

# AGENDA

## Parking Committee

February 9<sup>th</sup>, 2016 – 7:30 pm

Committee Members: Jim Jones (Chair), Bill Scott, Don Braceland

**Department Head: Pam Grossman**

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Presentations by potential consultant for the Master Parking Plan – (10 minutes each)
  - a. Tim Haahs
  - b. Desman
  - c. Traffic Planning and Design
3. Discuss suspending Residential Permit Requests during the Master Parking Plan
4. Discuss adding Handicapped Sign:
  - a. 103 E. Miner Street (for business owner at 29 S. Walnut Street)
5. Discuss adding 1 block to area “L” to relieve space constraints on 100 South Matlack Street during Thursday 8-11
6. Discuss adding Spruce Alley (off Mechanics Alley and Matlack Street) to Residential Parking Area A
7. Discuss changing the 200 block of South Matlack from Residential Area “A” to “L”
8. Approve December Committee meeting minutes
9. Other Business



## BOROUGH OF WEST CHESTER

401 EAST GAY ST  
WEST CHESTER, PENNSYLVANIA 19380

(610) 696 - 4521 PHONE

(610) 436 - 1330 FAX

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### PARKING SERVICES & ENFORCEMENT DEPARTMENT

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**Pamela Grossman**  
Director of Parking, PS&ED

**Hector Mojica**  
Parking Enforcement Manager  
Badge # 28

**Tina**  
Parking Administration

**Beverly**  
Parking Administration

**Melissa**  
Parking Administration

#### Parking Committee Meeting

**Agenda Item:** Presentation for the proposers of the Master Parking Plan

**Background:** An RFP went out on Penn Bid and we received 4 proposals; after reviewing the 4 proposals, Mac and I decided that 3 should do presentations in front of the Parking Committee, as there was one proposal whose price was not comparable to the other 3. We have asked that the 3 remaining proposers present in front of the Parking Committee.

In the Scope of Services, we included the following:

West Chester is a robust community with many shops, restaurants and bars, and a University. Additionally, we host several large events throughout the year which draw crowds in excess of 20k. There are mixed parking needs; we have a residential population (18k) that nearly doubles in size from August through May to approximately 35k. The parker needs are Residential, Town Center Parking, Garage Parking, Student Parking (West Chester University), and visitor parking. These needs are often mixed with in the same block or neighborhood. West Chester is the county seat, and hosts 2 court houses located in Town Center. The picturesque and historic town has many challenges when it comes to parking. Our current program consists of the following:

- Residential Parking Program – 14 Zones
  - Area restrictions and configuration – ordinance language
  - Times of restrictions
  - Requirements
    - PA Plate
    - Lease
    - 2<sup>nd</sup> proof of residence
    - Affidavit
    - Registration
    - Seasonal Parkers
  - Cost versus price of permit
  - Guest Passes – requirements, days allowed
    - Cost versus price of guest pass
  - Meters in permit areas
  - Business Passes
- 690 Meters
  - Pricing

- Enforcement hours
  - Placement and relocation of meters in residential areas
- Garages
  - Pricing
  - Pricing – short term parking
  - Leased spaces
- Lots
  - Pricing
  - Utilization after 5pm
  - Utilization for residential permits
  - Leasing space percentage
- Valet Parking
  - Licensing
  - Appropriate allowance
- Handicapped off street spaces
- Loading zones
- Free Parking
  - Within Residential Areas
  - Timed parking 1 hour, 2 hour, 3 hour
- Student Parking

In addition to the above, the successful bidder must look to study parking space utilization, current parking demand, and future (based upon near future development and renovations). Identify the needs and opportunity for the various user groups (residents, business owners, visitors and students). The following items must be included, as well as an analysis of the current parking program:

- Identify and analyze New Parking Facilities – possible locations, developing options and need
- Inventory and mapping of on-street spaces in the Borough
- Identify characteristics of supply and demand across time
- Efficacy of Borough –wide parking passes
- Restricting the number of permits per residence
- Identification of new permit Areas
- Development of Parking signage throughout the Borough
- Restricting loading unloading deliveries on Gay and High Streets
- Town Center Parking concerns
- Parking impacts on traffic circulation

The consultant must develop recommended strategies based on the quantity and quality of spaces, evaluate the parking needs, including the possible establishment of peripheral parking with shuttles. Park and walk initiatives, employee and user incentives tied to business marketing and downtown events. Demand reduction strategies should also be identified.

The consultant shall collect data and present it in graphs and PowerPoint format. A map and inventory of parking shall be developed utilizing ESRI's ARC GIS program illustrating current and possible future parking spaces; the survey of the utilization and patterns shall be tabulated and illustrated with graphics. The report summarizing study findings and recommendations shall be prepared in draft form for the Parking Department, Borough Manager's office and Parking Committee with final submission delivered to Borough Council.



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Badge # 28

**Tina Arasin**  
Parking Administration

**Beverly Delio**  
Parking Administration

**Monica Campbell**  
Parking Administration

#### Parking Committee Meeting

**Agenda Item:** Presentations for the proposers of the Master Parking Plan

Questions for the presenters:

1. Define and prioritize the top 3 parking issues facing West Chester.
2. What is the Borough doing right and wrong relative to parking?
3. What are viable and unviable parking pricing mechanisms?
4. Describe your experience(s) related to parking in a small town with a large university and robust commercial district. What challenges did the community face? How did your firm approach those challenges? What was the result?
5. How does a community balance parking demand, traffic circulation, loading, and events?
6. Describe options the Borough can consider to address parking relative to redevelopment.
7. Describe the data gathering and analysis methodology your firm will employ to generate solutions for outcomes. How will we measure success?

Master Parking Plan - Borough of West Chester

Bid Calculations	
Company	Bid Amount
Tim Haahs & Associates, Inc	\$59,000.00
Traffic Planning & Design	\$49,066.50
Walker Parking Consultants	\$88,265.00
Desman Design Management	\$48,190.00

December 18, 2015

Pamela Grossman, Parking Director  
Borough of West Chester  
401 East Gay Street  
West Chester, Pennsylvania 19380

Dear Ms. Grossman:

This letter is being sent to request that the Borough of West Chester designate and install the requisite signage for an accessible parking space at 103 East Miner Street for my usage. (Of course, it is understood that proprietary use of the space is not guaranteed.) The requirement for the space has been necessitated by a recent change in the number of cars belonging to the occupants of the apartments at 31 South Walnut Street, such that (as a resident of 29 South Walnut Street) I am no longer guaranteed a space in the parking area behind that building. The preferred location would be the second spot east of South Walnut Street on the north side of Miner Street. This particular location would also help to resolve on-going conflicts in blocking access to the designated parking area behind the building.

