

This meeting is being audio recorded for the public record.

## Borough Council Meeting Agenda

October 19<sup>th</sup>, 2016

**Proposed Ordinance #12-2016 – Tree Commission – 6pm**  
**Conditional Use Hearing – 29 S. Church St. – 6:30 pm**  
**Council Meeting – 7:00 pm**

Borough Council Chambers, Municipal Building

1. Meeting call to order/Pledge of Allegiance.
2. Comments by Mayor and Council.
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda
4. Authorization to publish the draft Comprehensive Plan for public comment
5. Action on Municipal Building Design RFP's
6. Consider 147;151-55 W. Gay Street – Reverse Subdivision  
(Smart Growth Committee recommend approval 2-1)
7. Consider Special Event Permits
  - a. Chesco Commissioners Color 5k – 11-5-2016
  - b. Veteran's Day Parade – 11-6-2016
  - c. Brian's Run – 12-11-2016(Public Works Committee recommend approval 2-0, pending police approval)
8. Consider Marshall Square Park playground installation contract
9. Consider award to Borough Manager for 2015 Performance Bonus
10. Consent Agenda:
  - a. Approve request by Malcolm Johnstone for CCHS Banners on street poles
  - b. Presentation regarding Campus Zoning Overlay Concept  
(Jordan Norley, James Jones, Diane LeBold named as elected officials for working group)
  - c. Approve Resolution #16-2016, PEMA Winter Storm Reimbursement  
(Finance Committee recommend approval 2-0)

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- d. Approve request from Malcolm Johnstone from West Chester BID to rent some parking spaces in Lot 10 during the 5 weeks of water pipe replacement on Church Street – located as far east as possible.  
(Parking Committee recommend approval 2-0)
- e. Approve appointing Deborah Enea for vacant WC Library Board Position  
(Public Works Committee recommend approval 2-0)
- f. Approve Banner Permits:
  1. Stanley’s Dream – W. Gay St, 12-14-2016 – 1-8-2017
  2. Cystic Fibrosis Foundation – W. Market St. 11-3-2016 – 11-17-2016  
(Updated info attached)
- g. Approve Street Tree Planting Bids  
(Public Works recommend approval 2-0.)
- h. Approve Barclay Park Donor Sign and proposed Tree Signs  
(Public Works recommend approval 2-0)
- i. Approve 632 S. Matlack Street – 5 unit townhouse development  
(Smart Growth Committee recommended 3-0 to approve final preliminary/final subdivision with condition that our Solicitor prepare a deed restriction that prohibits student homes in any of the single family dwellings.)
- j. Approve Hickman Land Development Agreements Operation Maintenance Agreement
  - a. Stormwater (3-0 approved by Smart Growth)
  - b. Financial Security
  - c. Land Development
- k. Approve Certificates of Appropriateness:
  1. 120 N. Church St. – Grind Athletics  
Hanging sign on front façade’  
Approved as proposed with the changes that the background be off-white and the height consistent with existing signs on the building
  2. 135 E. Gay St. – Zukin, Scott  
1<sup>st</sup> floor addition; 2<sup>nd</sup> and 3<sup>rd</sup> floor balcony addition.  
Approved as presented with the change that the windows will be 6 over 6 instead of 2 over 2 and windows and doors be wood.
  3. 106 W. Market St. – Zukin, Scott  
Replace damaged shingled pent roof  
Approve as presented
  4. 15 S. Church St. – Milks Law LLC  
Install hanging sign on front façade’  
Approve with conditions: sign to be mounted so that the bottom is 8 feet above sidewalk and door sign is not included in this motion

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5. 134-36 E. Gay St. – Zukin, Scott  
Renovations to rear of building including installation of full view glass door, stucco knee wall will be constructed to separate tenant space from business space.  
**Approved as presented**
6. 200 N. High St. – Sutton Walters  
Building mounted sign on front façade'  
**Approve as presented**
7. 1 S. High Street – Cee Jay Frederick  
Install gate on Market Street entrance.  
**Approve with conditions; detailing on top and bottom of gates will flow consistently through all parts, 2 side panels will include flat top and have same detailing as what exists on the High Street gate**
8. 9 N. Church St. – Giannaccari, Alfredo  
1<sup>st</sup> floor façade renovation  
**Approve with conditions; front door will be in the same plane as main façade with single pane glass and raised panel below, pilaster on left hand side door will extend to grade, panels below the picture window will be reconfigured from submission to allow for full height pilaster to left of the door, detailed arch trim match in design to 121 E. Gay St and drawing matching this description be provided to Board before October Council meeting**
9. 225 N. Church St. – Zukin, Scott  
Rear façade bedroom addition  
**Approve with conditions; new dormer will mimic dormer previous constructed at 227 N. Church St. with exception that the windows be one over one and windows at 227 N. Church St. be changed to one over one, applicant will resubmit accurate plan elevation views before the October Council meeting**

