

**Borough of West Reading**  
**Handicapped Parking Space Policy**  
**Resolution 2022-9**

**Section A. Application Process**

1. A resident may request an on-street handicapped parking space by submitting an application 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 determination regarding granting a handicapped parking space during the January, April, July and October 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 resident of the Borough of West Reading and holds a current disabled parking placard; and
2. The applicant resides on the street where the on-street handicapped parking space is requested; and
3. The applicant supplies the vehicle's license plate number and/or disabled parking placard number with expiration date for verification; and
4. The applicant must be able to demonstrate that off-street parking is unavailable or unsuitable; and
5. The number of spaces located within any block does not exceed 10% of available spaces, but not less than one.
6. The on-street handicapped 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
7. The requested parking space does not conflict with any parking restrictions already in place and the parking length in front of the residence is at least 22 feet; and
8. The applicant agrees to advise the West Reading Borough Police Department when the handicapped 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 handicapped parking signage.

**Removal.** The Borough of West Reading shall remove the handicapped 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 continuance of their disability. 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 15<sup>th</sup> of that year or if the resident 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 handicapped parking space is not in conformance with this Policy, then the Police Department will make recommendation to the Borough Council of West Reading to have the on-street handicapped parking space removed.

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

#### Section D. Standards

1. All handicapped parking spaces permitted prior to the effective date of this Policy shall be allowed to remain as located but must be renewed annually of 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 handicapped spaces falls below the maximum allowed.
3. A handicapped parking space remains open to the public. The resident does not have exclusive use of the handicapped parking space. Any valid handicapped parking placard or disabled veteran license plate may park in the handicapped parking space.
4. The Borough Council of West Reading Borough may approve or deny the request. The Borough is under no obligation to provide an on-street handicapped parking space.

#### Section E. Effective Date

The effective date of this policy is August 16, 2022.

**DULY ADOPTED AND APPROVED** this 16<sup>th</sup> day of August, 2022.

BOROUGH OF WEST READING

By:



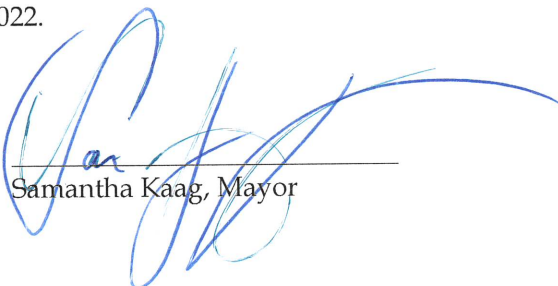
Ryan Lineaweaver, Council President

Attest:



Cynthia Madeira, Borough Secretary

Examined and approved this 16<sup>th</sup> day of August, 2022.



Samantha Kaag, Mayor