

# AGENDA

## Public Works, Recreation & Environmental Protection Committee

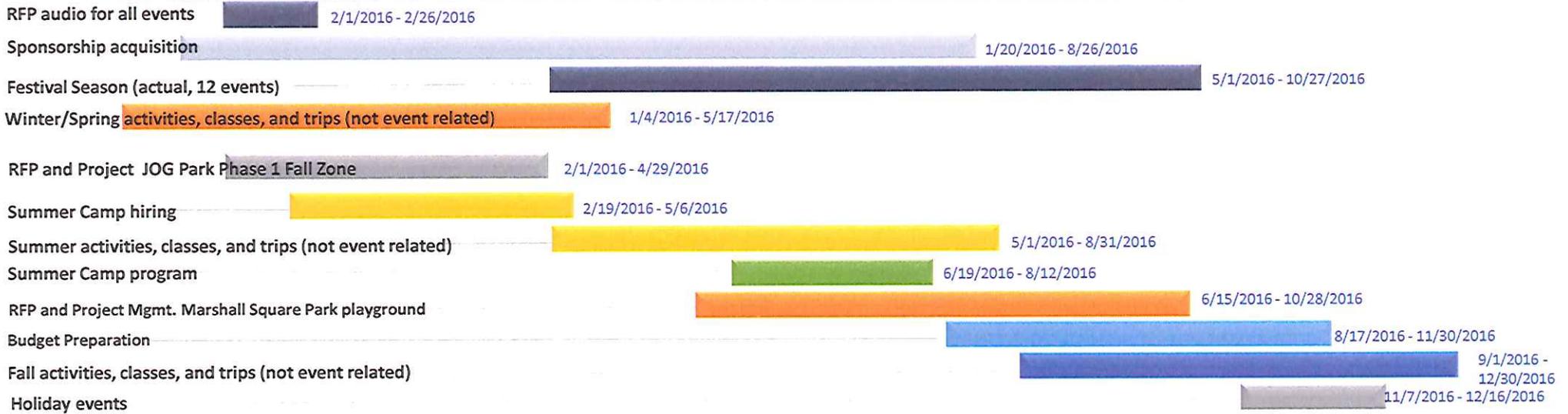
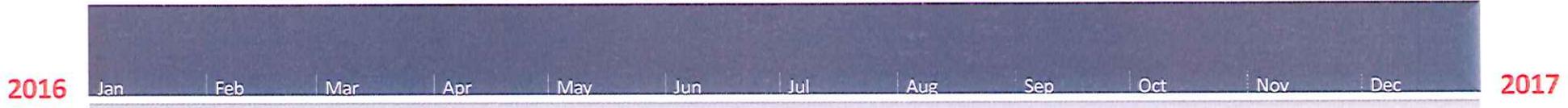
February 9<sup>th</sup>, 2016 – 5:30 pm

Committee Members: Don Braceland (Chair), Jordan Norley, Diane LeBold

Department Heads: **K. Oakes, Wastewater**  
**Keith Kurowski, Recreation**  
**O.B. Laing, Public Works**

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss snow removal efforts
3. Discuss Mosquito Control Task Force
4. Discuss Greenfield usage update from 2015 (Open Gate trial period)
5. Discuss Restaurant Festival Fundraising efforts with WCFD
6. Discuss 2015 timeline for Parks and Recreation (including capital projects)
7. Discuss Stormwater Assessment Fee Feasibility Study
8. Discuss installation of a curb at 431 E. Barnard St.
9. Discuss Rambo Alley maintenance
10. Discuss Banner Permits:
  - a. WC Playschool – E. Market St. – 2-27 thru 3-14
  - b. Act In Faith – E. Market St. – 3-17 thru 4-3
  - c. Cerebral Palsy Assoc. – E. Market St. – 4-15 thru 5-3
  - d. Crime Center of CC – W. Gay St. – 4-17 thru 5-1
  - e. WC Recreation – High St. – 4-18 thru 4-2
  - f. CC SPCA – W. Market St. – 4-15 thru 5-2
  - g. Brandywine Ballet – W. Market St. – 5-2 thru 5-16
  - h. WC Alumni – W. Gay St. – 5-2 thru 5-16
  - i. Good Fellowship – E. Market St. – 5/6/2-16 – 5/22/16
  - j. Fame Fire Co. – High St. – 5/7/2016 – 5/22/2016
11. Other Business.

# West Chester Parks & Recreation General Timeline 2016



# Stormwater Assessment Fee Feasibility Study and Implementation Plan Amendment #2

## Stream Protection Fee Technical GI Implementation Support

PREPARED FOR: Michael Cotter, Borough Manager  
PREPARED BY: CH2M  
DATE: January 27, 2016  
PROJECT NUMBER: 473792

### Project Understanding and Purpose

West Chester Borough is implementing a stormwater program funded by the proposed Stream Protection Fee. The focus of the program will be green infrastructure (GI) projects to achieve multiple benefits and extend the value of its urban infrastructure investments by:

1. Developing green infrastructure (GI) projects that respond comprehensively to the multiple water quality and quantity drivers (e.g., TMDL, NPDES MS4 stormwater regulations, flooding) to maximize the value of Borough investments.
2. Using GI to reduce pollution and erosive flows from urban stormwater runoff to support the Goose Creek TMDL Strategy.
3. Improve the health and quality of life for Borough residents by linking stormwater solutions to community improvements through neighborhood enhancements.
4. Seeking to achieving lower cost and higher benefit from the Borough's infrastructure investments.

