.
 - (6) No person shall offer for sale or sell by shouting or outcry or by any other amplified or unamplified sound, except between the hours of 7:00 a.m. of one day and 7:00 p.m. of the same day.
 - (7) No person shall remove or render inoperative, other than for purposes of maintenance, repair, replacement or other work, any muffler or sound-dissipative device or element of design or noise label of any product; or use a product which has had a muffler or sound-dissipative device or element of design or noise label removed or rendered inoperative with knowledge or reason to know that such action has occurred; or intentionally move or render inaccurate or inoperative any sound-monitoring instrument or other device positioned by or for the Borough or other governmental entity, provided that such device or the immediate area is clearly labeled or posted to warn of the potential illegality.
 - (8) No person shall repair, rebuild or test or otherwise work on any motorcycle or other motor vehicle, motorboat or aircraft in such a manner as to create unreasonable noise.
 - (9) No person shall create such other noise as might pose a danger to the public health, safety or welfare of the Borough or otherwise constitute a nuisance in fact.
 - (10) No person shall make, continue or cause to be made or continued any noise which creates or causes unreasonable noise.
 - (11) No person shall operate a motorcycle, truck, automobile or other motor vehicle in such a manner as to cause unreasonable noise.

§ 73-4. Exemptions and permits.

A. The following noises are exempted from the provisions above:

- (1) Blasting, only if performed in accordance with a permit issued by the Borough's Department of Building and Housing or its designee. Such blasting may occur only between 8:00 a.m. and 4:30 p.m., Monday through Friday, unless specifically authorized otherwise by the permit.
- (2) Band concerts, carnivals or other performances or similar activities publicly or privately sponsored and presented in any public or private space outdoors, provided that such activities do not occur between 11:00 p.m. on one day and 10:00 a.m. on the following day. Such activities may require a permit pursuant to criteria set forth in § **73-4B(2)**.
- (3) Noises caused by the performance of emergency work or by the ordinary and accepted use of emergency apparatus and equipment.
- (4) Noises resulting from the provision, repair and maintenance of municipal/governmental facilities, services or public utilities.
- (5) Noises created by organized, school-related programs, activities, athletic and entertainment events or other public programs, activities or events, other than motor vehicle racing events.
- (6) Noises made by warning devices operating continuously for three minutes or less, except that, in the event of an actual emergency, the limitation shall not apply.
- (7) Noises made by bells, chimes, or carillons used for religious purposes or in conjunction with national celebrations or public holidays; existing bells, chimes and carillons and clock-strike mechanisms that are currently in use for any purpose and were in use at the time of the original passage of this chapter.

B. The following noises, events, and/or gatherings held outdoors within the limits of the Borough shall require a permit issued by the Borough's Department of Building and Housing or its designee. The Borough reserves the right to require reasonable time, place, and manner restrictions as part of the issuance of the permit for the following noises and/or events based on the nature of the location in which the noise and/or event will be taking place:

- (1) Blasting, as permitted in § **73-4A(1)**.
- (2) Band concerts, carnivals or other performances or similar activities publicly or privately sponsored and presented in any public or private space outdoors in which 100 people or more are reasonably expected to attend by the organizers.
- (3) Public demonstrations, political protests, or other similar events in which 250 people or more are reasonably expected to attend by the organizers.

§ 73-5. Violations and penalties.

Any person who violates or permits the violation of any provision of this chapter shall, upon conviction thereof in a summary proceeding before the District Justice, be guilty of a summary offense and sentenced to pay a fine of not less than \$300 for the first offense, and not less than \$750 for any subsequent offenses in a one-hundred-twenty-day period. The defendant shall also be liable for all court costs, including reasonable attorneys' fees incurred by the Borough. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a period of not more than 30 days. Each section or provision of this chapter that is violated shall constitute a separate offense, and each day or portion thereof in which a violation of this chapter is found to exist shall constitute a separate offense, each of which shall be punishable by a separate fine imposed by the District Justice in the amounts specified above plus the costs of prosecution. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a term of not more than 30 days.

PART 4
OUTDOOR SOCIAL GATHERINGS

§ 13-401. Definitions. [Ord. 928, 3/22/2010; as amended by Ord. 933, 11/22/2010]

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

BUILDING — Anything constructed or erected, the use of which requires a permanent location on the land or that is attached to something having a permanent location on the land. Tents, covered patios, open porches, and decks are not "buildings" under this Part.