Because I am the resident owner of both of the buildings and business at 29 South Walnut Street and a "Pennsylvania Person with Disability Placard" bearer, and, as the on-street parking in the area is in great demand and by permit only, and metered parking exists in the immediate adjacent areas on both Miner and South Walnut Streets, the probability of my use of the space being requested would avoid the significant inconvenience that walking relatively long distances would otherwise most often present.

To substantiate my qualifications relative to this request, I am enclosing copies of my vehicle license and the registrations for the two cars that are likely to be parked by me at the accessible parking space, and copies of my "Pennsylvania Person with Disability Parking Placard/I.D. Card" and the vehicle "hang tag". It is my understanding that you will represent this letter request to the Borough of West Chester Parking Committee and/or Council, which entity(ies) may grant my request..

In thanking you for your consideration in this matter, I remain

Very truly yours,



Charles J. Frederick, Jr.



**Borough of West Chester  
Handicapped Parking Permit**

NAME: Charles Fredenck Jr.

ADDRESS: 29 S. Walnut St

Reg. 100 e mines North side

PHONE NUMBER: 610-431-7899

STATE ISSUED PLACARD NUMBER: PA0740L

SIGNATURE: \_\_\_\_\_

*Copies of the placard, registration, ID card must accompany the application*

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

REGISTRATION: ✓

ID CARD ✓

PLACARD ✓

MANAGER SIGNATURE: 

AGENDA DATE: 2/9/14

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

NOTES: \_\_\_\_\_



HP 5/10/11  
at 116, 124,  
137 East  
MIAMI

Google Maps 71 E Miner St

29 South Walnut Street

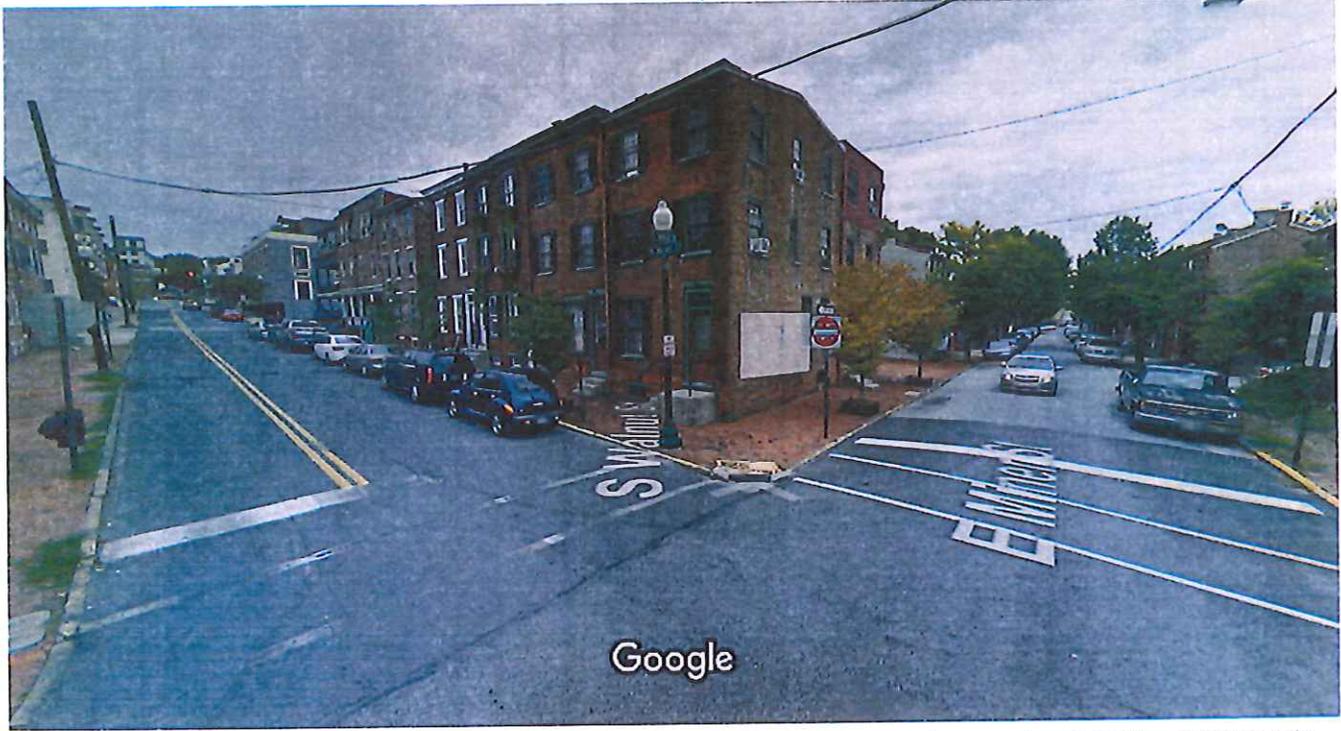


Image capture: Oct 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Oct 2012





29

GEE JAY FREDRICK  
ASSOCIATES  
INTERIOR • LANDSCAPING  
SCAFFOLDING • PAINTING



PARKING  
BY PERMIT  
ONLY  
8AM-MIDNIGHT  
MON-FRI

AREA L

NO  
PARKING  
HERE TO  
CORNER

29

CEE LAY FREDERIC  
ASSOCIATE  
DESIGN & PLANNING CONSULTANT  
Architect  
Landscape Architect  
Planner

