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## **Borough Council Worksession Meeting Agenda**

**November 15<sup>th</sup>, 2016 – 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. Recommend approval of the Final Land Development project for the Chester County Hospital, – South Entrance Driveway Improvements.  
(Smart Growth Committee recommend approval 3-0)
5. Consider approval of the reverse subdivision - 147; 151-55 West Gay Street.  
(Smart Growth Committee recommend approval 2-1)
6. Presentation of the Preliminary 2017 Budget
7. Reappointment of West Chester Redevelopment Authority Board Members
8. Recommend a Councilperson to the open BID position created by the resignation of Jordan Norley.  
(Smart Growth Committee recommend approval 3-0)
9. Consideration of Purchasing and Distributing Book on Borough History  
(Kiazan Committee recommend approval 3-0)
10. Discuss Memorandum of Understanding with Charles A. Melton Center  
(Public Works, Recreation & Environmental Protection Committee recommend approval 2-0.)
11. Discuss moving Arbor Day celebration from Hoopes Park to Barclay Park  
(Public Works, Recreation & Environmental Protection Committee recommend approval 2-0.)
12. Special Event Applications
  - a. Stanley's Dream 1/1/17
  - b. WC Chamber Christmas Parade 12/2/16  
(Public Works, Recreation & Environmental Protection Committee recommend approval 2-0 pending police approval for Stanley's Dream.)

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13. Discuss Aramark Uniform Service Contract Proposal  
(Public Works, Recreation & Environmental Protection Committee recommend approval 2-0.)
14. Discuss moving Handicapped space on 100 block of N. Church north one space and removing current space that is too close to the stop sign  
(Parking Committee recommend approval 3-0)
15. Discuss proposal for free Meter Parking all day for Black Friday and until 5pm on Small Business Saturday.  
(Parking Committee recommend approval 3-0)
16. Consider AutoZone's request to release the security bond in the amount of \$275,091.85 for the completion of the work at 620 East Gay Street. Please see attached Exhibit C.  
(Smart Growth Committee recommend approval 3-0)
17. Discuss Certificates of Appropriateness:
  - a) 2016-29: 145 East Gay St - Country Bagel  
*Construction of pass through window, rear fence facing the alley, and installation of permanent benches to replace existing landscaping*  
  
**Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-29 as presented with the condition that the window material be changed to a painted wood window.**
  - b) 2016-57: 302 North High St - Steven Handzel  
*Replace deteriorated windows on front and side façade*  
  
**Denied: The Board denied the Certificate of Appropriateness for Application 2016-57 by a 3-3 split recommendation**
  - c) 2016-58: 39 West Gay St - 39 West American Grill  
*Replace hanging sign on front façade*  
  
**Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-58.**
  - d) 2016-59: 217 East Market St - Edwin & Joan Baldwin  
*Replace cedar siding on second and third stories of front façade, replace shingles on front façade canopy roof, and hang shutters next to windows on second and third story on front façade.*  
  
**Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-59 with the conditions that the shutters be wood paneled and sized to match the width of the window opening (and the same height as sash), hardie plank is approved as presented in colors of beige or tan, the pent roof is replaced with architectural shingles or at Applicant's option**

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standing seam metal roof can be used and the first floor windows be replaced in kind (either aluminum or vinyl).

- e) 2016-60: 7 North Matlack St - Scott Zukin / Zukin Realty, Inc.  
*Change exterior steps of front entrance*

Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-60 as submitted with the clarification that the brick step be to match the neighboring steps (as presented).

- f) 2016-61: 126 North Church St - McGinty Home Improvements  
*Replace stucco on front façade and repair deteriorated window sash on front façade*

Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-61 as presented with the clarification that a replicate window sash be added.

- g) 2016-62: 29 South Church St - Philip Yocum / Nicholas Halladay, Sr.  
*Renovation of rear carriage house to include repointing, window repair and/or replacement, door and trim repair*

Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-62.

- h) 2016-63: 119 East Market St - Greg Radford / Stan Zukin  
*Construct three story rear building addition*

Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-63 with the condition that the Application be amended with sketch SK3 as presented at the meeting (SK3 depicts window changes).

- i) 2016-64: 225 North Church St - Greg Radford / Stan Zukin  
*Replace door and windows on front façade and construct new side entry*

Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-64 as presented with the clarifications that the new door is wood and updated rendering SK2, showing new third floor egress window on south gable be followed, proposed dormer replacement windows be removed and the existing arched frame on the front façade porch window be retained.