**(Smart Growth Committee recommended 3-0 approval for items “a” – “g”)**

- l. Zoning Appeals:
  1. Appeal #922 – Douglas Milbourne – 127 E. Miner St.
  2. Appeal #923 – Kurt Martin – 508 S. Walnut St.**(Smart Growth Committee recommended 3-0 to have the Solicitor’s office appear on behalf of the Borough for Appeal #923; no action was taken on Appeal #922)**

- m. Approve September minutes

11. Public Comment

**This meeting is being audio recorded for the public record.**

**UPCOMING MEETINGS:**

October 19<sup>th</sup>, 2016 - Proposed Ordinance # 12-2016 – Tree Commission - 6pm

October 19<sup>th</sup>, 2016 – Conditional Use – 29 S. Church St. – 6:30 pm

October 19<sup>th</sup>, 2016 – Council Meeting – 7pm

Monday	10-17-2016	Historic Steering Commission	6:00 pm	Room #240
Tuesday	10-18-2016	Council Worksession	7:00 pm	Council Chambers
Tuesday	10-18-2016	Planning Commission Worksession	6:30 pm	Room #240
Tuesday	10-18-2016	Comprehensive Plan Committee	6:00 pm	Caucus Room
Wednesday	10-19-2016	Conditional Use – 29 S. Church St.	6:30 pm	Council Chambers
Wednesday	10-19-2016	Council Meeting	7:00 pm	Council Chambers
Monday	10-24-2016	Historic Steering Commission	6:00 pm	Room #240
Tuesday	10-25-2016	Planning Commission	6:30 pm	Room #240
<b>Tuesday</b>	<b>10-25-2016</b>	<b>Special Finance Committee Meeting</b>	<b>6:00 pm</b>	<b>Council Chambers</b>
Thursday	10-27-2016	Sustainability Committee	6:00 pm	Council Chambers
Thursday	10-27-2016	HARB	7:00 pm	Room #240
Wednesday	11-2-2016	Recreation Commission Committee	6:30 pm	Room #234
Wednesday	11-2-2016	Shade Tree Commission	6:00 pm	Room #240
Tuesday	11-8-2016	BID Board	8:00 am	119 N. High St.
Wednesday	11-9-2016	Shade Tree Commission Special Meeting	6:00 pm	Room #234
Wednesday	11-9-2016	Public Safety Committee	5:30 pm	Council Chambers
Wednesday	11-9-2016	Finance Committee	6:30 pm	Council Chambers
Wednesday	11-9-2016	Smart Growth Committee	7:30 pm	Council Chambers
Tuesday	11-10-2016	Public Works/Recreation/ WW Committee	5:30 pm	Council Chambers
Tuesday	11-10-2016	Kaizen Committee	6:30 pm	Council Chambers
Tuesday	11-10-2016	Parking Committee	7:30 pm	Council Chambers
Monday	11-14-2016	Zoning Hearing Board	5:30 pm	Room #240
Tuesday	11-15-2016	Council Worksession	7:00 pm	Council Chambers
Wednesday	11-16-2016	Council Meeting	7:00 pm	Council Chambers

Dub C Racing - Brian's Run

12/11/14

Special Event, Race, Public Assemblage Permit Checklist 2016

1:30pm - 3:30pm



# BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

## Special Event, Race, Public Assemblage Checklist

### December 2015 version'

Completed and signed application

Description of event

Map of event and address

 NA

List of Food Vendors, with Chester County Health Dept. licenses (if applicable)

 NA

List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

Borough Services requested

WCPTD will be needed

- Provide description

Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

Application fee (cash, check, or money order)

Cash \$250.00

- Application fee is NON REFUNDABLE

#159098

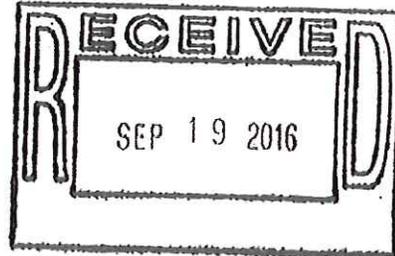
 NA

Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)

 NA

PLCB Permit (if applicable)

\*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you





# BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

## Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

\*SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.