Google Maps

100 S Matlack St

200 E Miner St

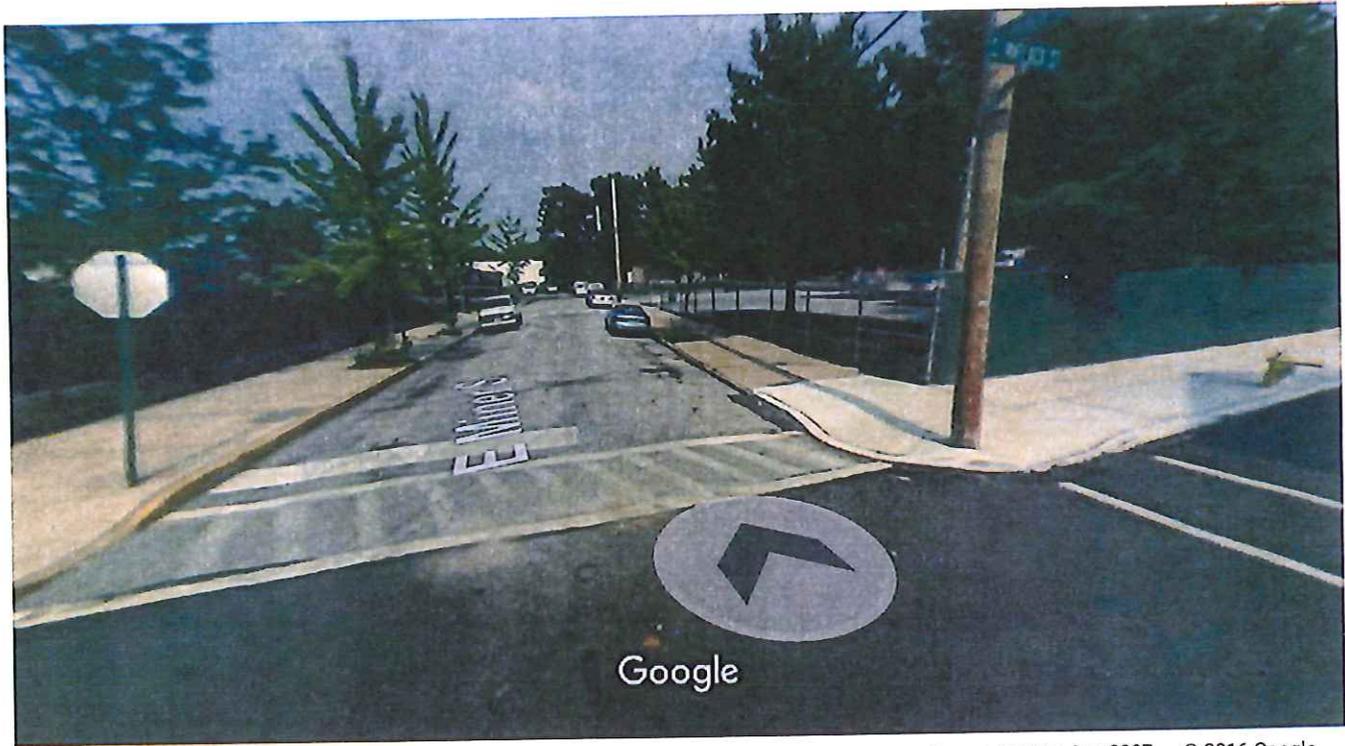
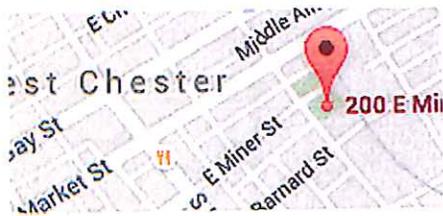