- j) 2016-65: 110 West Miner St- Jeff Denbigh  
*Replace deteriorated windows on front façade of carriage house*

Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-65.

- k) 2016-66: 116 East Gay St - Avalon Restaurant  
*Remove existing awning on front façade*

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Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-66 as presented with the clarification that the pent roof will be standing seam metal in red or black in color and the brick wall below will not be painted or white washed.

- l) 2016-67: 228 West Gay St - Legacy Planning Partners  
*Install additional hanging sign on front facade*

Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-67.

- m) 2016-68: 138-140 East Gay St - Tish Boutique  
*Renovation of rear carriage house to include replacing the siding and deteriorated windows in kind*

Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-68 as presented with the exceptions that the siding above the brick walls be either wood or hardie plank and be either gray or neutral in color, the windows and trim be wood and the mortar repair be as of a softer mortar.

(Smart Growth Committee recommend approval 3-0 for item a and items c through m. For item b they recommend approval of new, energy-efficient wood replacement windows 2-1)

18. Zoning Appeal(s):

- a) Appeal #924 – 22 East Market St; East Market St., LLC/ Zukin Inc.  
b) Appeal #925 – 701 East Marshall Street; Penn Medicine, Chester County Hospital

19. Consider approval of October Minutes

20. Public Comment

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**UPCOMING MEETINGS AND HEARINGS:**

November, 15<sup>th</sup>, 2016 – Conditional Use Hearing – 9 N. Church St. – 6:00 pm

November, 16<sup>th</sup>, 2016 – Conditional Use Hearing – 29 S. Church St. – 6:30 pm

Monday	11-14-2016	Zoning Hearing Board	5:30 pm	Room #240
Tuesday	11-15-2016	Conditional Use – 9 N. Church St.	6:00 pm	Council Chambers
Tuesday	11-15-2016	Council Worksession	7:00 pm	Council Chambers
Wednesday	11-16-2016	Conditional Use – 29 S. Church St.	6:30 pm	Council Chambers
Wednesday	11-16-2016	Council Meeting	7:00 pm	Council Chambers
Thursday	11-17-2016	Sustainability Committee	6:00 pm	Room 234
Thursday	11-17-2016	HARB	7:00 pm	Room #240
Monday	11-21-2016	Historic Steering Commission	6:00 pm	Room #240
Tuesday	11-29-2016	Planning Commission	6:30 pm	Council Chambers
Wednesday	11-30-2016	Special Finance Committee Meeting	6:00 pm	Council Chambers
Friday	12-2-2016	West Chester Railroad Restoration	7:00 pm	Council Chambers
Wednesday	12-07-2016	Recreation Commission Committee	6:30 pm	Room #234
Wednesday	12-07-2016	Shade Tree Commission	6:00 pm	Room #240
Tuesday	12-6-2016	Parking Committee	5:30 pm	Council Chambers
Tuesday	12-6-2016	Kaizen Committee	6:30 pm	Council Chambers
Tuesday	12-6-2016	Public Works/Recreation/ WW Committee	7:30 pm	Council Chambers
Wednesday	12-7-2016	Public Safety Committee	5:30 pm	Council Chambers
Wednesday	12-7-2016	Finance Committee	6:30 pm	Council Chambers
Wednesday	12-7-2016	Smart Growth Committee	7:30 pm	Council Chambers
Tuesday	12-13-2016	BID Board	8:00 am	119 N. High St.
Monday	12-12-2016	Zoning Hearing Board	5:30 pm	Room #240
Tuesday	12-13-2016	Council Worksession	7:00 pm	Council Chambers
Wednesday	12-14-2016	Council Meeting	7:00 pm	Council Chambers



## MEMORANDUM

**TO:** Borough Council  
Mayor Carolyn Comitta

**FROM:** Michael A. Cotter, Borough Manager

**DATE:** 3 November 2016

**RE:** **Lukens Book Purchase & Distribution**

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David Reinfeld has made the following request of Council:

“As you may know, Rob and Becky Lukens co-authored a book prior to his passing which is being publicly launched on November 5, 2016

Would you please consider purchasing a quantity deemed appropriate at \$17.97 so every WC Business and/or historical commission, historical society and history library throughout the area may have a copy for their archives and their constitutes? I was thinking around 300.