\*All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS

\*An application fee of \$250.00 is required with all event applications

\*An application fee of \$50.00 is required with all "block party" applications

Application fees are NON REFUNDABLE

### Applicant Information

Name of applicant/group/org. Dub & Brewing Company / John Manion

Date applications was submitted to the Borough 9/15/16

Main Contact Name John Manion Cell phone 484-653-9185

Home phone \_\_\_\_\_ email Briansrun@gmail.com

Main Contact address 202 WEST VIRGINIA AVE W.C. PA 19380

Day of Event Contact and Cell Phone (if different from above)  
1

Non-Profit Organization YES NO (if yes, please attach current verification of 501 (c) (3) status)

### Event Information

Name of event Brian's Run

Date/s of event and times 12/11/16 - 2:00 PM - 3:00 PM

Set up and breakdown times for event 1:45 PM - 3:00 PM

Description of event (use separate sheet of paper if needed)  
38<sup>th</sup> Annual Race in W.C.

Event info cont'd

Type of Event:  Walk/Run  Parade  Block Party  Festival   
Film  March/Rally  Other  (If other, explain below)

Event Location – Use the attached map to provide event location/address

Address - Start 400 Montgomery Ave -  
Henderson

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES   NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA – 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911

<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? \_\_\_\_\_

Total number of workers/volunteers/marshals for event? \_\_\_\_\_

Will your event have food vendors, food trucks, or caterers? YES   NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

Will your event have crafters, non-crafters, or information booths? YES   NO

If yes, how many vendors do you plan on attending? \_\_\_\_\_

- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3<sup>rd</sup> party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.

Borough of West Chester Services Requested

Check ALL that apply:

*1 on Marshall St.*

Police Security

Police Traffic Control

Police Traffic Diversion

Public Works Road Closures

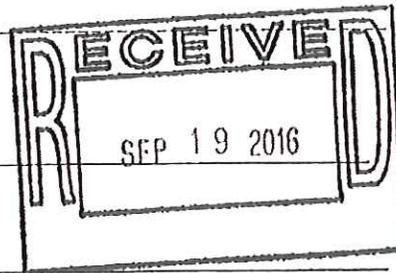
Public Works Waste Removal

Parking Dept. No Parking Notifications

Public Works Street Sweeping

\*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



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

Initial Checklist complete: YES NO

Reviewed by Parks, Recreation, & Special Events Dept. Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Reviewed by Public Work YES NO N/A Approved: \_\_\_\_\_

Reviewed by Parking Department YES NO N/A Approved: \_\_\_\_\_

Reviewed by West Chester Police Department: YES NO N/A Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Police approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied/Reason: YES NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Borough Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Event info cont'd

Signature of applicant: x

Date:

9/14/16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> STAR Insurance - Fort Wayne Office 2130 East Dupont Road  Fort Wayne IN 46825	<b>CONTACT NAME:</b> Margaret M. Mayers <b>PHONE (A/C No, Ext):</b> (260) 467-5689 <b>FAX (A/C, No):</b> (260) 467-5691 <b>E-MAIL ADDRESS:</b> margaret.mayers@starfinancial.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: National Casualty Company</td> <td></td> <td>11991</td> </tr> <tr> <td>INSURER B: Nationwide Life Insurance Co.</td> <td></td> <td>66869</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: National Casualty Company		11991	INSURER B: Nationwide Life Insurance Co.		66869	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
<b>INSURED</b> Road Runners Club of America/2016 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209																					