Image capture: Aug 2007 © 2016 Google

West Chester, Pennsylvania

Street View - Aug 2007



Google Maps 299 E Miner St

200 e miner st

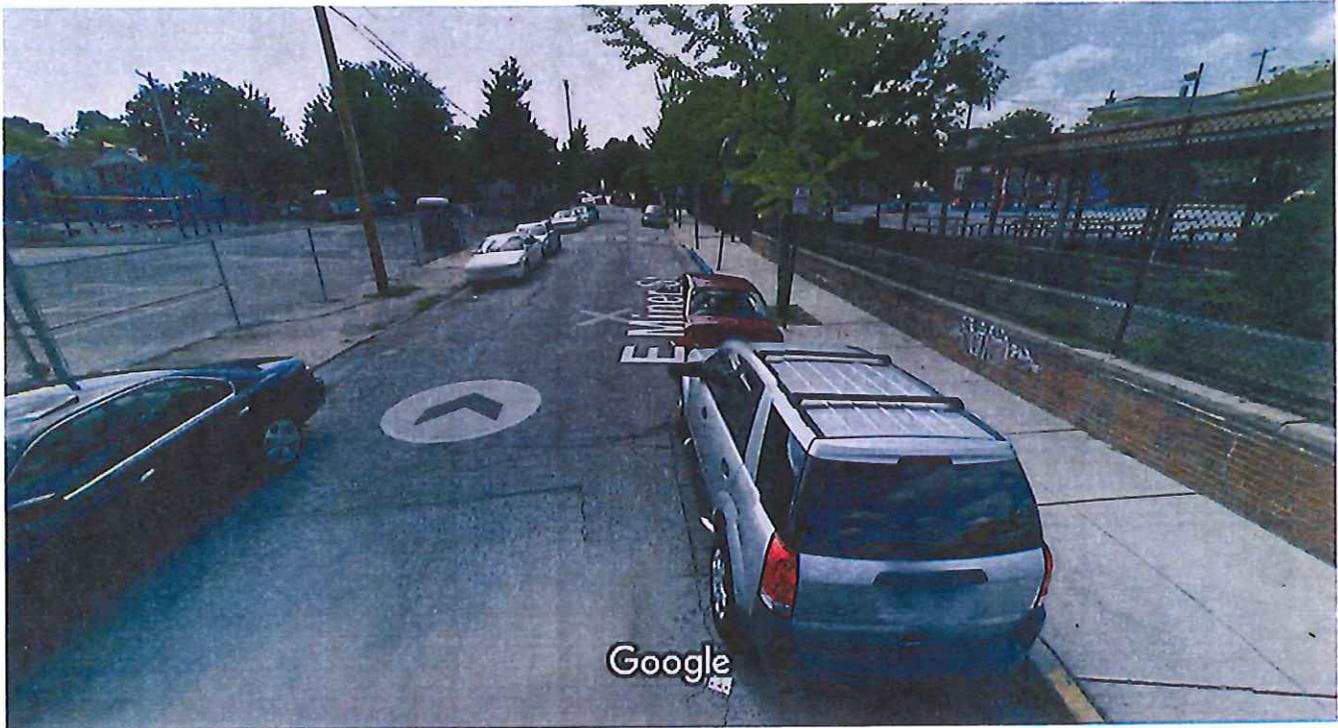


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



Google Maps 299 E Miner St

Rail Road

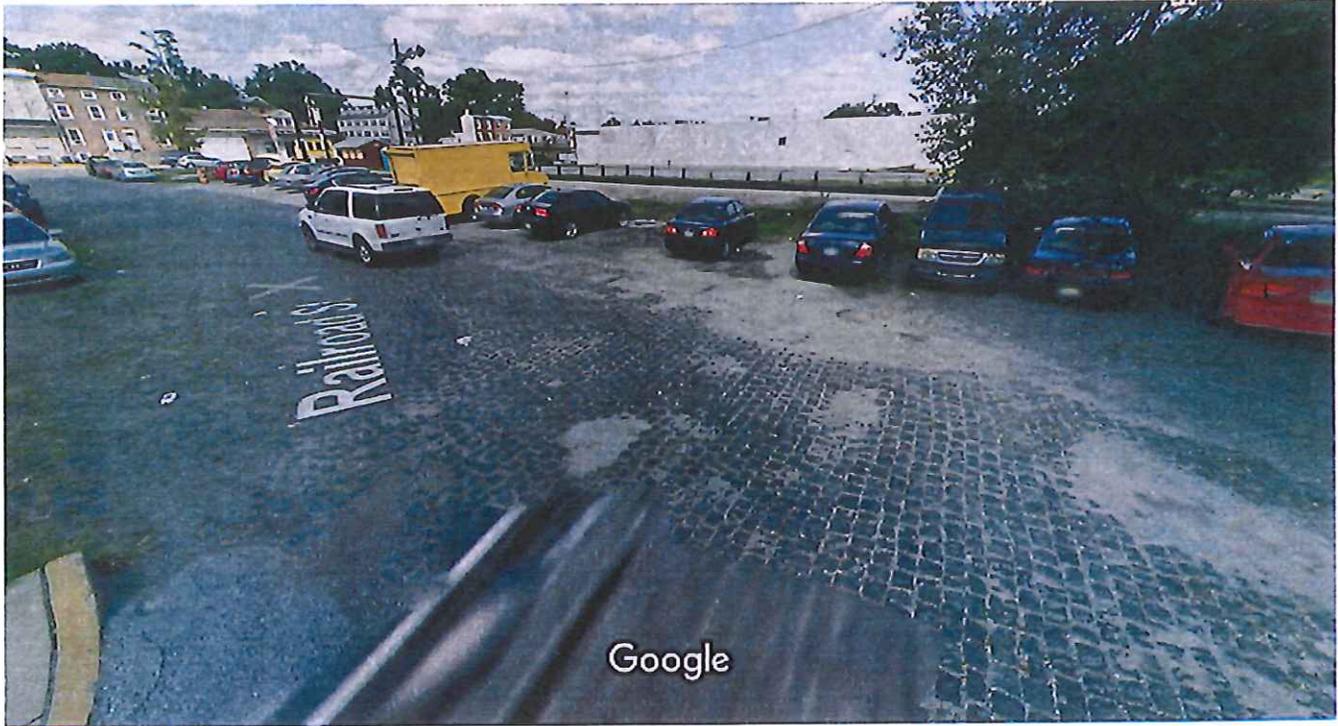


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



Reply all | Delete Junk |

## Fwd: Agenda for February 9, 7pm

DD Diane Dailey <dianedailey55@gmail.com>  
To:  West Chester Booting Program;

Reply all |

Tue 1/19/2016 3:36 PM

You replied on 1/19/2016 4:05 PM.

APOLOGIES for entering the incorrect Permit Parking Area in my previous email.  
The Area that serves my permit is Area L.  
Thanks  
Diane

----- Forwarded message -----

From: "Diane Dailey" <dianedailey55@gmail.com>  
Date: Jan 19, 2016 3:33 PM  
Subject: Agenda for February 9, 7pm  
To: <Booting@west-chester.com>  
Cc:

