

# AGENDA

## Parking Committee

**June 7<sup>th</sup>, 2016 – 7:30 pm**

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

**Department Head: Hector Mojica**

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss adding a handicap space – 322 W. Biddle Street
3. Discuss Valet Parking
4. Discuss the Master Parking Plan Update
5. Approve May Committee meeting minutes
6. Other Business

**Borough of West Chester  
Handicapped Parking Permit**

NAME: ANNA S. HENSON

ADDRESS: 322 W. BIDDLE ST.

WEST CHESTER, PA 19380

PHONE NUMBER: 610 692 2974

STATE ISSUED PLACARD NUMBER: PA 38022E

SIGNATURE: Anna S. Henson

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

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

REGISTRATION: \_\_\_\_\_

ID CARD \_\_\_\_\_

PLACARD \_\_\_\_\_

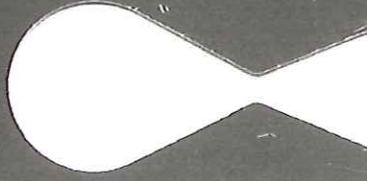
MANAGER SIGNATURE: \_\_\_\_\_

AGENDA DATE: \_\_\_\_\_

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

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

IMPORTANT: REMOVE BEFORE  
DRIVING VEHICLE



**PENNSYLVANIA**



EXPIRES  
LAST  
DAY OF

**03-18**

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**P38022E**

PERMANENT

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W Biddle St

322 West Biddle Street



Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012

Google Maps W Biddle St



Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012

Google Maps W Biddle St

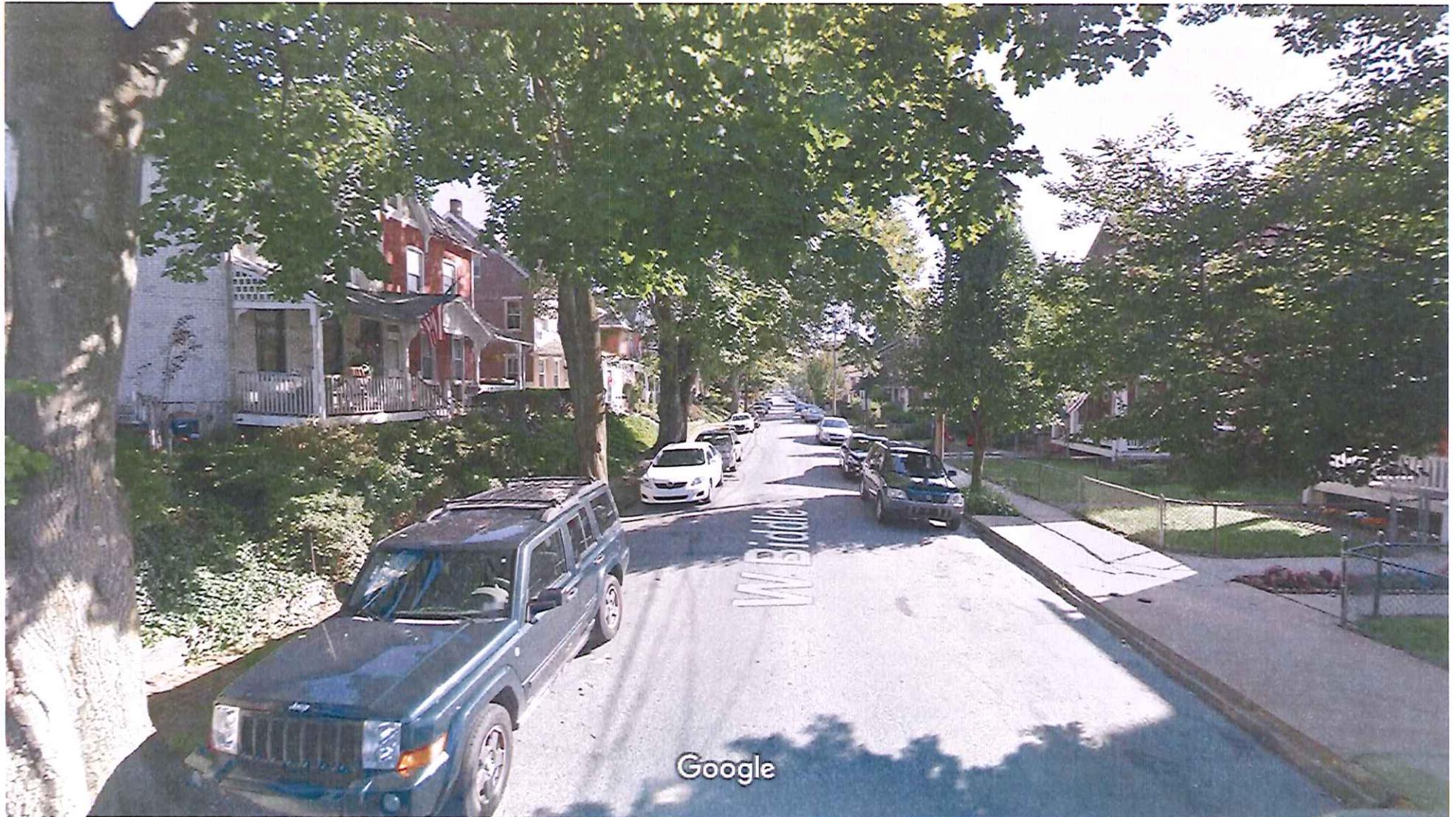


Image capture: Sep 2012 © 2016 Google

West Chester, Pennsylvania

Street View - Sep 2012



## 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

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*Department Head*  
Hector Mojica

### Parking Committee Meeting

**Agenda Item:** Discuss implementing a valet licensing program for the restaurants who offer valet parking.

**Recommendation:** Recommend that restaurants notify the Borough if they are going to offer valet parking at their establishment. Provide a policy to the restaurant owners and enforce those policies appropriately, including providing a parking plan (where the valet vehicles will be parked). Must receive written approval from the Borough to operate valet.

**Motion:** Establish a valet parking policy and require restaurants offering valet parking to notify the Borough of the amenity. Must receive written approval from the Borough.