**COVERAGES**                      **CERTIFICATE NUMBER:** 2016 \$1M A.I.                      **REVISION NUMBER:**

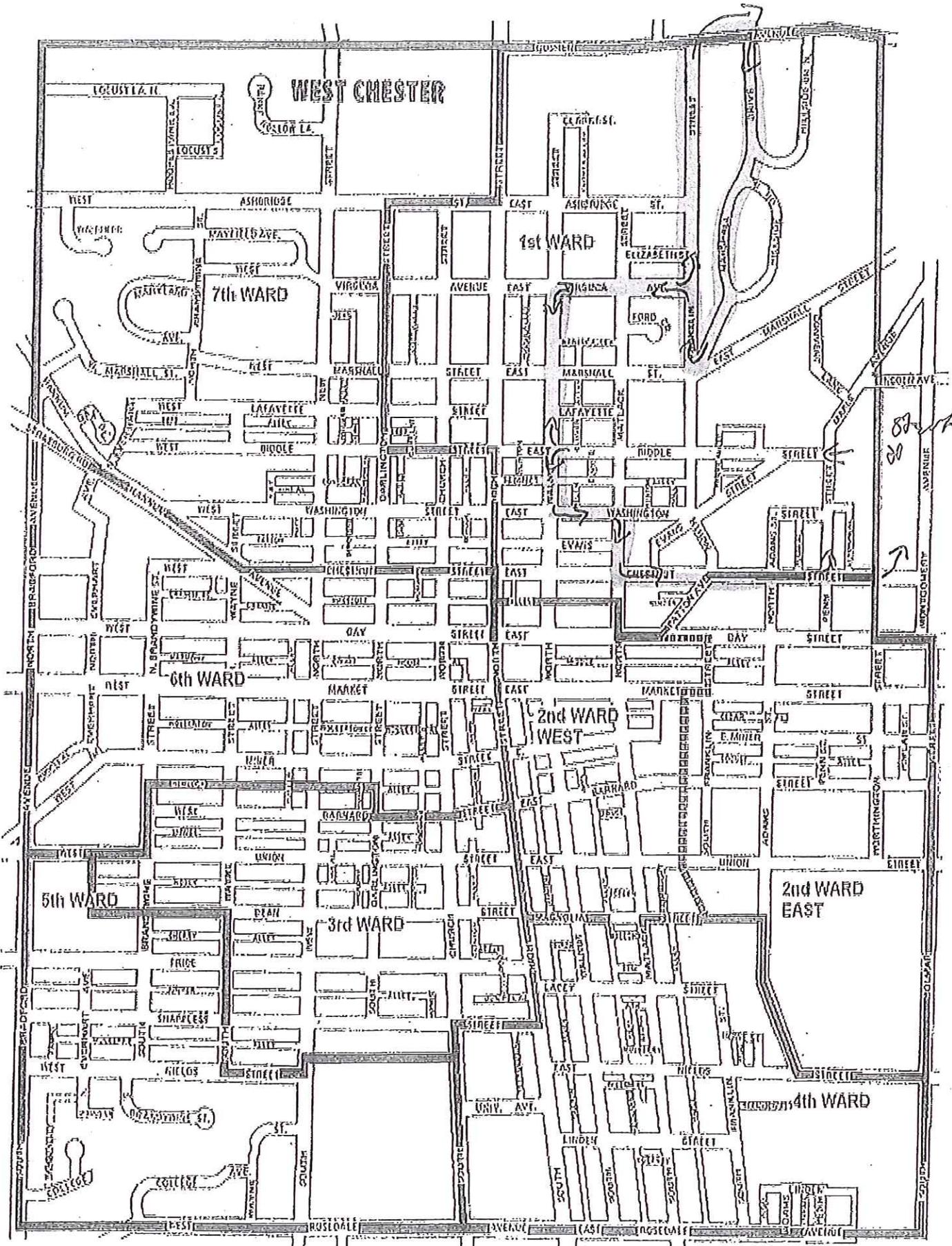
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			KRO0000005887400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ Unlimited PRODUCTS - COM/POP AGG \$ 1,000,000 Abuse & Molestation \$ 500,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KRO0000005887400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			SPX0000027201500	12/31/2015 12:01 AM	12/31/2016 12:01 AM	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.      DATE OF EVENT(S): 12/11/16 Brian's Run-Road Race      INSURED RRCA CLUB/EVENT MEMBER: Chester County Running Club, Att'n: Kevin Kelly; 24 South High Street, West Chester, PA 19382

<b>CERTIFICATE HOLDER</b>  12/11/16 Borough of West Chester 401 East Gay Street West Chester, PA 19380	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Terry Diller/LIO <i>Terry R. Diller, CPCU</i>
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WEST CHESTER BOROUGH VOTING WARDS

Brian's Run Course -

Start - in front of Henderson.