Hello Pam Grossman, I believe we spoke on Xmas eve in regard to Parking Problems in Area **A**. At that time you offered to help and if I wanted to put an issue on the docket for the February meeting. Here I am. Will you be able to post a concern of lots of us down along South Matlack Street. Regarding the total lack of space for us to take advantage of on Thursday's, the Street Sweeping time from 8am - 11am. I'd like to address the Parking along the West Chester Railroad. There seems to be a total lack of concern there. I witness many cars parked in that area that never move, week after week. No restrictions are posted other than the Railroad claiming parking for folks taking advantage of the ride on the Railroad, whenever that takes place. I'd appreciate some response and hopefully a solution for this perplexing situation. Thank you for all you've chosen to try to remedy this difficult situation on this side of the tracks.  
Sincerely,  
Diane Dailey  
123 South Matlack Street.

Google Maps 201 E Miner St

100 South Matlack Street

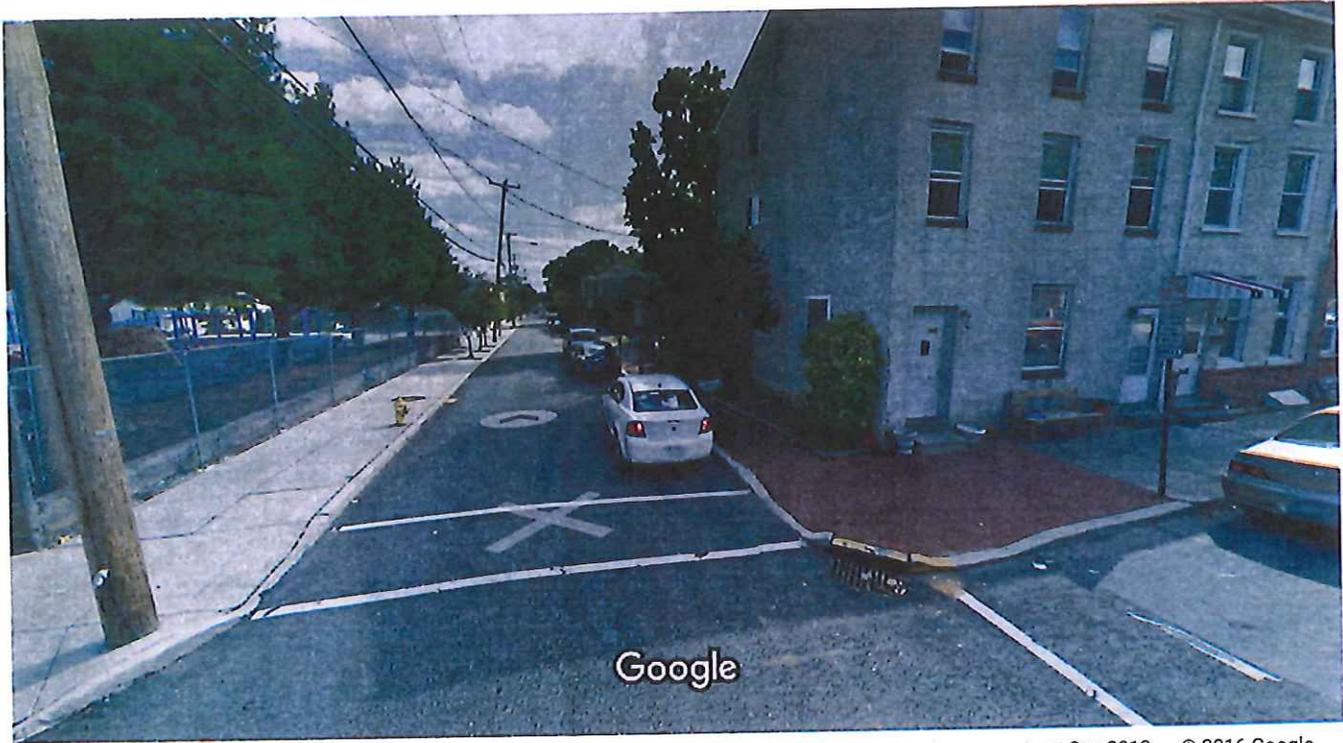
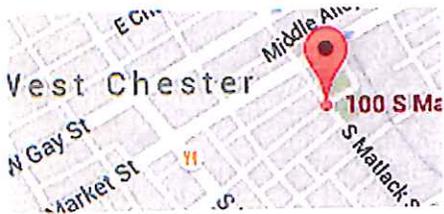