I know this is a lot to consider however your generosity will:

1. Help to preserve the legacy of Rob and his association with the historical community
2. Aid the Lukens family financially
3. Advocate and bring attention to CCHS's mission and vision
4. Showcase the importance of historical literacy throughout Chester County

I am certain Becky will not object to including a nice recognition sticker in the book that states, "Generously donated to X organization by the Borough of West Chester with your website", and recognition on print and electronic media, if so desired.

Thank you for considering.”

\* \* \* \* \*

It may be prudent to consider this request in the context of the upcoming donation policy discussion, which will be before Council in December.



## MEMORANDUM

**TO:** Borough Council  
Mayor Carolyn Comitta

**FROM:** Michael A. Cotter, Borough Manager

**DATE:** 3 November 2016

**RE:** Melton Center Collaboration Memorandum of Understanding

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### Recommendation

That Council approve the attached memorandum of understanding with the Melton Center Board of Directors, which identifies ways that the two entities can collaborate to improve the Center, and to increase cultural, recreational and educational opportunities for Borough residents and the Melton Center's core constituents.

### Motion

To adopt the memorandum of understanding between the Borough and the Melton Center for the Performing Arts

### Background

For the past seven months, members of Council and I have been meeting with representatives of the Melton Center ("Center") Board and staff to discuss opportunities for improving and expanding recreational, educational and cultural programming for the Borough's resident and the Center's constituents. These discussions were facilitated, pro bono, by Tom Comitta of Comitta & Associates. The result of those discussions is the attached memorandum of understanding.

The memorandum provides the Center and the Borough with a framework and timeline for future cooperative efforts and for closer collaboration and integration of our programming, resources, and facilities. The memorandum identifies short, medium and long term collaborative opportunities for each party to consider. Three of the short-term projects were undertaken this year (1.3, 1.4, 1.8 and 1.9) to the benefit of both the Borough and the Center.

Should Council act upon the memorandum, the next opportunity for both will be to meet to discuss guiding principles going forward, and to identify which areas of opportunity to focus on in 2017. One such area will be to expand our 2017 summer camp programming at the Center.

**Melton Center & West Chester Borough**

**Collaborations**

**Brain-storming Session #4: August ???, 2016**

(8-19-16)

As Facilitator of the Brain-storming Sessions, I suggest the following sequence for Session #4, if we decide we would like to have another Session:

1. **Memorandum of Understanding (MOU)**

- 1.1. Third Draft dated August 18, 2016
- 1.2. Attachments to the MOU

2. **Synthesis of Session #3 on July 21, 2016**

- 2.1. Short Term **Collaborations** ("Low Hanging Fruit")
- 2.2. Medium Term **Collaborations** ("A Bit of A Stretch")
- 2.3. Long Term **Collaborations** ("Pie in the Sky")

3. **Possible Next Steps**

- 3.1. Refinement of the draft to become a Memorandum of Understanding (MOU)
- 3.2. Report back to the respective Boards
- 3.3. Joint Meeting of Melton Center Board & WC Borough Council to further discuss possible Collaborations (sometime in September?).

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**Notes:**

- a. The Facilitator believes that "we can still do this". In other words, it does not appear that we have any major stumbling blocks to these **Collaborations**.
- b. Please refer to the enclosed 11"x17" Google Earth aerial photograph, that depicts the Melton Center property as of 10-7-2011.
- c. Please refer to the enclosed 11"x17" "Virtual Lots" exhibit, and related idea outlined on page 2.2. as item 1.1.

**MEMORANDUM OF UNDERSTANDING:**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**



Prepared by:

**A Task Force of West Chester Borough Representatives  
and Melton Center Representatives**

with the Assistance of:

**Thomas J. Comitta, AICP, CNU-A, RLA  
Town Planner & Landscape Architect**

Draft: July 21, 2016  
Revised Draft: July 28, 2016  
Further Revised Draft: August 18, 2016  
Final Draft: August 19, 2016

**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; July 28, 2016; Revised: August 18, 2016  
Final Draft: August 19, 2016

**Overview**

A group of civic minded persons met on 3 occasions to discuss opportunities and synergies between West Chester Borough and the Melton Center. The Work Sessions took place on:

- + May 31, 2016 (at the Melton Center);
- + June 16, 2016 (at the Melton Center); and
- + July 21, 2016 (at West Chester Borough Hall).