West on Biddle - South on Walnut -

East on Washington - South on Matlack -

East on Chestnut - North on Penn

West on Biddle - North on Matlack

East on Virginia - North on Franklin

(Goes into West Goshen)

South off of Goshen Road - ~~North~~ South on  
Marshall Drive - North on Franklin

West on Virginia - South on Matlack -

East on Chestnut - Finishes on the  
track at Henderson.

Veterans Day Parade 11/6/14

Special Event, Race, Public Assemblage Permit Checklist 2016

1:30 - 4 pm



BOROUGH OF WEST CHESTER  
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version

Completed and signed application

Description of event

Map of event and address

List of Food Vendors, with Chester County Health Dept. licenses (if applicable)

List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

Borough Services requested *WCPD*

- Provide description

Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

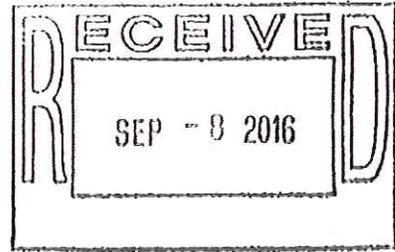
Application fee (cash, check, or money order) ~~250.00~~ ✓ #568 250.00

- Application fee is NON REFUNDABLE

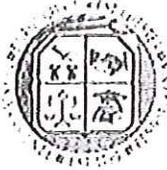
Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)

- need TMACC and/or Septa approval as of 9/28/14
- rec'd 9/28/14 via email

PLCB Permit (if applicable)



\*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you



# BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

## Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

\*SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.

\*All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS

\*An application fee of \$250.00 is required with all event applications

\*An application fee of \$50.00 is required with all "block party" applications

Application fees are NON REFUNDABLE

### Applicant Information

Name of applicant/group/org. ChesCo Marine Corps League / WC Veterans Council

Date applications was submitted to the Borough 9-8-16

Main Contact Name John O'Neal Cell phone 610 350 8549

Home phone 610 486 0365 email jaocarm@aol.com

Main Contact address 1674 Embree

Day of Event Contact and Cell Phone (if different from above)

Non-Profit Organization  YES  NO (if yes, please attach current verification of 501 (c) (3) status) 501 C 4 Veterans

### Event Information

Name of event West Chester Veterans Day Parade

Date/s of event and times 6 Nov 2016 2 PM to 4 PM

Set up and breakdown times for event 1:30 PM to 4 PM

Description of event (use separate sheet of paper if needed)

Community parade from Henderson High School  
South Penn St, West on East Bay St to High St,  
South High to Market. Ceremony in front of Old Ct House

Event info cont'd

Type of Event: Walk/Run  Parade  Block Party  Festival   
Film  March/Rally  Other  (If other, explain below)

Event Location -- Use the attached map to provide event location/address

Address - See Route

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES NO  
SEPTA Svc Request file #789485 to be reviewed in October  
If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA -- 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911  
<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? 700

Total number of workers/volunteers/marshals for event? 20

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally Insured"

Will you event have crafters, non-crafters, or information booths? YES NO

If yes, how many vendors do you plan on attending? \_\_\_\_\_

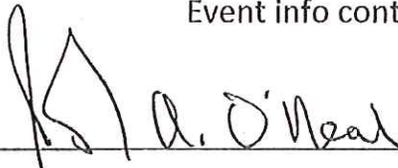
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List (on a separate sheet of paper) None any/all subcontractors or 3<sup>rd</sup> party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally Insured" and must be properly endorsed.

Event info cont'd

Signature of applicant: x

 R. O'Neal

Date: 9-8-16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

WEST CHESTER VETERANS COUNCIL

568

60-439/319  
2197127

DATE 9-8-16

PAY TO THE  
ORDER OF

Parade of West Chester  
Two Hundred Fifty 400/100

\$ 250.00

DOLLARS  Pay to the order of the payee named on this check.