OUTDOOR — The space on a premises not including any building on the premises.

PERSON — An individual or individuals, group, organization, corporation, proprietorship, partnership, association, or other entity.

PREMISES — A parcel of land upon which all or part of a regulated social gathering takes place.

REGULATED SOCIAL GATHERING — An outdoor congregation of persons primarily for social interaction where alcoholic beverages are served or consumed and which is attended at any one time by more than 150 persons, regardless of age, on a single lot or any number of contiguous lots regardless of the ownership of the lots, which is organized, hosted, or sponsored by a student or students enrolled at Bloomsburg University or a student organization associated with Bloomsburg University or which takes place on premises occupied by students enrolled at Bloomsburg University and which does not take place on the campus of Bloomsburg University. **[Amended by Ord. 963, 2/23/2015]**

§ 13-402. Permit Required. [Ord. 928, 3/22/2010]

1. Each person organizing, hosting, or sponsoring a regulated social gathering shall file with the Chief of Police of the Town of Bloomsburg an application for a permit for a regulated social gathering on a form provided by the Town of Bloomsburg when the number of persons who will attend the regulated social gathering exceeds 150.
2. A fee, as set by resolution of the Town Council of the Town of Bloomsburg, from time to time,¹ shall accompany a permit application and be payable either in cash or by a cashier's check (not a certified check) or money order to the Town of Bloomsburg.
3. An application for a permit for a regulated social gathering shall be filed no less than 30 days prior to the date the gathering is to be held. Failure to timely file the application shall be in and of itself grounds for denying the application for a permit. **[Amended by Ord. 963, 2/23/2015]**
4. A conviction for a prior violation of this Part within five years from the date of the permit application by the person organizing, hosting, or sponsoring the regulated social gathering may be grounds for denying an application for a permit under this Part by the Chief of Police after taking into account the nature of the violation, the impact on the community, and whether personal injuries were the result of the violation.

1. Editor's Note: The current fee resolution is on file in the Town offices.

5. A conviction for a prior violation of this Part within five years from the date of the permit application on the same premises where a regulated social gathering is to be held may be grounds for denying an application for a permit under this Part by the Chief of Police after taking into account the nature of the violation, the impact on the community, and whether personal injuries were the result of the violation.
6. A conviction for a prior violation within five years from the date of the permit application of the Pennsylvania Liquor Code or a conviction for a prior violation of any provision of the Pennsylvania Crimes Code, which constitutes a misdemeanor or felony, by the person organizing, hosting, or sponsoring the regulated social gathering on any premises where a regulated social gathering was held shall be in and of itself grounds for denying an application for a permit under this Part.
7. A conviction for a prior violation within five years from the date of the permit application of the Pennsylvania Liquor Code or a conviction for a prior violation of any provision of the Pennsylvania Crimes Code, which constitutes a misdemeanor or felony, on the same premises where a regulated social gathering is to be held may be grounds for denying an application for a permit under this Part by the Chief of Police after taking into account the nature of the violation, the impact on the community, and whether personal injuries were the result of the violation.

§ 13-403. Requirements for a Regulated Social Gathering. [Ord. 928, 3/22/2010]

1. Social gatherings regulated by this Part shall comply with the following:
 - A. The regulated social gathering shall last no longer than eight hours and shall start no earlier than 10:00 a.m. and end no later than 9:00 p.m.
 - B. One security person for every 50 persons attending the regulated social gathering shall be provided by the person organizing, hosting, or sponsoring a regulated social gathering, and each security person shall wear a shirt or jacket designating such person as a security person that shall be readily identifiable by police officers. Adequate security shall be provided only by a security company duly licensed under the laws of the Commonwealth of Pennsylvania and/or self-employed individuals who are duly licensed under the laws of the Commonwealth of Pennsylvania. Security persons shall not consume alcohol while on duty at any regulated social gathering. **[Amended by Ord. 963, 2/23/2015]**
 - C. No beverages shall be consumed from glass bottles or glass containers.
 - D. One portable toilet shall be provided by the person organizing, hosting, or sponsoring a regulated social gathering for every 100 persons attending the regulated social gathering.
 - E. A thirty-cubic-yard trash receptacle will be required for every 1,000 persons attending the regulated social gathering over an eight-hour period.
 - F. The premises shall be cleaned up by 10:00 a.m. on the day following the regulated social gathering and shall be made clear of all rubbish, trash, garbage, and debris.