The following changes to the Standard Agreement for Professional Services (Agreement) are hereby proposed and shall be incorporated by reference to the Agreement April 18, 2013, between CH2MHILL Engineers, Inc. (Engineer) and West Chester Borough, PA (Client). The Agreement is proposed to be amended as follows:

### 1. Scope of services

ENGINEER agrees to furnish the Client with the following specific services:

This attached scope of work provides technical engineering and planning support services in order to support the implementation of the Borough's Stream Protection Fee program, under the tasks as listed below.

#### Task 8. Program Support

Monthly team status meetings are an efficient way to stay focused on project schedule, share draft findings, discuss time-sensitive updates, and determine recommendations for moving forward. Since November 2014, the SPF team has help productive monthly meetings to stay on task. Under this task, CH2M staff will continue to prepare the agenda, attend the meetings, provide copies of any supporting materials, and prepare a meeting summary.

## Task 8 Deliverables

- Monthly Team Meetings (Prep, attendance, and follow-up)
- Project Management/Administrative Support

## Task 9. Grant Support

The purpose of this task is to support the development of grant applications for planning and/or implementation of stormwater projects in West Chester Borough. The total amount proposed for this task is approximately \$10,000 which can be applied to any number of potential grant opportunities that have recently been identified. There are three specific sources of grants already identified, including:

- [Low Volume Roads](#) through the state Dirt, Gravel, and Low Volume Road program which is administered by the Chester County Conservation District (CCCD). This grant can fund the implementation of green roads/alleys with a daily volume less than 500 cars and has a rolling deadline for submittal. The funding available is administered on a first come first serve basis, out of a total of \$200,000 received by the Conservation District from the State.
  - On December 22, 2015 CH2M attended a meeting with CCCD to discuss the project viability, application procedures, and schedule for application completion. CCCD was pleased to hear of the potential projects and noted that the GI projects are something they were quite interested in funding. The project coordinator recommended that the Borough submit as soon as possible as there has been increased interest in their funds by other municipalities.
- Pennsylvania Dept. of Conservation and Natural Resources (PADCNR) – [Community Conservation Partnerships Program](#) (C2P2) – this grant funds a variety of projects including planning and design for green parks, as well as overall municipality wide watershed based GI plans. The application is due April 16, 2016 and has an extensive and competitive application process should the Borough choose to apply.
- Pennsylvania Dept. of Environmental Protection [Growing Greener](#). This grant for 2016/2017 has not been announced yet, however the previous year's grant was due July 10, 2015. Growing Greener funds a variety of stormwater planning and engineering projects.

## Task 9 Deliverables

The specific work elements to occur under this task include:

- Support for grant applications and required components including scope, budget and schedule in coordination with and as directed by Borough Manager and Director of Public Works.
- Meetings with grant coordinator and Borough, as needed

## Task 9 Assumptions:

1. CH2M will seek to combine project specific meetings with any other previously scheduled meeting in order to maximize cost efficiencies to the maximum extent possible.
2. Project Concepts graphics that are to be included in any grant application will be funded through Task 11 described below.

## Task 10. Regulatory Support

The purpose of this task is to provide technical engineering and planning support for the development of the TMDL Strategy (due to PADEP in February 2016) and the forthcoming watershed TMDL Implementation Plans (due to PADEP in 2017/2018). Specific work elements to occur under this task include:

- Attendance at meetings with the Borough and/or the Borough Engineer Gilmore Associates to develop, review and discuss the TMDL Strategy. Table 1 lists the meetings attended

Table 1

*Meetings previously held in support of Regulatory Support Task*

DATE	MEETING TOPIC
Jun 4, 2015	Preparation and attendance at June 4 mtg with Borough and Gilmore Associates to discuss strategy for PADEP
Jun 11, 2015	Meeting at PADEP offices to discuss the review letter and Department expectations
Oct 29, 2015	Team mtg with Gilmore Associates where they presented the Draft Strategy. This was held in advance of the AC Mtg #7
Dec 8, 2015	Public Works Committee Mtg where Gilmore presented official Draft Strategy to Council
Dec 18, 2015	Team mtg during monthly Status meeting to discuss the TMDL Strategy Plan components, timeline, and Public meeting participation
Jan 12, 2016	Public presentation of Draft TMDL Strategy Plan for public comment

- Attendance at Christina TMDL Implementation Partnership (CTIP) on July 22, 2015
- Technical review of draft TMDL Strategy Plan prior to submittal to PADEP in January 2016

## Task 11. Stormwater Concept and Design Support

The purpose of this task is to provide technical engineering and planning support for the development of concepts for five identified stormwater projects that include green infrastructure. The concepts will be developed in order to include enough detail to be used in grant applications, public outreach and presentation, as well as a starting point for detailed design.

Activity performed under this task will include work in the Conceptual phase and Design phase. Conceptual phase support includes the development of basemaps, field visits to confirm existing conditions including visible opportunities and constraints, development of concepts in GIS on tabloid 11x17-inch sheets, and preparation of photorealistic renderings of sites as directed by the Borough. Design phase support could include the facilitation of site surveys and geotechnical analyses (infiltration testing, boring, etc.), development of project specific standard construction details or specifications, and any other design support activity as directed by the Borough. Project specific design support could be performed under a separate contract if necessary.