The **1**st First National Bank  
of West Chester  
West Chester, Pennsylvania 19380

MEMO Parade Apple

*J. A. Dill*

DP

⑆03⑆904395⑆ 289⑆ 762⑆ 71⑆ 0568

SAFETY PAPER

© 2014 FIRST NATIONAL BANK

Client#: 20719

MARCO3

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Rust Insurance Agency, LLC, 1510 H Street NW, 5th floor, Washington, DC 20005, 202 776-5000. CONTACT NAME: Billy Simons, PHONE: 202 776-5013, FAX: 202 776-1286. INSURER(S) AFFORDING COVERAGE: Philadelphia Ins. Co.

INSURED: Chester County Marine Corps League, Detachment #286, 430 Acorn Lane, Downingtown, PA 19335.

COVERAGES CERTIFICATE NUMBER: EV07399 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTB, TYPE OF INSURANCE, ADDRESS, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes sections for General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Marine Corps League Detachment #286, Attn: John O'Neal, 430 Acorn Lane, Downingtown, PA 19335. -Veterans Day Parade at Gay Street at High Street old Court House, West Chester, PA on November 6, 2016. Certificate Holder is listed as additional insured

CERTIFICATE HOLDER: The Borough of West Chester, 401 E. Gay Street, West Chester, PA 19380. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

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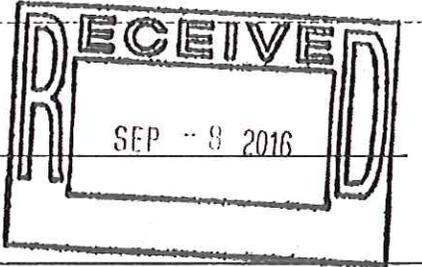
Borough of West Chester Services Requested

Check ALL that apply:

- Police Security      
 Police Traffic Control      
 Police Traffic Diversion   
 Public Works Road Closures      
 Public Works Waste Removal   
 Parking Dept. No Parking Notifications      
 Public Works Street Sweeping

\*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



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

Initial Checklist complete:                      YES      NO

Reviewed by Parks, Recreation, & Special Events Dept.      Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Reviewed by Public Work                      YES      NO      N/A      Approved: \_\_\_\_\_

Reviewed by Parking Department              YES      NO      N/A      Approved: \_\_\_\_\_

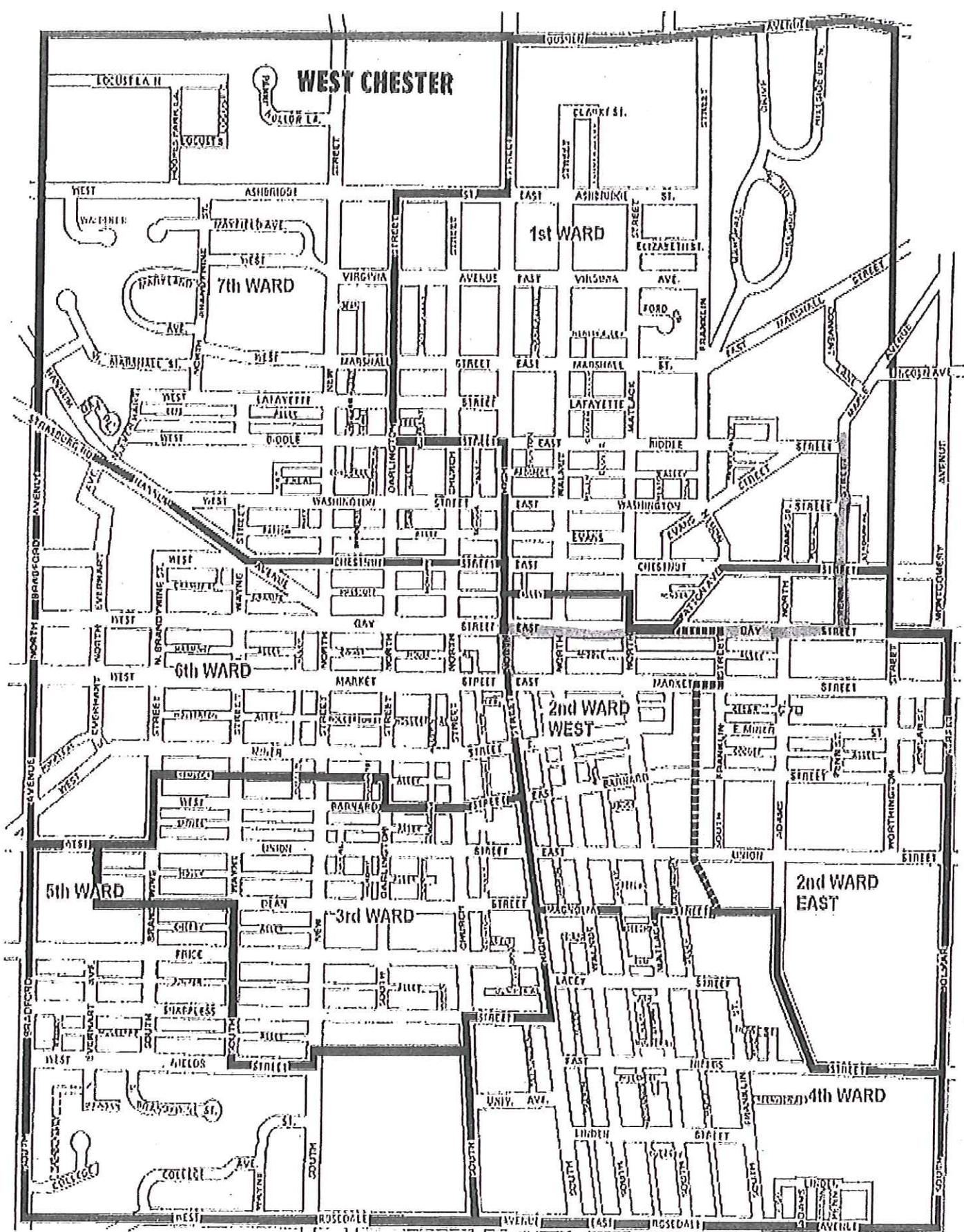
Reviewed by West Chester Police Department:      YES      NO      N/A      Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Police approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied/Reason:                      YES      NO