The West Chester Borough representatives in attendance included:

- Diane LeBold, Borough Council; and
- Michael Cotter, Borough Manager.

The Melton Center representatives in attendance included:

- Lisa Dorsey, Chairman, Board of Directors;
- Debbie Fell, Vice-Chair, Board of Directors;
- Alice Thomas, Board of Directors;
- Jean Newsome, Board of Directors; and
- Ken Winston, Executive Director.

The work sessions were facilitated by Thomas J. Comitta, AICP, CNU-A, RLA, who has served as a Planning Consultant to West Chester Borough since 1988.

Collectively we explored various Collaborations, as summarized on pages 2.1. through 2.4.

**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; July 28, 2016; Revised: August 18, 2016  
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**Process**

Our “Brainstorming” Process focused on the following questions during the 3 Work Sessions:

- + what do we do, and how do we operate?;
- + what problems do we face?; and
- + what opportunities might exist, for the mutual benefit of West Chester Borough and the Melton Center?

We first drafted a “Collaborations” List (see pages 2.2. through 2.4.) that focuses on:

- Short Term Collaborations  
(up to 2 years);
- Medium Term Collaborations  
(2 to 5 years); and
- Long Term Collaborations  
(5 year plus).

The List of Collaborations serves as “food for thought” for possibly forging new opportunities for programs, operations, events, physical plant, and resources.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

1. **Short-Term Collaborations (“Low Hanging Fruit”)**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on June 16, 2016, it appears that there are several Collaborations that can be achieved in the Short Term. During 2016 and 2017 (and beyond), we could address the following items:

- 1.1. Consider a “Virtual Lots” program, to obtain Cash Contributions. (This program could also be called “Adopt A Lot”). (See 11”x17” enclosure that depicts where 100 “Virtual Lots” might be located. Please note that a Virtual Lots program was established in 2016 to raise funds for Barclay Park.)
- 1.2. Lease space at the Melton Center to the West Chester Borough Recreation Department for various programs, such as during “Rainouts” during the Summer Recreation Program.
- 1.3. Lease space to the Uptown Entertainment Alliance, until the former Armory is remodeled.
- 1.4. “Advertise” Melton Center programs in the West Chester Borough Activities Guide, as well as the West Chester Borough website.
- 1.5. Promote a “Farmers Market” opportunity, as a complement to the existing Community Gardens.
- 1.6. Promote Melton Center “overflow activities” at the nearby John O. Green Park on Matlack Street, after an Indemnification (Hold Harmless) Agreement is executed.
- 1.7. Create a set of “Guiding Principles” for the Melton Center – West Chester Borough Collaboration.
- 1.8. Create and Refine the attached “Memorandum of Understanding” Outlines, in order to memorialize various Partnership Opportunities, on how to better serve the West Chester Community through effective Collaborations.
- 1.9. Utilize the Parking Lot at West Chester Borough Hall for certain Melton Center events, such as the October 2016 Gala.
- 1.10. Create a “Gifts Catalogue” and Identify Wish List items, and their Costs, and to aid in seeking contributions.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

**2. Medium-Term Collaborations (“A Bit of a Stretch”)**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on 6-16-16, it appears that we could Collaborate on several initiatives in the Medium Term. During 2017 to 2019 (and beyond), we could address the following items:

- 2.1. Establish mechanisms for Shared Technology.
- 2.2. Establish mechanisms for Shared Staffing.
- 2.3. Establish mechanisms for assistance with Grant Applications.
- 2.4. Partner with the WCASD to use the parking lot at Henderson High School as an overflow parking opportunity.
- 2.5. Consider the construction of a Pavilion (like the one at Hoopes Park) to enable more programs, and to establish a “User Fee” for group use of the Pavilion (as part of a joint strategic planning initiative between the Melton Center and West Chester Borough).
- 2.6. Create a Summer Film Series as a joint Melton Center – West Chester Borough program. (Start with “Movie Night” as a test.)
- 2.7. Create a “Committee of 100” to forge Alliances with other groups, to help insure the sustainability of the Melton Center for the next 100 years, such as the Chester County Art Association, the Chester County Historical Society, the Greater West Chester Area Chamber of Commerce, the West Chester BID – Business Improvement District, and Peoples Light & Theatre Company.
- 2.8. “Triangulate” programs between West Chester Borough, West Chester University, and the Melton Center, and other opportunities such as Grant Writing.
- 2.9. Explore a Long-Term Lease Agreement between West Chester Borough and the Melton Center, whereby the Borough would utilize the facilities for a variety of programs and activities over a 25 year period.
- 2.10. Assist with the Swimming Pool Renovations.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