Included on the concept maps will be specific metrics that will help communicate the project benefits (estimated construction costs, reduction in pollution, amount of runoff managed, etc.). Table 2 lists five previously approved GI project sites based on discussion with the Borough stormwater team. GIS aerial basemaps are provided in Appendix A. An example of a similar concept template, prepared for a park in Boston on behalf of Boston Water and Sewer Commission, is provided in Appendix B.

TABLE 2.

*Priority Green Stormwater Projects to be developed for design and construction in 2016*

Location	Project Description
John O Greene Park	Green park, in conjunction with Rec Department planned rehab for resurfacing the north park area. Potential to include stormwater planter around perimeter, bumpouts on Miner St, and more.
Veteran's Park / Pine Alley	Pine alley: potential grant funded; rain garden and enhanced tree planting. Planned replacement of 36" stormwater pipe down Pine Alley.
Municipal Building	Rain garden demonstration that manages adjacent street runoff
Greenfield Park	Parking lot rehab with infiltration and rain gardens
Franklin Street from Marshall to Virginia	Green street with vegetated bump out/rain gardens to provide traffic calming and pedestrian safety along with stormwater management.
S. Everhart St (Price to Nields) and S. Brandywine St. (Price to Nields)	Green Street project identified on DPW's Planned 2016 Reconstruction list; integrate vegetated curb extensions and other green street elements into street reconstruction

**Task 11 Deliverables:**

- Existing conditions basemaps for up to six locations
- GIS Based concepts for up to six locations, including project benefit metric tables
- Photo-realistic renderings for up to six locations
- Preliminary design support up to 60 hours (10 hours per project)

**2. Compensation**

Table 1.1 below provides the estimated level of effort for the proposed tasks (per the original agreement, the Borough will only be charged on a time and materials basis).

Table 1.1

*Cost proposal for Amendment #2*

PROJECT NUMBER	TASK	HOURS	LABOR COST	EXPENSES / TRAVEL	TASK TOTAL COST
473792.03.IM.10	Task 8 Program Support	60	\$7,553		\$7,553
473792.04.01	Task 9 Grant Support	64	\$10,018		\$10,018
473792.04.02	Task 10 Regulatory Support	60	\$10,073		\$10,073
473792.04.03	Task 11 GI Concept and Design Support	210	\$30,027		\$30,027
	Expenses			\$500	\$500
	TOTAL	394	\$57,671	\$500	\$58,171

**3. Other Terms**

The following provisions shall apply to this Amendment: The duration of the contract is extended until December 31, 2017. CH2M is operating under a 2.95 multiplier based on current staff rates which are escalated approximately 3% on May 1, 2016.

All terms and conditions of the April 18, 2013, Agreement between West Chester Borough, PA and CH2M HILL shall remain in full force and effect unless specifically modified herein.

Contract Amount
-----------------

Original	\$ 204,710
Previous Amendments (+)	\$ 92,585
This Amendment (No. 2) (+)	\$ 58,171
Revised Authorized Amount	\$ 355,466

By signature below, Client and CH2M HILL agree that this Amendment constitutes full and complete modifications to this Agreement related to the issues giving rise to this Amendment.

CH2M HILL	CLIENT
-----------	--------

Signature



Signature

Name/Title  
(printed)

Jason Kirk, P.E. Vice President

Name/Title  
(printed)

## Judy Benes

---

**From:** Ellen Koopman  
**Sent:** Thursday, January 28, 2016 5:59 AM  
**To:** Judy Benes; OB Laing  
**Subject:** Agenda Item for Public Works - Rambo Alley maintenance

Good morning, Judy and OB,

Would you please add the following item to the Public Works agenda for February? I will send accompanying pictures in a moment.

Thank you.

Best,

Ellen

---

**From:** Black, Sarah B. <sblack@chesco.org>  
**Sent:** Monday, November 23, 2015 10:40 AM  
**To:** Ellen Koopman  
**Subject:** RE: Public Works

Thanks Ellen. I would like you to add it please. Do I need to be there?

Here is the issue. I went to borough hall to see who owned that area in the alley behind our house because it was completely overgrown. Vines were growing around the poles and wires, etc. It hasn't been cleaned for at least 10 years because that is how long Paul owned the home. I was referred to the Public Works Dept because they are supposed to maintain "Rambo Alley" because there is a sewage line under there I believe. They would have never been able to access it if needed due to the overgrowth.

At that point, I spoke with Mike (who is an engineer? - he works in the Public Works Dept). He told me to send pictures to see what kind of equipment would be needed to clear it out. I sent the pictures but never heard back. At some point, OB called me. He said it wasn't in the budget to clean the alley and they couldn't clean just our area. They would have to do the whole thing - all the way to College Drive. He said he would put it into the budget for Spring 2015. Alas, we are in the winter of 2015 and it has not been cleaned. I am concerned about the weight on the wires, especially in the summer. Verizon said they wouldn't clean them off...they would just wait for it to fall and put up a new one. Helpful. We cleaned it out once by ourselves. Luckily, our other neighbor owns a landscaping company so he removed all the junk. However, it just grows back so quick and it's filled with poison, etc. I think since they own it, they should maintain it and move than once a decade. Sorry for the stream of consciousness... you think I would have taken better notes as an attorney!

Any help you could offer would be greatly appreciated. I love knowing important people in high places ;-)

Thanks so much!

Sarah

-----Original Message-----

**From:** Ellen Koopman [mailto:ekoopman@west-chester.com]  
**Sent:** Thursday, November 19, 2015 2:22 PM  
**To:** Black, Sarah B.  
**Subject:** Public Works

Hey - the next Public Works committee meeting is December 8 at 5:30 pm in Borough Hall. If you'd like me to add your alley issue to the agenda, either forward me the emails you exchanged with OB or just send me a brief description of the problem.

