



## **I. Purpose.**

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This procedure establishes uniform, objective standards for reviewing requests to designate an on-street handicapped parking space on Mount Gretna Borough maintained public residential streets.

On-street parking within Mount Gretna borough constitutes shared public parking supply and is not guaranteed to any individual household. Requests to convert a general-use parking space to a designated handicapped space therefore require evaluation of safety conditions and the operational impact to the surrounding parking supply.

Approval is discretionary and shall be based on documented safety conditions and measurable operational impact to the shared public parking supply.

Any approved handicapped parking space shall remain a space available to any vehicle displaying a valid disability plate or placard.

Designation of a handicapped parking space does not reserve the space for a specific vehicle or household.

## **II. Eligibility Requirements (Threshold Criteria).**

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An application shall not proceed to site evaluation unless all the following are satisfied:

### **1. Full-Time Residency**

Applicant must be a full-time resident whose primary residence is within Mount Gretna Borough.

Primary residence shall be established by:

- Pennsylvania driver's license reflecting the Borough address, and one of the following
- Voter registration, property tax record, utility bill, vehicle registration, or other documentation reasonably demonstrating that the Borough address is the applicant's primary residence.

### **2. Valid Disability Credential**

Copy of valid Pennsylvania disability plate or placard must be provided.

### **3. Jurisdiction**

The requested location must be on a public street under Mount Gretna Borough maintenance responsibility.

Applications failing to meet these requirements shall be deemed incomplete and returned.

## **III. Fees and Funding**

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Because installation of individual on-street handicapped parking spaces is not a recurring municipal expense and is not included in the Borough's annual operating budget, the Borough will utilize PennDOT Liquid Fuels funding where eligible. Any installation costs determined to be ineligible for Liquid Fuels funding shall be the responsibility of the applicant.



### 1. Applicant Fee - \$200

The \$200 application fee:

- Offsets administrative intake
- Covers staff site measurement and documentation
- Covers preparation of the Site Evaluation Memorandum
- Covers application file creation and record maintenance

The application fee becomes non-refundable once the application is received.

### 2. Installation Costs

Signage and pavement markings may be eligible for funding through the Borough's PennDOT Liquid Fuels allocation, subject to eligibility confirmation under current PennDOT guidelines.

If any portion of installation is determined ineligible for Liquid Fuels funding, the applicant shall be responsible for that portion of cost.

Based on Borough estimate, **the typical cost for sign installation, pavement marking, and associated labor is approximately \$550.**

Actual costs may vary depending on site conditions and material requirements.

Installation cost estimates shall be obtained prior to Council vote and included in the review packet.

#### **Applicant Cost Acknowledgement**

After preparation of the preliminary installation cost estimate, the applicant shall be notified of the estimated cost and given the opportunity to confirm whether they wish the request to proceed to Council consideration.

### 3. Annual Renewal - \$50

The \$50 annual renewal fee covers:

- Annual eligibility verification
- Record maintenance
- Inspection of signage condition

Failure to remit renewal by December 31 may result in removal of the designation.

## IV. Administrative Intake Procedure

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Applications shall be submitted to the Mount Gretna Borough Office. Applications shall be submitted using the form adopted by Borough Council and attached to Resolution No. 04-13-2026 as Exhibit "B" or as amended.

Upon receipt of a completed application:

1. Borough Secretary logs date of receipt
2. Documentation is verified by designated Council member
3. Application is deemed complete or returned
4. Completed application is forwarded to Public Works

Incomplete applications will not proceed to site evaluation.



Applications shall be processed as practicable following receipt of a complete application.

## V. Site Measurement & Data Collection

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Public Works Staff shall prepare a written Site Evaluation Memorandum containing site findings. No recommendation shall be included.

### A. Defined “Block” for Measurement

For purposes of this evaluation:

A block shall mean the continuous curb segment between two intersecting streets or between street and a natural or physical termination of roadway.

Where streets extend for unusually long distances without intersections, evaluation may be limited to the curb frontage directly associated with the applicant's residence and the immediately adjacent dwellings, as determined by Public Works.