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



Google Maps 108 S Matlack St

100 S Matlack St.

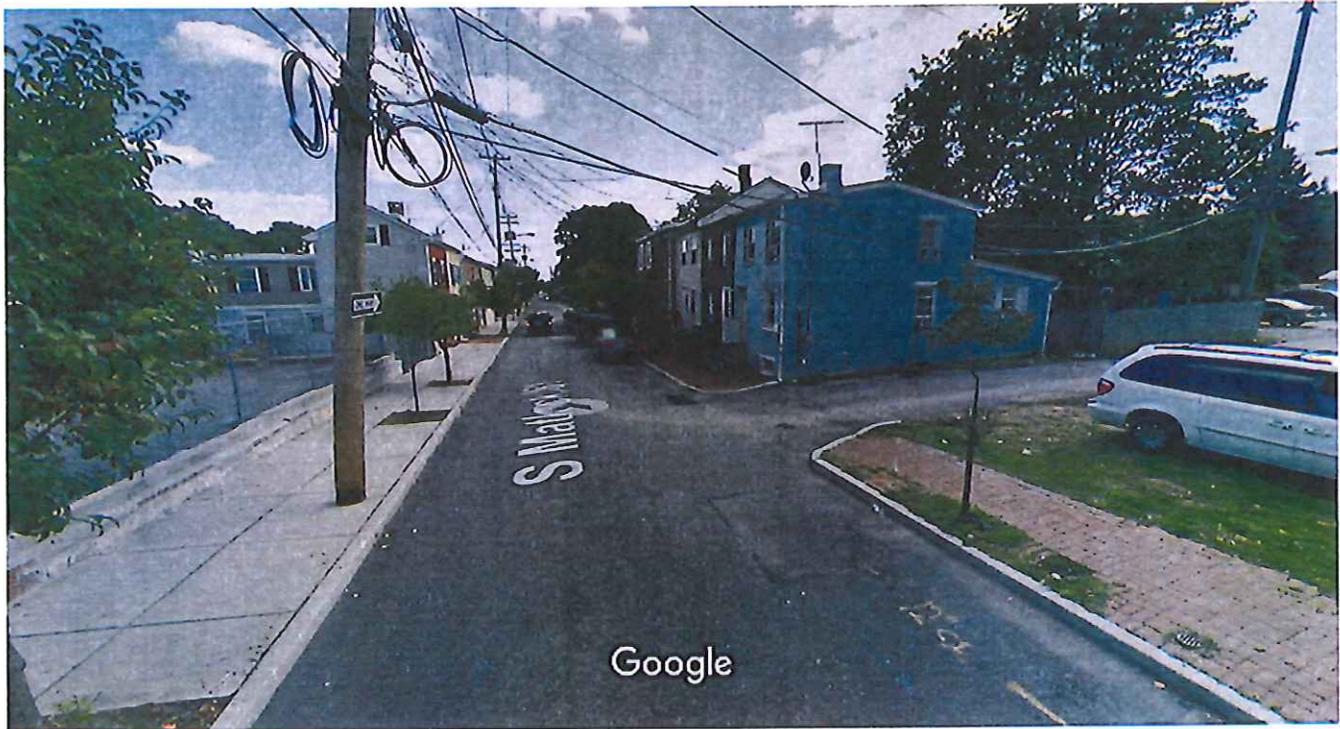


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



Google Maps 198 S Matlack St

100 S. Matlack St

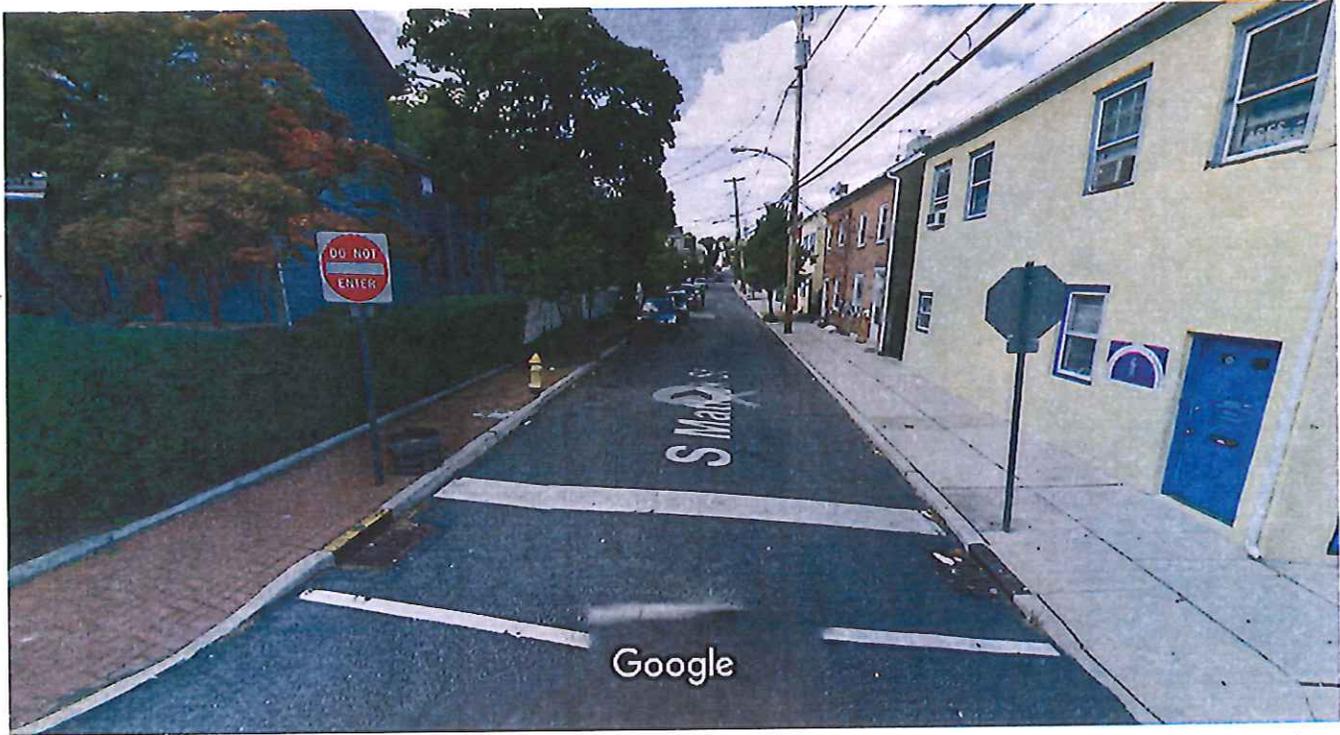


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Street View - Sep 2012











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Parking Enforcement Manager  
Badge # 28

**Tina**  
Parking Administration

**Beverly**  
Parking Administration

**Melissa**  
Parking Administration

#### Parking Committee Meeting

***Agenda Item:***

Discuss adding Spruce Alley to Residential Parking Area A.

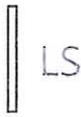
***Background:***

See attached pictures of Spruce Alley. Since the address of the actual property is on Spruce Alley, rather than a major street, the residents do not qualify for the Residential Parking Plan. The surrounding streets are within area A, but each unit has a garage and driveway in the back of the residences. Parking for guests of the residences seem to be the largest issue, since they are surrounded by Residential Permit Parking and No Parking restrictions on Matlack Street, coupled with a densely populated area.

 Reply all | 
 Delete
  Junk | 




# Mechanics Alley HOA Parking Petition Information

 Landau, Scott <Scott.Landau@westpharma.com>
  Reply all | 

To:  Permit Questions;  'Scott.H.Landau@icloud.com';  Pamela Grossi 

Mon 1/25/2016 12:33 PM

Inbox

Mechanics Alley Map vi...   
 48 KB

 Show all 1 attachment (48 KB)
  Download
  Save to OneDrive - Borough of West Chester

Hello Monica,

I hope you are doing well despite the tremendous amount of snow that we received.

In anticipation to the council meeting to present our community's petition, I have attached a map of our community and written verbiage of our issue. In addition, I would also like to highlight an issue that we would also like addressed with regards to a business (Rose Valley Restorations) located immediately across from our homes.

### Mechanics Alley HOA Petition Parking

We, the Mechanics Alley homeowners, request that the council grant approval of our petition granting us the lawful rightfully as homeowners and borough taxpayers access to residentially parking permits with zone A.

Unlike the homes historically built within the borough with the main entrance (formal address) being on a named street and homes' rear facing a named Alley, our HOA community, "Mechanics Alley" was constructed within the confines of two alleyways. The front of all our units run along the east side of Spruce Alley with the rear of our units having access to the rear of our homes through Mechanics alley. Therefore, our home addresses were assigned an Alley address rather than a street address.

The Borough's Master Parking Plan does not account for such unusual variances and thus petitioning to cure our HOA community of this known defect.

### Rose Valley Restorations Spruce Alley Parking

Exacerbating our community's parking challenges is a parking variance that was stated to have been issued to Rose Valley Restorations located on 219 Mechanics Alley, directly facing the front of our community homes on Spruce alley. According to Rose Valley Restoration, the borough issued a permit to park its vehicles within Spruce Alley. This has caused numerous issues with vehicles attempting to pass through the alley and even access our own community. Vehicles attempting to pass the parked van on Spruce Alley are forced to drive up on the community's grass / sidewalk destroying our landscape and blocking access in and out of the Spruce / Mechanics alley. We also request that the Parking Authority consider re-tracking the business on-street parking permit with Mechanics / Spruce alley for the aforementioned reasons.

Please let me know if you need any clarification on either.