I hope we can help!!

Ellen

Sent from my iPhone

This County of Chester e-mail message, including any attachments, is intended for the sole use of the individual(s) and entity(ies) to whom it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone this e-mail message including any attachments, or any information contained in this e-mail message including any attachments. If you have received this e-mail message in error, please immediately notify the sender by reply e-mail and delete the message. Thank you very much.









<u>Requested by:</u>	<u>Location</u>	<u>From</u>	<u>To</u>
WC Playschool	E. Market St.	2/27/16	3/14/16
Act In Faith	E. Market St.	3/17/16	4/3/15
Cerebral Palsy Assoc.	E. Market St.	4/15/16	5/3/16
Crime Center of CC	W. Gay St.	4/17/16	5/1/16
WC Recreation	High St.	4/18/16	5/2/16
CC SPCA	W. Market St.	4/15/16	5/2/16
Chamber of Commerce	High St.	5/2/16	5/7/16
Brandywine Ballet	W. Market St.	5/2/16	5/16/16
WC Alumni	W. Gay St.	5/2/16	5/16/16
Good Fellowship	E. Market St.	5/6/16	5/22/16
Fame Fire Co.	High St.	5/7/16	5/22/16

TAX  
610-436-0009



Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
610-692-7574  
[www.westchester.com](http://www.westchester.com)

**2015 BANNER APPLICATION**

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least 45 days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

**Applicant Information:**

Name: Jaimee Scheff  
Organization: West Chester playschool  
Address: 725 W Miner St WC PA 19382  
Phone: 610 692 0538 Email: jaimeescheff@yahoo.com

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

**Requested Dates:**

Requested Installation Date: 2/27/16  
Requested Removal Date: 3/19/16 3/14/16

**Installation Information:**

Organization responsible for Installation and Removal of Banner: Fame Fire Co  
Contact Person: Matt Cohen  
Phone Number: 617 721 9778  
E-Mail: mattcohen880@gmail.com

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

West Chester playschool's The Ballroom at the Westside  
Live + Silent Free Admission • Food & Drink  
AUCTION March 12, 2016  
facebook.com/playschoolAuction 6pm - 10pm

East Market 2/27-3/4

**Requested Location Information:** 3 West Gay Street (28' 3") 2 North High Street (45' 3")

22 West Market Street (42' 10")



36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

- 7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
  - 8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
  - 9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.
- \* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.

*Jaimee Scheff*

Applicant Signature

1/5/16

Date

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Borough of West Chester  
 401 East Gay Street  
 West Chester, PA 19380  
 610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

**2016 BANNER APPLICATION**

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

**Applicant Information:**

Name: ACT in Faith of Greater West Chester / Hallie Rommowski  
 Organization: ACT in Faith  
 Address: 212 S. High St. West Chester contact@actinfaithwc.org  
 Phone: 4843248492 Email: hallierommowski@mc.com

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

**Requested Dates:**

Requested Installation Date: 3/17/16  
 Requested Removal Date: 4/3/16 (sooner if possible)

**Installation Information:**

Organization responsible for Installation and Removal of Banner: First West Chester Fire Co *Pending → Request in to*  
 Contact Person: First West Chester Fire Co.  
 Phone Number: 610 431 1580  
 E-Mail: FWCF@firstwestchester.org

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

See Attached.

Last Market 3/17 - 4/3

**Requested Location Information:**

- 3 West Gay Street (28' 3")
- 2 North High Street (45' 3")
- 22 West Market Street (42' 10")
- 36 East Market Street (36' 1")

*1st choice if it becomes available*

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.
  - \* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

*Halle Rommasto*  
**Applicant Signature**

1/16/14  
**Date**

<b>For Borough Use Only:</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Borough Manager Signature: _____	Date: _____



Milestone Events  
600 E. Market St.  
West Chester

Thursday,  
March 31, 2016  
6 - 9 p.m.



2016 Participants



Returning 2015 Champion



484-324-8492  
contact@actinfaithgwc.org

BOROUGH OF WEST CHESTER  
401 EAST GAY STREET  
WEST CHESTER PA 19380

APPLICATION FOR PERMIT TO DISPLAY BANNER

REFERENCE: Display of Banners Across Borough Streets and Public Ways.

GENERAL: Banners across streets and alleys shall be permitted to promote community events only (EX: non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted across public streets and ways.

REGULATIONS: See attached sheet for Regulations and Conditions governing the display of banners upon proper approval.

APPLICATION: At least thirty (30) days prior to the desired date of hanging a banner, a Permit application must be filed with the Office of the Borough Manager for approval. The permit requires approval by Borough Council.

APPLICANTS MUST COMPLETE THE FOLLOWING (PLEASE PRINT)

Applicant's Name Margaret Rybinski Date January 4, 2016  
Address 749 Springdale Drive, Exton, PA 19341 Day Time Phone 610-524-5850  
Organization Requesting Permit Cerebral Palsy Association of Chester County  
Address 749 Springdale Drive, Exton, PA 19341 Phone same  
Purpose of Displaying Banner (e.g. Advertise events, etc.) advertise annual event benefitting chester county non-profit that provides support/services to individuals with cerebral palsy and other physical disabilities

Exact wording/Graphics on Banner to be displayed. Draw a facsimile below:

The Cerebral Palsy Association of Chester County presents the  
35th ANNUAL NORTHBROOK CANOE CHALLENGE  
Sunday, May 1st  
for information call 610-524-5850 or visit www.ccdisability.org

Exact location(s) where banner(s) to be hung ANY LOCATION

If advertising an event, specific dates are - From May 1, 2016 to May 1, 2016

If known, who will hang and remove banner(s) Carousel Toyota/Scion

Date banner will be Hung ANY available dates in April Removed at borough's discretion

(Signature of applicant) Margaret Rybinski

By the execution hereof, the Applicant warrants that the above information is true and correct.