Borough Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_



WEST CHESTER BOROUGH VOTING WARDS

**Keith Kurowski**

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**From:** JAOARM@aol.com  
**Sent:** Wednesday, September 28, 2016 1:54 PM  
**To:** Keith Kurowski  
**Subject:** Fwd: Veteran's Day Parade on Nov 6th

**From:** dianc@tmacc.org  
**To:** jaoarm@aol.com  
**CC:** jmeisel@tmacc.org  
**Sent:** 9/28/2016 1:26:15 P.M. Eastern Daylight Time  
**Subj:** Veteran's Day Parade on Nov 6th  
It was nice speaking with you today, John.

As long as the SCCOOT bus has access to the West Chester Transportation Center, the parade will not affect us. It sounds like the parade is traveling west on E. Gay St to High St with the ceremony being held at the Old Courthouse.

Thank you for checking with TMACC.

Have a great day,

Diane Minka, Customer Service Representative

7 Great Valley Parkway, Suite 144 Malvern, PA 19355

610-993-0911 [diane@tmacc.org](mailto:diane@tmacc.org)

**TMACC**

*Transportation Management Association  
of Chester County*



## MEMORANDUM

**TO:** Michael A. Cotter, Borough Manager  
**FROM:** Michael A. Perrone, C.B.O.  
**DATE:** October 3, 2016  
**RE:** **147; 151-55 West Gay Street – Reverse Subdivision**

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### Recommendation

The West Chester Borough Planning Commission voted unanimously to recommend approval of the reverse subdivision.

### Motion

### Background

Applicant requested a reverse subdivision to consolidate three lots into one. The plan was reviewed by both the Chester County Planning and West Chester Borough Planning Commissions.

No new construction is planned as a result of the lot consolidation.



**Planning Commission**  
Borough of West Chester

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September 28, 2016

Borough Council  
430 East Gay Street  
West Chester, Pennsylvania 19380

RE: Reverse Subdivision: 147, 151-55 West Gay Street  
Gay Street Development Company

Dear Council Members,

At its last meeting on September 27, 2016, the Planning Commission discussed this reverse subdivision application and voted unanimously to recommend approval.

The discussions are reflected in the minutes of the Planning Commission. Should Council have any questions, please do not hesitate to contact us.

Sincerely,

Allen Burke, Chair  
Planning Commission