- G. The Zoning Ordinance of the Town of Bloomsburg, and no permit shall be issued for a regulated social gathering which violates the Zoning Ordinance of the Town of Bloomsburg. **[Added by Ord. 963, 2/23/2015²]**
- H. If an application is approved, a permit shall be issued setting forth the following:
 - (1) Name of the person sponsoring the regulated social gathering.
 - (2) The number of persons permitted to attend.
 - (3) The number of security personnel to be provided.
 - (4) The number of portable toilets to be provided.
 - (5) The size of the trash receptacle to be provided.
- I. The permit shall be prominently displayed on the structure on the premises, and damage to or removal of the permit shall be a violation of this Part.

§ 13-404. Application. [Ord. 928, 3/22/2010]

- 1. The application for a permit for a regulated social gathering shall include the following:
 - A. The names, local and permanent addresses, telephone numbers and ages of all persons organizing, hosting, or sponsoring the regulated social gathering. If a corporation is organizing, hosting, or sponsoring the regulated social gathering, the officers and directors of the corporation shall be considered the person organizing, hosting, or sponsoring the regulated social gathering in addition to any other person organizing, hosting, or sponsoring the regulated social gathering.
 - B. The location where the regulated social gathering shall take place, the zoning district in which it is located, and the name and address of the owner of the property and the name and address of the owner of any contiguous lots upon which the regulated social gathering will take place. **[Amended by Ord. 963, 2/23/2015]**
 - C. A sketch of the open space on the property setting forth the lot or contiguous lots upon which the regulated social gathering will take place, including the square footage of the open space. **[Amended by Ord. 963, 2/23/2015]**
 - D. The number of persons who will attend the regulated social gathering.
 - E. The identity of the source of alcoholic beverages for the regulated social gathering.
 - F. The time that the regulated social gathering will start and the time it will end.
 - G. A description of the entertainment that will be present at the regulated social gathering.
 - H. The name, address, and telephone number of the licensed security company and/or self-employed licensed security personnel, if not employed by a company, that will be providing security at the regulated social gathering and the number of security personnel

2. Editor's Note: This ordinance also redesignated former Subsection 1G and H as Subsection 1H and I, respectively.

that will be present at the regulated social gathering. **[Amended by Ord. 963, 2/23/2015]**

- I. The written authorization for a regulated social gathering from the owner of the lot and contiguous lots, if any, for the date on which the regulated social gathering is to take place. **[Amended by Ord. 963, 2/23/2015]**
 - J. The manner in which the furnishing of alcoholic beverages or the consumption of alcoholic beverages by minors will be prevented.
 - K. The manner in which alcohol will be served.
 - L. The name, address, and telephone number of the company providing portable toilets for the regulated social gathering.
 - M. Whether or not admission to the regulated social gathering will require the payment of a direct or indirect consideration or a donation. Direct consideration shall mean the payment of an admission fee to the regulated social gathering. Indirect consideration shall include, but not be limited to, payment for a bracelet or any other item that indicates that a consideration has been paid or a donation made for admission to the regulated social gathering. **[Added by Ord. 963, 2/23/2015]**
2. At the time an application is submitted, it shall be accompanied by the following:
 - A. A cash bond payable either in cash or by a cashier's check (not a certified check) or money order payable to the Town of Bloomsburg in an amount as set by resolution of the Town Council of the Town of Bloomsburg, from time to time,³ to cover the projected costs for police response to the premises where the regulated social gathering is to be held.
 - B. A cash bond payable either in cash or by a cashier's check (not a certified check) or money order payable to the Town of Bloomsburg in an amount as set by resolution of the Town Council of the Town of Bloomsburg, from time to time, to cover the cost of cleaning up the premises where the regulated social gathering is to be held if the cleanup is not completed by 10:00 a.m. on the day following the regulated social gathering.
 - C. A certificate of insurance showing comprehensive liability insurance covering the property where the regulated social gathering is to be held with a policy limit of no less than \$500,000.
 - D. A copy of the license of the security company or individual(s), if not employed by a security company, that will provide security at the regulated social gathering. **[Added by Ord. 963, 2/23/2015]**
 3. If an application for a permit is denied by the Chief of Police, an appeal may be filed with the Town Council of the Town of Bloomsburg pursuant to the provisions of the Local Agency Act.