Thank You,

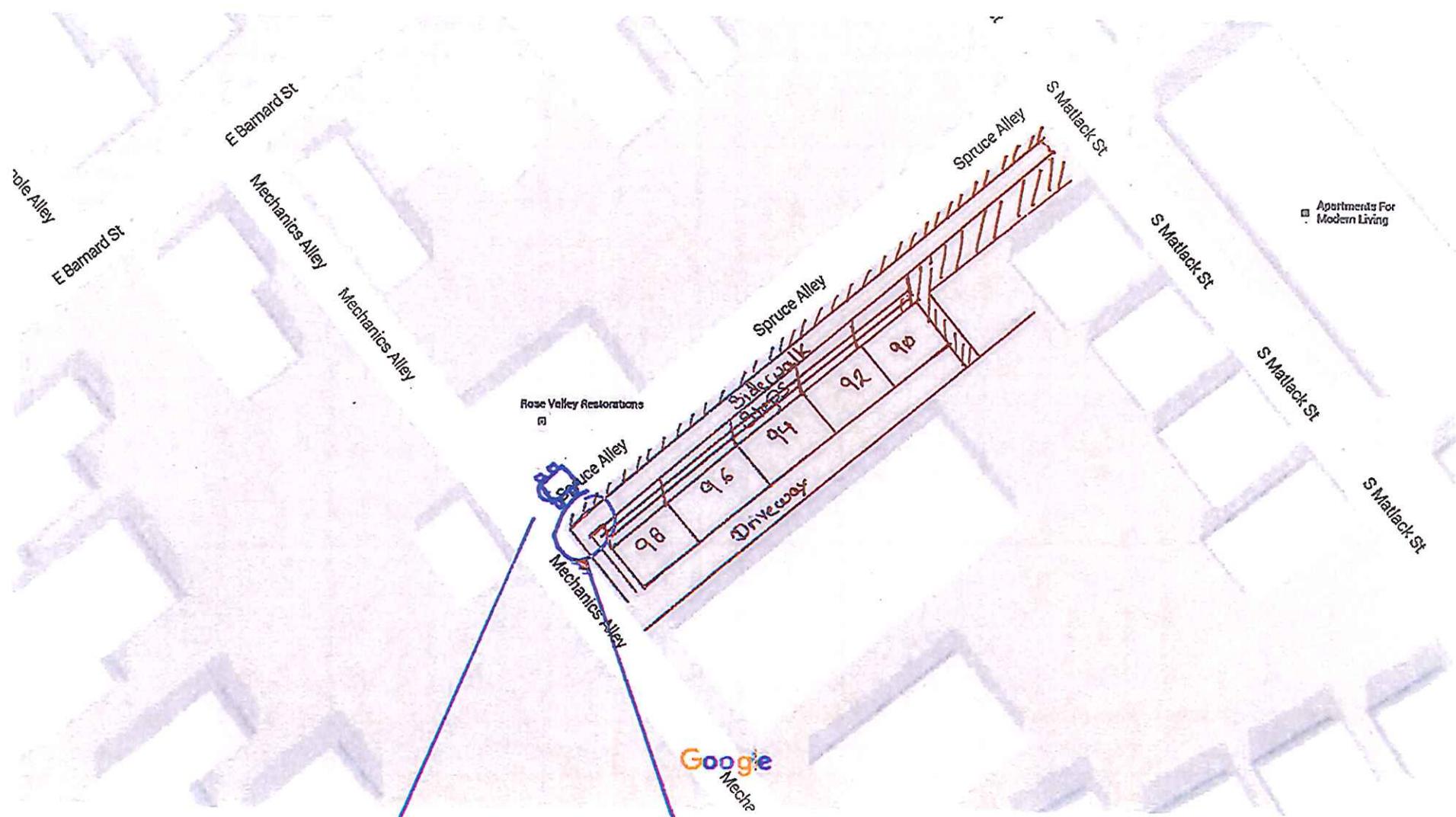
Scott H. Landau  
Mechanics Alley HOA President  
Tel: 908-672-0881  
Find West on [Twitter](#) and [LinkedIn](#).

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The contents of this message are confidential and may be privileged. If you have received this message in error, please permanently delete it, along with any files that may be attached to this message, without reading, printing, copying, forwarding or otherwise distributing it. Please notify the sender of the error immediately so that we can prevent it from happening again.



Google Maps Mechanics Alley



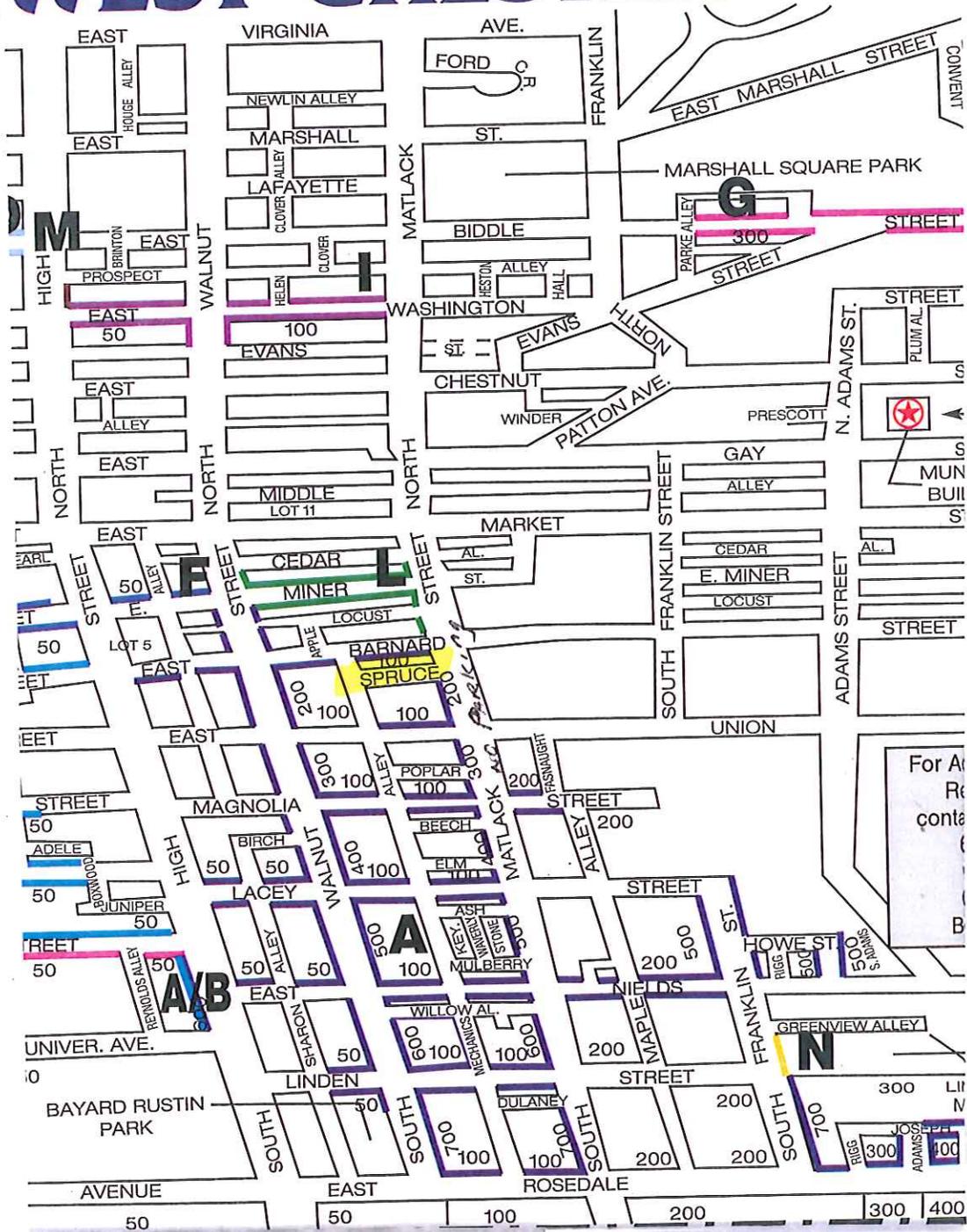
Rose Valley Restoration  
Park Van location

Vehicles must drive over grass/sidewalk  
- Spruce Alley & Mechanics Alley have clearly marked signs  
"No Parking" in the Alley.