### B. Measurement Methodology

The parking capacity calculation evaluates the supply of legal on-street parking spaces available within the defined block segment. Private off-street parking associated with individual properties is not included in this calculation.

Public Works shall determine:

1. Total linear curb footage available for parking on the affected side(s) of the street.
2. Required statutory and posted clearance deductions, including:
  - 15 feet from fire hydrants
  - 30 feet from stop signs (if applicable)
  - Driveway openings (based on the driveway width at the street)
  - Posted no-parking zones
3. Parking configuration, including whether parking is permitted on one side or both sides of the street and how that configuration affects available parking supply.
4. Total linear curb footage remaining available for legal parking after required clearance deductions.
5. Total number of dwelling units fronting the defined block, together with any additional dwelling units that physically rely upon that block for primary on-street parking access due to lot configuration or lack of direct street frontage.

Personal parking preference, visitor parking patterns, or temporary conditions shall not be considered in determining whether a dwelling unit relies upon the defined block.

Public Works shall include these measurements and observations in a **Site Evaluation Memorandum**.



### C. Parking Capacity Calculations

Using the field measurements documented in the Site Evaluation Memorandum, the Borough Council designee shall calculate:

1. Total number of legal parking stalls, based on the adopted stall dimension (9' x 23', unless otherwise amended).
2. Parking Capacity Ratio: Total Legal Stalls ÷ Total Dwelling Units
3. Percentage Reduction if One Stall is Converted:  $1 \div \text{Total Legal General-Use Stalls} \times 100$

These calculations shall be included in the review materials presented to Borough Council.

## VI. Decision Standards (Math-Driven Evaluation)

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Council shall apply the following objective standards.

### A. Density Ratio Test

If the Parking Capacity Ratio is 1.0 or less, conversion of one stall shall be presumed to create substantial operational impact.

### B. Percentage Reduction Test

If conversion of one stall results in a reduction greater than 15% of total legal general-use stalls on the defined block, substantial operational impact shall be presumed.

### C. Presumption

Where neither threshold is exceeded, conversion shall generally be deemed operationally acceptable, subject to safety review.

### D. Override

Council may override these presumptions only by written findings identifying extraordinary safety, accessibility, or site-specific conditions justifying deviation from the numeric standards.

## VII. Council Action

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### 1. Public Hearing Required

Prior to Council action, the Borough shall hold a public hearing to receive comment regarding the proposed designation of an on-street handicapped parking space.

Notice of the public hearing shall be provided in accordance with Borough public meeting notice requirements.

Notice of the hearing shall identify:

- The requested location of the proposed handicapped parking space
- The date, time, and location of the hearing

The purpose of the hearing is to allow residents and affected property owners the opportunity to provide comment regarding site conditions, parking demand, and other relevant considerations.



## 2. Council Deliberation

Following the public hearing, the Borough Council shall review:

- The Site Evaluation Memorandum
- The parking capacity calculations
- Public comment received at the hearing

Council deliberation may occur at a regular or special Borough Council meeting following the hearing.

## 3. Council Decision

Approval requires adoption of a resolution identifying:

- Exact stall location
- Effective date
- Installation funding source

## 4. Denial

If the request is denied, Council shall reference the numerical findings and site conditions supporting the decision.

Applicants whose request is denied may submit a new application if site conditions materially change.

## VIII. Installation Procedure

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Following Council approval, installation cost eligibility shall be confirmed, and scheduling of installation shall proceed.

1. If applicant-funded portion exists, payment shall be remitted within **30 days of approval**.
2. Borough shall complete installation within **60 days**, weather permitting, after receipt of all required payments by Applicant.

## IX. Duration and Removal

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An approved space may be removed if:

- Applicant no longer maintains full-time residency
- Disability credential expires or is revoked
- Annual renewal fee is not paid
- Block conditions materially change affecting safety or operational standards.

## X. Recordkeeping

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The Borough shall maintain records of:

- Applications received
- Site Evaluation Memoranda
- Council decisions
- Written findings (if override applied)