**3. Long-Term Collaborations (“Pie in the Sky”)**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on 6-16-16, it appears that we could Collaborate on other initiatives in the Long Term. During 2017 to 2021, we could address the following items:

- 3.1. Consider Amendments to existing Zoning Regulations, to possibly “restore” Commercial Zoning to the property, subject to 3.2.
- 3.2. Consider a TDR – Transfer of Development Rights Program (to provide Cash for the Melton Center, without the need to develop the property). Explore the ability to Transfer the Development Rights of potential commercial development at the Melton Center, to sites in other parts of the Borough.
- 3.3. Consider Amendment to existing Zoning Ordinance Regulations, to possibly “restore” Commercial Zoning to a portion of the property.
- 3.4. Form a Municipal Recreation Authority to aid in long term Collaborations.
- 3.5. Partition current Indoor Space to accommodate additional events
- 3.6. Create a Fitness Center
- 3.7. Grow Vertically, by creating a Second/Third Floor (one story above existing building heights)
- 3.8. Create a Bona Fide Conference Room
- 3.9. Renovate existing Office Space
- 3.10. Create a Community Resource Center/Library
- 3.11. Create an Outdoor Amphitheatre
- 3.12. Acquire useful adjoining properties to the west
- 3.13. Create a Vision for the next 25 years for Collaborations between West Chester Borough and the Melton Center.

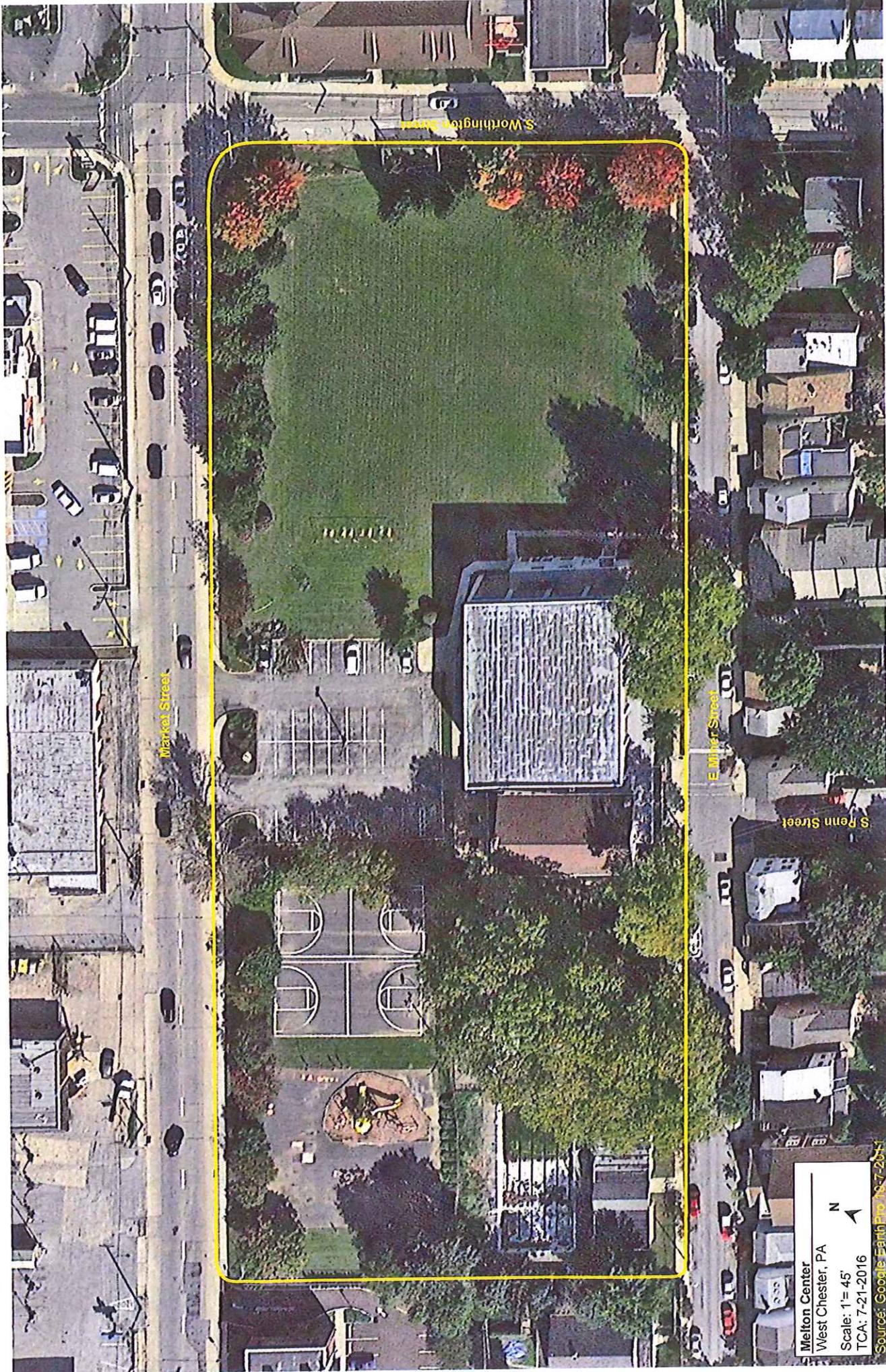
**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; Revised: August 18, 2016  
Final Draft: August 19, 2016