**Background:** Our department has called the following communities to inquire about their valet parking licensing and requirements and none have any requirements, permitting or licensing: Media, Phoenixville, Kennett Square, Wilmington, De and Malvern.

## Discuss Valet Parking Services Licensing

### ***Proposed Valet Parking Plan Requirements***

In order to qualify for a Valet Parking License, you must submit a plan for operation at the location specified on the application.

- Proof of Insurance
- Agreement / contract between the valet company and the business to provide valet services at the location
- Agreement/ contract between the valet company and off street facility detailing the number of legal parking spaces set aside for exclusive use by valet company
- Proposed pattern of vehicle pick up and discharge, including the staging area and detailed description of route to and from off street parking site.
- List of employees/agents providing services and/or operating vehicles at this location. Provide photocopies of the driver's license for the employees who operate vehicles
- A list of (3) three businesses which have used your valet services over the past two years; include full name and address and phone numbers of businesses..
- Borough Application completed

# AGENDA

## Parking Committee

May 10th, 2016 – 7:30 pm

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

Department Head: Hector Mojica

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.  
Craig Milbourne requested a handicap sign in front of his residence at 132 East Miner Street. No action was taken at this time.
2. Discuss 200 South Franklin signage  
3-0 Recommendation to move 1 sign 60 feet to allow for 3 parking spaces for residents.
3. Discuss Lot #10 Parking Leases
  - a. Otto's BMW Temporary Parking Request  
No action was taken at this time.
  - b. Grower's Market Expansion  
No Action taken at this time.
  - c. New Leasing Structure  
3-0 Recommendation to execute 2 leases as drafted
4. Discuss the Master Parking Plan Update  
Discussed moving forward and conduction stakeholder meetings with community members, business owners, residents and university representatives who will offer insight into some of West Chester's parking issues.
5. Approve April Committee meeting minutes  
3-0 Recommendation
6. Other Business