Map data ©2016 Google 20 ft



# WEST CHESTER



*Parking 400-700 block  
on east side of  
the street*





Reply all | Delete Junk |

## 200 Block South Matlack

RI Richie <famnazario@comcast.net>  
To: Pamela Grossman;

Reply all |

Tue 12/8/2015 8:27 PM

You replied on 12/9/2015 1:42 PM.

My name is Richard Nazario. I live at 228 South Matlack Street and have been a lifelong resident of West Chester. I write to you to inquire as to what needs to be done in order to change our parking section from "A" to "L". Currently, the 50 block and the 100 block of South Matlack are registered as "L". I wish to extend that one more block to the 200 block.

My request comes as a result of the burden, and to be honest the nightmare, that finding parking has become. I have three little ones, a 7 year old, a 3 year old and an 11 month old. It is difficult walking a block or more away because there is no parking on your own block with a car seat, groceries and two young children. It seems as though residents from Union Street and Barnard as well as the new town homes in mechanics alley are using our street. I mean, Barnard street homes have off-street parking as well as the new condos having garages, yet they use our street. In addition, there are two other families, 222 South Matlack with a 3 year old and a 1 year old, and 232 South Matlack with a two year old, and they too suffer this same problem.

Extending the designation of "L" to our block would make the quality of life for not one (mine only) but three families so much better. Please consider this, consider helping us and direct me as to what needs to be done to get this request granted/approved.

Sincerely,

Richard Nazario

Sent from [Mail](#) for Windows 10

Google Maps 198 S Matlack St

200 S Matlack (Bernard)

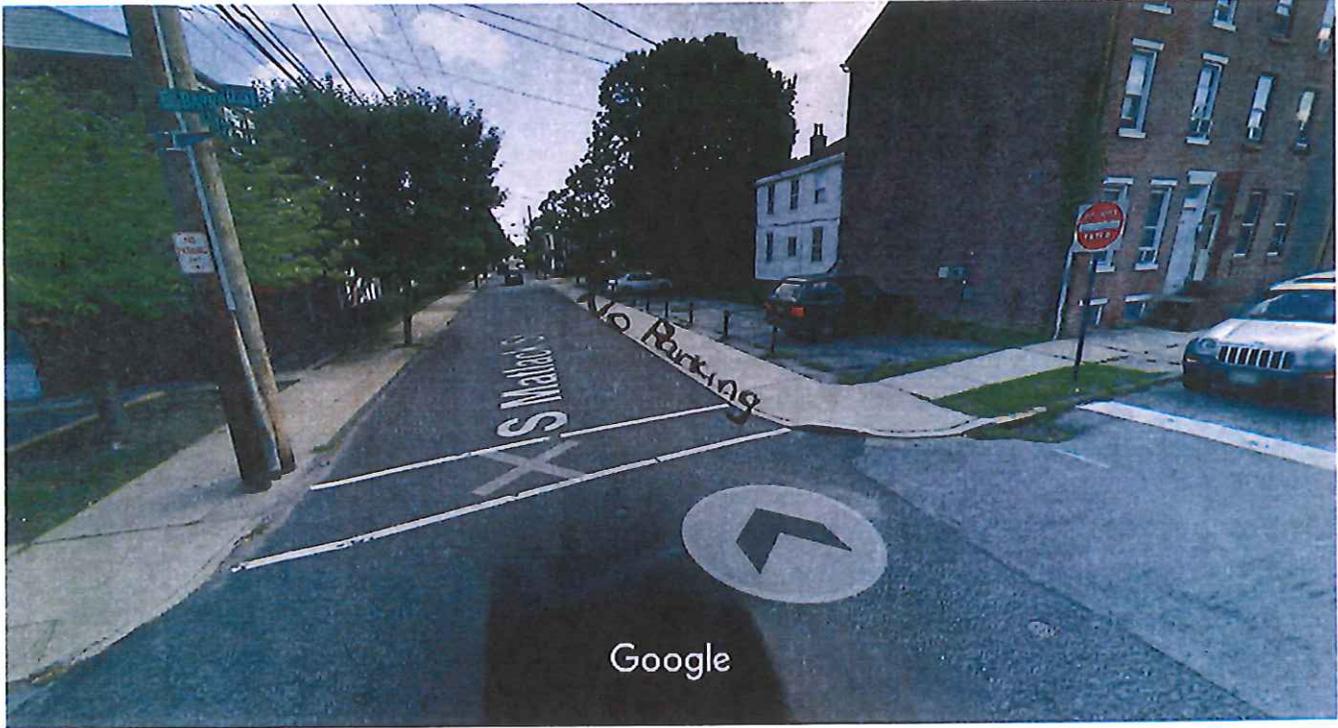


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



Google Maps 200 E Union St

200 Smaclack (union)



Image capture: Oct 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Oct 2012



Google Maps 212 S Matlack St

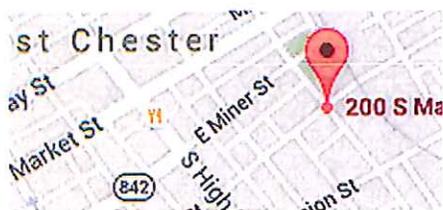
200 S Matlack (from Spruce Alley)



Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



# AGENDA

## Parking Committee

December 8, 2015 – 7:30 pm

Committee Members: Ellen Koopman (Chair), Bill Scott, Don Braceland  
Department Head: Pam Grossman

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss adding a loading zone on the 200 block of E. Barnard for the Care Center for Christ located at 127 S. Matlack – *tabled from November 3-0 recommendation to add loading zone on the 200 block of E. Barnard – Lt. Morris will attend the Work Session for further discussion*
3. Review the data from the Town Hall Meeting on October 6<sup>th</sup> - *Tabled from November No Action Taken*
4. Discuss 2a-5a restrictions on South Walnut Street between Market and Walnut *3-0 recommendation to change the 2-5 restriction to 8-11 south of the alley – Pam will speak with O'B regarding his ability to change the hours*
5. Discuss scheduling the next Town Hall Meeting and Master Parking Plan *Towne Hall planned for Thursday, February 25*
6. Discuss Dining Platform Application and implementation process *Further discussion at the Work Session – Pam will make necessary changes to the documents and have Mike and O'B input*
7. Approve November Committee meeting minutes *3-0 recommendation to approve November Minutes*
8. Other Business