3. **Editor's Note: The current fee resolution is on file in the Town offices.**

§ 13-405. Violations. [Ord. 928, 3/22/2010]

1. It shall be a violation of this Part for any person to organize, host, sponsor, attend, or participate in a regulated social gathering in the absence of a permit issued by the Chief of Police of the Town of Bloomsburg.
2. It shall be a violation of this Part for the owner of the premises or those occupying or in control of the premises to permit a regulated social gathering to take place on the premises in the absence of a permit issued by the Chief of Police of the Town of Bloomsburg.
3. It shall be a violation of this Part for any property owner or person in control of the premises to permit a regulated social gathering to take place or continue on the premises that violates any requirements of this Part imposed upon the regulated social gathering by the permit.
4. It shall be a violation of this Part for any property owner or person in control of the premises to permit a regulated social gathering to take place or continue to take place in violation of any ordinance of the Town of Bloomsburg, including the Zoning Ordinance of the Town of Bloomsburg. **[Added by Ord. 963, 2/23/2015⁴]**
5. Furnishing false information on an application for a permit for a regulated social gathering shall be a violation of this Part.
6. A person who organizes, hosts, or sponsors a regulated social gathering who is not identified as an organizer, host, or sponsor on an application for permit shall be in violation of this Part.

§ 13-406. Enforcement. [Ord. 928, 3/22/2010]

1. Any person violating any provision of this Part shall, upon conviction in a summary proceeding, be sentenced to pay a fine not to exceed \$600 for the use of the Town of Bloomsburg, along with costs of prosecution, or to be imprisoned for not more than 10 days or both.
2. The Police Department of the Town of Bloomsburg shall have the authority to disperse persons, upon notice, who attend a regulated social gathering for which no permit has been obtained or when the regulated social gathering is in violation of any provisions of this Part. Failure to disperse shall be a violation of this Part.
3. Nothing in this Part shall limit the Town of Bloomsburg from filing an action in equity to enjoin a regulated social gathering held in violation of this Part nor limit the Police Department from making arrests for violation of the laws of the Commonwealth of Pennsylvania and the Ordinances of the Town of Bloomsburg.

§ 13-407. Repealer. [Ord. 928, 3/22/2010]

This Part repeals Ordinance No. 857 and any amendments thereto subsequent to its enactment.⁵

4. Editor's Note: This ordinance also redesignated former Subsections 4 and 5 as Subsections 5 and 6, respectively.

5. Editor's Note: Ordinance No. 857, as amended, appeared in former Part 4 of this Chapter.

§ 13-408. Effective Date. [Ord. 928, 3/22/2010]

This Part is effective upon enactment.

Pennsylvania Council on the Arts Launches the Commonwealth’s First Creative Districts Program to Support and Grow Local Creative Economies

The program is designed to elevate local creative economies, increase visibility for the creative sector, and strengthen community identity.

Harrisburg – Today, Pennsylvania Creative Industries, powered by the Pennsylvania Council on the Arts (PCA), announced the launch of the [Pennsylvania Creative Districts program](#), a statewide initiative to support communities that want to elevate their creative assets and strengthen local economies through strategies that leverage a downtown’s unique local assets, culture, and physical characteristics to enhance livability, improve public spaces, and promote visitation. Officially designated Creative Districts receive **up to \$50,000 in PCA grant funding per year** to support district management, programming, public art, community engagement, and creative business development.

Creative District designation is awarded for a five-year period, after which communities may reapply to maintain their status and continue participating in the program. Program features include the provision of technical assistance designed to help communities map, plan, and implement their Creative District, access to peer learning opportunities, the ability to use official Creative Districts branding in tourism promotions, and resources to develop a measurable, five-year action plan.

“Emphasizing a community’s creative assets through the new Creative Districts program provides a framework and tools to recognize and elevate people, places and assets that make them unique,” said **PCA Chair Susan S. Cohen**. “This initiative supports local leaders as they build stronger, more vibrant, and more inclusive places where creativity can flourish.”

Features of the Creative District Program

Creative Districts are designed to strengthen local economies through creative-sector development, support artists, makers, and creative entrepreneurs, enhance community identity and pride, and foster partnerships between local government, businesses, and creative, arts cultural organizations and assets.

- **Access to Grant Funding:** Creative Districts will have access to grants that support district management, planning, programming, public art, community engagement, and creative business development. Communities that receive designation will have access to up to \$50,000 per year for the five-year period.