FOR BOROUGH USE ONLY  Approved  Disapproved Date: \_\_\_\_\_

Reviewed and Signed by: \_\_\_\_\_ Title \_\_\_\_\_

*East Market - 4/15 - 5/3*

*fb*

### REGULATIONS AND CONDITIONS DISPLAY OF BANNERS

Upon being granted approval by the Borough to display a banner across a Borough street or way, the Applicant agrees that he or she has read the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner(s) must be in complete conformance with the application as submitted and approved by the Borough and in accordance with the Regulations and Conditions stated herein.
2. Hanging of banner(s) in a safe responsible manner is the sole responsibility of the requesting person(s) and organization(s).
3. No banner may be hung lower than fifteen (15) feet over the street or public way nor may they be attached to traffic signal standards.
4. No more than two (2) banners may be hung and displayed over any one particular street or way.
5. Banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
6. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
7. Banners hung across Borough streets and ways without proper approval must be removed within two (2) working days after the person(s) or organization(s) responsible have been notified by any means of communication. Failure to remove the banner(2) after notification shall result in the Borough removing same at a charge of the actual cost of removal. Further, unauthorized hanging of a banner may subject the responsible person or organization to fines levied per local Ordinance.
8. Sponsoring organizations and applications assume all liability in connection with the banner(2) and the issuance of a banner permit in no way accepts liability on behalf of the Borough of West Chester.
9. The Applicant hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the "Indemnified Party") from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's display of a banner across a street or way in the Borough of West Chester.

**The Applicant has reviewed each of the above nine regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

*Margaret L. Lish*

\_\_\_\_\_  
Signature

1/4/2016

\_\_\_\_\_  
Date



Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

### 2016 BANNER APPLICATION

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least 45 days in advance of desired date. A banner application requires approval by Borough Council at a public meeting.

#### Applicant Information:

Name: PEGGY GUSZ, EXECUTIVE DIRECTOR  
Organization: THE CRIME VICTIMS CENTER OF CHESTER COUNTY, INC  
Address: 135-137 W MARKET ST, WEST CHESTER PA 19382  
Phone: 610-692-1926 Email: peggyg@cvccofcc.org

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

#### Requested Dates:

Requested Installation Date: APRIL 17, 2016  
Requested Removal Date: MAY 1, 2016

#### Installation Information:

Organization responsible for Installation and Removal of Banner: ROBINSON ELECTRIC  
Contact Person: MIKE ROBINSON  
Phone Number: 610-692-0990  
E-Mail: \_\_\_\_\_

#### Content & Text Description: (Include Picture of proposed banner. Exact wording required)

THE 21<sup>ST</sup> ANNUAL CHESTER COUNTY RACE AGAINST VIOLENCE  
REGISTER 5K/WALK & ONE MILE WALK REGISTER ONLINE  
610-692-1926 SATURDAY, APRIL 30, 2016 AT 9:00AM WWW.CVCCOFCC.ORG  
(This message with a tasteful teal & gray CVC logo)

**Requested Location Information:**

3 West Gay Street (28' 3")

22 West Market Street (42' 10")

2 North High Street (45' 3")

36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.
  - \* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

*Peggy Gusz, Executive Director*  
*The Crime Victims Center*  
*of Chester County, Inc*

*January 12, 2016*

**Applicant Signature**

**Date**

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

### 2015 BANNER APPLICATION

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

#### Applicant Information:

Name: Jessica Wilhelmy  
Organization: West Chester Parks & Recreation  
Address: 401 East Gay St, West Chester PA 19380  
Phone: 610-436-9010 Email: jwilhelmy@west-chester.com

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

#### Requested Dates:

Requested Installation Date: Monday April 18, 2016  
Requested Removal Date: Monday May 2, 2016

#### Installation Information:

Organization responsible for Installation and Removal of Banner: Fame Fire Co.  
Contact Person: Kevin Beans  
Phone Number: 610-842-7671  
E-Mail: Kbeans@west-chester.com

#### Content & Text Description: (Include Picture of proposed banner. Exact wording required)

May Day Festival of the Arts  
Sunday May 1 2016  
11:00am - 4:00pm

**Requested Location Information:**

3 West Gay Street (28' 3")

22 West Market Street (42' 10")

2 North High Street (45' 3")

36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.

\* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

Jessica Wilby  
 Applicant Signature

1/4/16  
 Date

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Borough of West Chester  
 401 East Gay Street  
 West Chester, PA 19380  
 610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

**2016 BANNER APPLICATION**

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

**Applicant Information:**

Name: Eli Martinez  
 Organization: Chester County SPCA  
 Address: 1217 Phoenixville Pike, West Chester, PA 19380  
 Phone: 610-302-0024 Email: emartinez@ccsopa.org

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

**Requested Dates:**

Requested Installation Date: April 15<sup>th</sup>  
 Requested Removal Date: May 2<sup>nd</sup>

**Installation Information:**

Organization responsible for Installation and Removal of Banner: Chester County SPCA  
 Contact Person: Eli Martinez  
 Phone Number: 610-302-0024  
 E-Mail: emartinez@ccsopa.org

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

(Coverage: Day & Day Running) Saturday April 23<sup>rd</sup>; where West  
Goshen Community Park, 1025 Bird Pike, West Chester; Time 9a-2pm  
Registration at Will For Paws.com

**Requested Location Information:**

3 West Gay Street (28' 3")



22 West Market Street (42' 10")

2 North High Street (45' 3")



36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

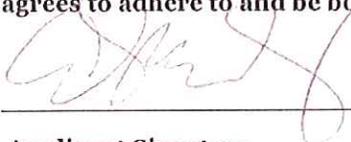
By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.

\* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.

 \_\_\_\_\_

**Applicant Signature**

4/27/16 \_\_\_\_\_

**Date**

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Judy Benes

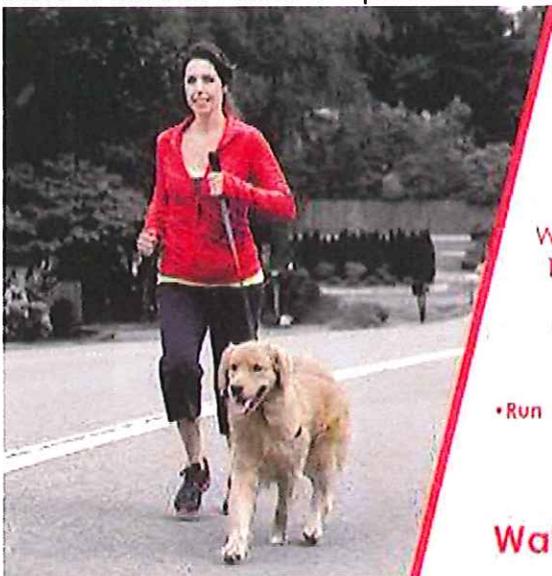
---

**From:** Eli Martinez <emartinez@ccspca.org>  
**Sent:** Wednesday, January 27, 2016 12:45 PM  
**To:** Judy Benes  
**Subject:** Chester County SPCA Banner Application  
**Attachments:** Borough of West Chester Banner Application.pdf

Hi Judy,

I do apologize for the delay I just wanted to make sure it was something we can do. I did contact Richard Ashenfelder about the dimensions and he will be getting back to me hopefully by today, however I wanted to make sure you received our application for said banner. Thank you for all your help!

Below is what the Banner is expected to look like:



**Saturday**  
**April 30, 2016**

**Where:**  
West Goshen Community Park  
1025 Paoli Pike, West Chester

**Time: 9am - 2pm**

• Run • Walk • Games • Live Music

Register at  
**WalkForPaws.com**



FINDING THE HEART IN HUMANITY  
1212 Phoenixville Pike, West Chester, PA 19380

Eli Martinez, Marketing & Public Relations Manager

tel: 484-302-0024

fax: 610-692-7234

email: [emartinez@ccspca.org](mailto:emartinez@ccspca.org)

web: [www.ccspca.org](http://www.ccspca.org)

Follow Us!



# SPRING GALLERY WALK - GWCCC



Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

## 2016 BANNER APPLICATION

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least 45 days in advance of desired date. A banner application requires approval by Borough Council at a public meeting.

### Applicant Information:

Name: MARK YODER, PRESIDENT  
Organization: GREATER WEST CHESTER CHAMBER OF COMMERCE  
Address: 119 N. HIGH ST., WEST CHESTER, PA 19380  
Phone: 610.696.4046 Email: MARK@GWCC.ORG

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

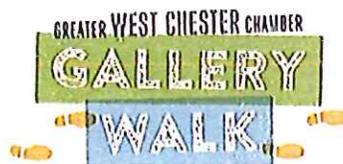
### Requested Dates:

Requested Installation Date: APRIL 22, 2016  
Requested Removal Date: MAY 12, 2016

### Installation Information:

Organization responsible for Installation and Removal of Banner: CHAMBER STAFF  
Contact Person: DAVE FAIRMAN  
Phone Number: 610.696.4046  
E-Mail: DAVE@GWCC.ORG

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)



[www.GreaterWestChester.com](http://www.GreaterWestChester.com)

High St. 5 1/2 - 5 1/4

# SPRING GALLERY WALK - GWCCC

## Requested Location Information:

- 3 West Gay Street (28' 3") *2nd choice*       22 West Market Street (42' 10")  
 2 North High Street (45' 3")       36 East Market Street (36' 1") *3rd choice*

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

## BANNER CONSTRUCTION DESIGN REQUIREMENT

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

## REGULATIONS AND CONDITIONS DISPLAY OF BANNERS

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

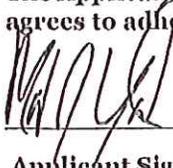
1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

# CHAMBER OF COMMERCE

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.

**\* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.**

The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.