**Summary of Our Understandings**

In light of the list of Collaborations on pages 2-2 thru 2-4, we could create Agreements for the following initiatives:

1. In 2016, advertise Melton Center programs in the West Chester Borough Activities Guide, and on the Borough website.
2. By the end of 2016, enter into an Agreement for West Chester Borough to utilize the Melton Center for specific Programs and Activities, at a mutually agreed Fee Schedule (especially in the short term from August 8 to 12, 2016).
3. By the end of 2016, enter into an Agreement for the Melton Center to utilize the John O. Green Park for selected programs and activities, at no cost to the Melton Center.
4. By the end of 2016, enter into an Agreement for the Melton Center to utilize the parking lot at West Chester Borough Hall for special events on weekends, at no cost to the Melton Center.
5. In 2016, begin to share Technology and Staff, so that the Melton Center can stretch its programs and services.
6. By 2017, begin to address an Agreement for a Long-Term Lease (e.g. 25 years) between West Chester Borough and the Melton Center, whereby the Borough would utilize the facilities for a variety of programs and activities in the future.
7. By 2017, apply jointly for Grants for capital improvements.
8. By 2018, modify the Zoning Regulations, and consider a TDR -- Transfer of Development Rights Program to enable the Melton Center to receive funds for relinquishing their development rights (while continuing to be a community asset in perpetuity).
9. By 2018, create a Vision for future Collaborations between West Chester Borough and the Melton Center, over the next 25 years.
10. Set a Goal of 2020 to 2025 for West Chester Borough to regularly Partner with the Melton Center, on various initiatives and opportunities.



Melton Center  
West Chester, PA  
Scale: 1"= 45'  
TCA: 7-21-2016  
Source: Google Earth Pro 10.7.2016





**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE BOROUGH OF WEST CHESTER AND THE CHARLES A. MELTON  
ARTS AND EDUCATION CENTER**

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **Borough of West Chester**, a governmental entity of the Commonwealth of Pennsylvania, with offices located at 401 East Gay Street, West Chester, Pennsylvania 19380 (the "Borough") and **The Charles A. Melton Arts & Education Center**, a Pennsylvania non-profit corporation, with a business address of 501 E. Miner Street, West Chester, Pennsylvania 19382 (the "Melton Center").

WHEREAS, the Melton Center owns property located at 501 E. Miner Street, West Chester, Pennsylvania, which contains approximately 4.3 acres and a building which is used as The Charles A. Melton Arts and Education Center (the "Center"); and

WHEREAS, the Center was established approximately 75 years ago by Charles A. Melton in order to provide a location for minority children to have a place for recreational and mentoring activities; and

WHEREAS, representatives of the Borough and the Melton Center participated in brainstorming sessions to identify ways that the two entities could collaborate to improve recreational, cultural, and educational opportunities and programming for the Center and for members of the greater West Chester community;

WHEREAS, Thomas J. Comitta, AICP, from Thomas Comitta Associates, Inc. facilitated three strategic planning sessions between designated representatives of the Borough and the Melton Center (the "Task Force"); and

