Borough of West Reading

Business Requested Accessible Parking Space Policy

Resolution 2025-12

Section A. Application Process

1. A business may request an on-street accessible parking space designation by applying to the West Reading Borough Police Department.
2. New applications shall be reviewed by the Borough Traffic Committee, who will make a recommendation to Borough Council.
3. Borough Council will make the final decision regarding granting accessible parking space designations during the March, June, September and December Borough Council meetings.

Section B. Criteria

Upon receipt of a completed application, the Chief of Police or their designee will review the application to ensure the following conditions are met:

1. The applicant is a business located within the Borough of West Reading; and
2. The applicant must be able to demonstrate that off-street parking is unavailable or unsuitable for patrons; and
3. The number of business requested handicapped accessible parking spaces located within a business district block may not exceed one space per block. Due to mixed uses within business districts, a business designation would not be considered towards the maximum residential allowance of 10% of available spaces per block. Please refer to the Residential Accessible Parking Space Policy.
4. The on-street accessible parking space should be installed in front of the applicant's property, unless deemed unfeasible by the Borough, and then such space should be placed as near to the requested property as possible; and
5. The requested parking space does not conflict with any parking restrictions already in place and the parking space in front of the business is at least 22 feet in length; and
6. The applicant agrees to advise the West Reading Borough Police Department when the accessible parking space is no longer required.

Section C. Installation or Revocation

Installation. If the request is approved, the Borough of West Reading shall mark the space and install the on-street accessible parking signage.

Removal. The Borough of West Reading shall remove the accessible parking space designation under the following conditions:

1. **Annual reporting.** After approval of the application, the applicant shall submit an annual renewal application to verify the appropriate continuance of the designation. In January of each year the West Reading Police Department shall mail (via regular first-class mail) each applicant the renewal application. If the applicant fails to submit the renewal application by March 15th of that year or if the business has moved or if at the discretion of the Chief of Police the space is no longer needed, the Borough of West Reading will remove the space.
2. Additionally, should a determination be made by the Police Department that the space is being misused by the applicant, or that the on-street accessible parking space is not in conformance with this Policy, then the Police Department will make a recommendation to the Borough Council of West Reading to have the on-street accessible parking space designation

removed.

3. If the decision is made to remove the on-street accessible parking space, the applicant will be notified in writing of the decision.

Section D. Standards

1. All accessible parking spaces permitted prior to the effective date of this policy shall be allowed to remain as located but must be renewed annually for each calendar year thereafter.
2. In the event that the previously permitted spaces exceed the maximum allowed per block, the Borough of West Reading may refrain from granting any additional spaces in that block until the number of accessible spaces falls below the maximum allowed.
3. An accessible parking space remains open to the public. The applicant does not have exclusive use of the accessible parking space. Any valid accessible parking placard or disabled veteran license plate may park in the accessible parking space.
4. Time limit parking restrictions would apply.
5. The Borough Council of West Reading Borough may approve or deny the request. The Borough is under no obligation to provide an on-street accessible parking space.

Section E. Effective Date

The effective date of this revised policy is March 18, 2025.

DULY ADOPTED AND APPROVED this 18th day of March 2025.

BOROUGH OF WEST READING

By: _____
Ryan Lineaweaver, Council President

Attest: Cynthia Madeira
Cynthia Madeira, Borough Secretary

Examined and approved this 18th day of March 2025.

Samantha Kaag
Samantha Kaag, Mayor