Applicant Signature

1/6/2016

Date

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Borough of West Chester  
 401 East Gay Street  
 West Chester, PA 19380  
 610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

**2015 BANNER APPLICATION**

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

**Applicant Information:**

Name: Jaime Louis  
 Organization: Brandywine Ballet Company  
 Address: 317 Westtown Rd. Suite 5, West Chester, PA 19382  
 Phone: 610-692-6402 Email: Jaime@brandywineballet.org

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

**Requested Dates:**

Requested Installation Date: April 25, 2016 *May 2nd*  
 Requested Removal Date: May 16, 2016

**Installation Information:**

Organization responsible for Installation and Removal of Banner: First West Chester Fire Co.  
 Contact Person: Keith A. Green  
 Phone Number: 610-431-1580  
 E-Mail: KGreen511@gmail.com

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

Brandywine Ballet Company Presents  
 The Wonderful Wizard of Oz  
 May 13-15 @ Emilie K. Asplundh Concert Hall  
 Visit [www.brandywineballet.org](http://www.brandywineballet.org) for tickets

*May 2nd*

*[Signature]*  
 Ret 12-29-15

3 West Gay Street (28' 3")



22 West Market Street (42' 10")

2 North High Street (45' 3")



36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

### **BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

### **REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.

*\* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.*

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

*James L. Louis*  
 \_\_\_\_\_  
**Applicant Signature**

*12/28/15*  
 \_\_\_\_\_  
**Date**

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BOROUGH OF WEST CHESTER  
401 EAST GAY STREET  
WEST CHESTER PA 19380  
610-692-7574 \*\*\*\*\* Fax: 610-436-0009

APPLICATION FOR PERMIT TO DISPLAY BANNER

REFERENCE: Display of Banners Across Borough Streets and Public Ways.

GENERAL: Banners across streets and alleys shall be permitted to promote community events only (EX: non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted across public streets and ways.

REGULATIONS: See attached sheet for Regulations and Conditions governing the display of banners upon proper approval.

APPLICATION: At least thirty (30) days prior to the desired date of hanging a banner, a Permit application must be filed with the Office of the Borough Manager for approval. The permit requires approval by Borough Council.

APPLICANTS MUST COMPLETE THE FOLLOWING (PLEASE PRINT)

Applicant's Name: Jenna Birch  
Address: WCU Alumni & Foundation Center, 262 Carter Dr, West Chester, PA 19382  
Phone: 610-436-2813 (Day) \_\_\_\_\_ (Night)  
e-mail address: jbirch@wcu.edu  
Organization Requesting Permit: West Chester University Alumni Association  
Address: \_\_\_\_\_  
Purpose of Displaying Banner (e.g. Advertise events, etc.): Advertise Alumni Weekend

Exact wording/Graphics on Banner to be displayed. Draw a facsimile below:

Alumni Weekend | May 13-15  
Reunions and more!  
Go to [wcu.alumni.org](http://wcu.alumni.org) for more info

PREFERRED location: High Street  
If advertising an event, specific dates are - From 5/13/2016 to 5/15/2016  
If known, who will hang and remove banner: \_\_\_\_\_  
Date banner will be : Hung 4/24/2016 Removed 5/16/2016

(Signature of applicant): Jenna Birch, West Chester University  
By the execution hereof, the Applicant warrants that the above information is true and correct.

For Borough Use Only: Approved  Disapproved:   
Date: \_\_\_\_\_

Reviewed and Signed by: \_\_\_\_\_

W. Gay - 5/2 5/16

## REGULATIONS AND CONDITIONS DISPLAY OF BANNERS

Upon being granted approval by the Borough to display a banner across a Borough street or way, the Applicant agrees that he or she has read the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by the Borough and in accordance with the Regulations and Conditions stated herein.
2. Hanging of banner in a safe responsible manner is the sole responsibility of the requesting person(s) and organization(s).
3. No banner may be hung lower than fifteen (15) feet over the street or public way nor may they be attached to traffic signal standards.
4. Banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung across Borough streets and ways without proper approval must be removed within two (2) working days after the person(s) or organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge of the actual cost of removal. Further, unauthorized hanging of a banner may subject the responsible person or organization to fines levied per local Ordinance.
7. Sponsoring organizations and applications assume all liability in connection with the banner and the issuance of a banner permit in no way accepts liability on behalf of the Borough of West Chester.
8. The Applicant hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the "Indemnified Party") from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's display of a banner across a street or way in the Borough of West Chester.

The Applicant has reviewed each of the above nine regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.

Jenna Bucko West Chester University  
Signature

1/4/2016  
Date



Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

### 2016 BANNER APPLICATION

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

#### **Applicant Information:**

Name: April L. Locke  
Organization: Good Fellowship Ambulance  
Address: 600 Montgomery Ave West Chester PA 19380  
Phone: 610 431 3132 Email: Alocke@goodfellowship.org

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

#### **Requested Dates:**

Requested Installation Date: May <sup>06</sup> <sup>07</sup> or 2016  
Requested Removal Date: May 22 or 23 2016

#### **Installation Information:**

Organization responsible for Installation and Removal of Banner: Good Fellowship Ambulance  
Contact Person: April L. Locke  
Phone Number: 610 656 8369  
E-Mail: Alocke@goodfellowship.org

#### **Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

see attached ~ may have to change wording slightly depending  
on size of banner

Last Market 5/6 - 5/2

East Market

**Requested Location Information:** wherever is open

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 3 West Gay Street (28' 3")   | <input checked="" type="checkbox"/> 22 West Market Street (42' 10") |
| <input checked="" type="checkbox"/> 2 North High Street (45' 3") | <input checked="" type="checkbox"/> 36 East Market Street (36' 1')  |

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.

