



## Borough of West Chester

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Memo

June 8, 2021

To: Parking Committee of Borough Council

From: Sean Metrick, Assistant Manager/ Director of Parking

Re: Guest parking passes residential parking areas

The Comprehensive Parking Guide, published January 2018, identified several important recommendations and strategies for parking management in the Borough. Section 7.3 begins on page 40 and discusses one of the main problems affecting parking availability in the Borough's residential neighborhoods. As of the publication of the report, there were roughly 2,000 on-street parking spaces available to residents in zones regulated by the Borough for which 5,168 permits were issued for parking with 2,302 of those being guest permits. Best practices allow for overselling of permits by 10% to 20%, but the Borough currently oversells its residential permit zones by more than 250%. Furthermore, the current system has proven difficult to enforce, leading to widespread abuse. The Borough currently charges \$6 for each guest pass and spends about \$5,000 per year to print 2,100 hangtags for distribution.

For these reasons, the Borough recommends certain changes to the system that require agreement on policy and an ordinance amendment approved by Borough Council. These recommendations are:

- Limit the number of annual guest passes per residence to 1. Residential permits are unlimited.
- Increase the cost of a guest pass to \$20. Residential permits cost \$14
- Increase the cost of a replacement guest pass to \$100.
- Eliminate consecutive day limit for guest passes.

The study comments that "residents prefer a hangtag guest permit system where a resident pays a flat fee and can use the permit on an as needed basis, as opposed to single day permits."

## **Intended results**

The reduction of guest passes should free up additional space for residential permit parking. Secondly, guest passes will be easier to use and enforce with the removal of the five-day time limit. This will free up a significant amount of time to dedicate to other Department tasks such as maintenance, repair, and customer service. Thirdly, raising the price of replacement permits will discourage fraud. Lastly, the program will generate about \$15,000 additional revenue over a 12-month period beginning September 2021.