- **Ability to Participate in Statewide Promotion:** PCA will leverage relevant relationships with local and statewide tourism groups, heritage regions, and others to elevate designated Creative Districts' visibility, brand, and identity.
- **Access to Technical Assistance, Planning & Sustainability Support:** Built into the application process is provision of more than 80 pages of materials—including a step-by-step workbook and checklist--that walk interested communities through program planning activities, including exploring district feasibility, developing a community asset mapping project, guidance on geographic mapping of the district, and development of a five-year action plan to guide the district.
- **Learn from Creative Peers Across Pennsylvania:** Networking opportunities to connect with and learn from other districts.

PCA's Creative Districts program is also designed to complement existing, demonstrated, community development programs, including Main Streets Matters, which works to strengthen downtown planning, drive local engagement and visitation, as well as economic vitality, design, promotion and organization.

Eligible applicants must be Pennsylvania-based 501(c)(3) or 501(c)(6) organizations, or units of local government. Nonprofit applicants must be registered with the Pennsylvania Department of State and current on all required annual filings. Fiscal agents and fiscal sponsors are not eligible.

Pennsylvania communities interested in pursuing Creative District designation must first submit a [Letter of Intent to Apply \(LOI\)](#) by June 12, 2026, at 5:00 PM EST. Following the LOI, applicants will complete a series of required planning activities before submitting a full application by January 15, 2027, at 5:00 PM.

Full program guidelines and required planning tools can be found [here](#). Interested applicants are strongly encouraged to review all materials in detail to fully understand the required application activities and steps, and to reach out to Sarah Merritt, PCA's Senior Director of Community Development.

About Pennsylvania Creative Industries

The mission of **Pennsylvania Creative Industries, powered by the Pennsylvania Council on the Arts (PCA)**, is to empower, connect, and amplify creatives and creative industries and their contributions to Pennsylvania's communities, economy, and workforce. The agency invests in creative sector asset development, workforce development, community development, visibility, and policy with the long-term goal to help Pennsylvania become the national leader among states for creative communities, talent, and industries.

The creative industries contribute more than \$30 billion to Pennsylvania's economy and support nearly 190,000 jobs. Globally, creative industries contribute \$4 trillion to global GDP and generate nearly 50 million jobs. Learn more at pa.gov/creative-industries.

June __, 2026

Pennsylvania Council on the Arts
Pennsylvania Creative Industries Program

RE: Letter of Intent to Apply – Pennsylvania Creative District Designation
West Chester Public Arts Commission & Borough of West Chester

To Whom It May Concern:

The West Chester Public Arts Commission, in partnership with the Borough of West Chester, is pleased to submit this Letter of Intent to Apply for designation as a Pennsylvania Creative District through the Pennsylvania Council on the Arts Creative Districts Program.

West Chester possesses a vibrant, established creative economy rooted in its historic downtown, active arts organizations, and thriving small business community. As the county seat of Chester County and one of southeastern Pennsylvania's most walkable boroughs, we have long recognized the arts as an essential driver of economic vitality, tourism, placemaking, and community identity.

The Borough and Public Arts Commission intend to pursue Creative District designation in order to further strengthen and coordinate these existing creative assets through a unified long-term strategy focused on:

- Expanding public art initiatives and cultural programming
- Supporting local artists, makers, performers, and creative entrepreneurs
- Enhancing pedestrian-oriented public spaces and cultural corridors
- Increasing tourism while preserving West Chester's historic and cultural identity
- Building partnerships across government, education, nonprofits, and business to sustain creative economic growth

West Chester already benefits from a strong network of cultural institutions, galleries, a theater, festivals, and educational partners, including West Chester University and the Chester County History Center. Its compact, walkable downtown and historic character provide an ideal framework for a Creative District that can model community-centered economic development.

The initiative will build upon placemaking efforts already underway, including public art and mural expansion, programming tied to America's 250th celebration, downtown revitalization, and continued investment in the pedestrian experience and public realm.

Through the program, the Borough and Public Arts Commission seek technical assistance, planning resources, and partnerships to formalize a comprehensive five-year action plan. The program's emphasis on community engagement, creative-sector development, and strategic planning aligns closely with West Chester's vision as a dynamic cultural destination.

We appreciate the Council's leadership in launching this statewide initiative and look forward to participating in the planning process. Thank you for your consideration.

Sincerely,

James Breen
Chair
West Chester Public Arts Commission

Sean Metrick
Borough Manager
Borough of West Chester