**\* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.**

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**



01.07.16

**Applicant Signature**

**Date**

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**CELEBRATES NATIONAL EMS WEEK 2016**

**MAY 15 – MAY 21**

**THANK YOU TO ALL OF OUR VOLUNTEERS  
WHO SERVE THE COMMUNITY EVERY DAY!**

**OPEN HOUSE**

**MAY 14, 2016 10:00 AM – 2:00 PM**



Borough of West Chester  
 401 East Gay Street  
 West Chester, PA 19380  
 610-692-7574  
[www.west-chester.com](http://www.west-chester.com)

**2016 BANNER APPLICATION**

**General:** Banners shall be permitted to promote community events only (e.g., non-profit, charitable, educational, fraternal, civic, or service organizations). Banners promoting business and commercial enterprises are not permitted.

Installation dates will not be reserved until the application is completed in its entirety and submitted at least **45** days in advance of desired date. **A banner application requires approval by Borough Council at a public meeting.**

**Applicant Information:**

Name: Julie McCarthy  
 Organization: Fame Fire Co of West Chester  
 Address: 200 E. Rosedale Ave West Chester, PA 19382  
 Phone: 610 692-5404 Email: jules53A@gmail.com

An application executed on behalf of a corporation, partnership, association or a not-for-profit must be executed by the Chief Executive.

**Requested Dates:**

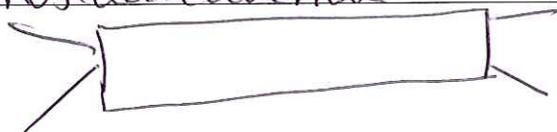
Requested Installation Date: ~~May 7, 2016~~ May 7, 2016  
 Requested Removal Date: May 22, 2016

**Installation Information:**

Organization responsible for Installation and Removal of Banner: Fame Fire Co.  
 Contact Person: Julie McCarthy  
 Phone Number: 484 354 0070  
 E-Mail: jules53A@gmail.com

**Content & Text Description:** (Include Picture of proposed banner. Exact wording required)

Stadium Grill Reunion \$30/ person to  
Benefit Fame Fire Co. May 21, 2016 3-6 pm  
200 E. Rosedale Avenue



~~45' x 3''~~  
 40' - 3' tall  
 39'

**Requested Location Information:**

3 West Gay Street (28' 3")

22 West Market Street (42' 10")

2 North High Street (45' 3")

36 East Market Street (36' 1')

Distances are measured from "pole to pole". All banner lengths should be 6 feet less than the length listed to allow for tying off at each end.

**BANNER CONSTRUCTION DESIGN REQUIREMENT**

1. Minimum/Maximum height: 24 inches to 36 inches
2. All banners will be created of at least 18 ounce vinyl.
3. Metal grommets installed at all four corners and across the top edge of the banner to secure the banner to the guide line.
4. Grommets should be spaced no more than 30 inches apart across the top edge of the banner.
5. All banners should have reinforced corners to protect against wind damage.

**REGULATIONS AND CONDITIONS DISPLAY OF BANNERS**

By signing below, the Applicant agrees that he or she has read and agrees to fully comply with the following Regulations and Conditions and agrees that any banner displayed by the Applicant is subject to the following regulations and conditions:

1. Hanging and displaying of banner must be in complete conformance with the application as submitted and approved by Borough Council and in accordance with the Regulations and Conditions stated herein.
2. Installation of the banner will be in compliance with all applicable state and local policies and regulations is the **sole responsibility of the applicant and organization(s)**.
3. No banner may be hung lower than **fifteen (15) feet** over the street or public way. Banners are not permitted to be attached to traffic signal standards.
4. After approval, the banner may not be hung more than fourteen (14) days prior to the date of the event being advertised and must be removed no later than seven (7) days following the concluding date of the event being advertised.
5. A banner not removed within seven (7) days after the advertised event has concluded may be removed by the Borough with the sponsoring person(s) and organization held liable for the actual cost of the removal.
6. Banners hung without proper approval must be removed within two (2) working days after the Applicant or sponsoring organization(s) responsible have been notified by any means of communication. Failure to remove the banner after notification shall result in the Borough removing same at a charge to the Applicant and/or organization(s) of the actual cost of removal. Further, unauthorized hanging of a banner may subject the Applicant or sponsoring organization(s) to fines levied per local Ordinance.

7. Applicants and the sponsoring organization(s) and applications assume sole and exclusive liability in connection with any and all aspects of the banner, including but not limited to its content, installation, removal, and maintenance.
8. The Applicant and the sponsoring organization(s) hereby agree to indemnify, defend and save and hold harmless the Borough of West Chester, its officers, employees, agents, Council members and their successors and assigns (collectively, the Indemnified Party) from and against, and to reimburse the Indemnified Party with respect to, any and all claims, demands, causes of actions, losses, damages, liabilities, costs and expenses (including reasonable attorney's fees and expenses and court costs) asserted against or incurred by the Indemnified Party by reason or arising out of the Applicant's and the sponsoring organization(s) display of a banner across a street or way in the Borough of West Chester.
9. The Borough of West Chester is not responsible or liable for ripped, torn, or otherwise damaged banners. It is the responsibility of the applicant to secure a company to hang and take down their banner on the approved dated.
  - \* If a banner becomes dislodged, falls down, rips, tears, or otherwise is not hanging in its intended position it is the responsibility of the banner permit recipient to have the banner taken down immediately at the recipient's cost.

**The Applicant has reviewed each of the above eight regulations and conditions for display of banners, and agrees to adhere to and be bound by such regulations and conditions.**

Julianne M. McCarthy  
 Applicant Signature TREASURER, PENN FIN CO Date 1/5/2016

**For Borough Use Only:**

Approved

Denied

Borough Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_