WHEREAS, Comitta prepared a Memorandum of Understanding dated August 25, 2016, which outlined the various goals identified by the Task Force. A copy of Comitta's MOU is attached hereto as Exhibit "A"; and

WHEREAS, Samuel C. Stretton, Esquire, a lawyer in West Chester who is familiar with Charles A. Melton prepared a historical background of Charles A. Melton and the Melton Center, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, the Borough and the Melton Center wish to follow the Memorandum of Understanding prepared by the Task Force;

**NOW THEREFORE**, in consideration of the mutual promises, agreements, covenants and undertaking contained herein, the Borough and the Melton Center mutually agree as follows:

1. Incorporation of Recitals. The Recitals set forth in the Background Section of this MOU are incorporated herein as if here set forth in their entirety.

2. The Memorandum of Understanding prepared by the Task Force with the assistance of Thomas Comitta shall be implemented by the parties to the extent practicable and to the extent sufficient funds are available.

The parties hereby acknowledge the foregoing terms and conditions of their understanding.

ATTEST

**THE BOROUGH OF  
WEST CHESTER**

\_\_\_\_\_  
Michael A. Cotter, Secretary

By:

\_\_\_\_\_  
Ellen Koopman, President  
Borough Council of the Borough of West  
Chester

ATTEST

**THE CHARLES A. MELTON ARTS  
AND EDUCATION CENTER**

\_\_\_\_\_

By:

\_\_\_\_\_

SAMUEL C. STRETTON  
ATTORNEY AT LAW  
301 South High Street  
P.O. Box 3231  
West Chester, PA 19381-3231

610-696-4243  
FAX 610-696-2919

October 3, 2016

Lisa Dorsey  
(via email to [ldlstuf@aol.com](mailto:ldlstuf@aol.com))

Dear Lisa:

Enclosed please find the draft of the Memorandum of Understanding without the attachments. Please let me know if you want any changes. We will get it done and I apologize for the delay. I will have the two leases by tomorrow (Tuesday).

Respectfully yours,

Samuel C. Stretton

SCS:jac  
Enc.

SAMUEL C. STRETTON  
ATTORNEY AT LAW  
301 South High Street  
P.O. Box 3231  
West Chester, PA 19381-3231

610-696-4243  
FAX 610-696-2919

MEMORANDUM OF UNDERSTANDING BY THE CHARLES MELTON CENTER  
BY AND THROUGH THEIR COUNSEL, SAMUEL C. STRETTON, ESQUIRE

I have been asked by the Melton Center to do a Memorandum of Understanding, following up on the excellent work of Tom Comitta. I have reviewed Mr. Comitta's Memorandum dated August 25, 2016, which is attached hereto and marked as Exhibit "A" and incorporated by reference.

I have been asked to prepare a Memorandum of Understanding from an historical standpoint. I have had the privilege of knowing and representing Charles Melton in the 1980's. I represented Mr. Melton, W.T.M. Johnson and Norman Bond. Mr. Melton was my client during the litigation known as the Ward System. That litigation completely changed the political system in West Chester from an at-large voting system where there were seven council members elected borough wide to a Ward System. At the time of the litigation, five councilmembers and the mayor were from the First Ward. This Ward System litigation was the direct result of Mr. Melton's efforts to provide services to the minority community in West Chester.

The Melton Center was created approximately seventy-five years ago. Mr. Melton was really the first Executive Director and served there until his death in August of 1987. He essentially mentored three generations of young black men and women. Mr. Melton essentially created the Melton Center to provide a place for minority children to have recreational activities and mentoring activities. He did this because the YMCA did not encourage, or perhaps did not allow, minority children to join or participate with any regularity. In those early years, many of the school systems were deeply segregated with young black children in the basement of the school and essentially having one teacher for grades one through eight while the white students were in the upper classrooms. Mr. Melton and Ethel Clausen ultimately broke the system in Chester County in the late 1960's.

Charles Melton during those years attempted to work with the Borough of West Chester. He attempted to get funding for the Melton Center and attempted to have the Borough be responsive to many of the needs of the minority community. At the time there were no black government appointees in West Chester. Because the Borough was unresponsive, Mr. Melton attempted to change things politically. He ran for Borough Council office in West Chester, but was unsuccessful each time

because he was out-voted by the majority of white citizens since it was an at-large system. He lived in the Second Ward.

These were difficult times in the 1970's and 1980's for the black community. Their streets were often not plowed, trash was not often picked up, there was no public park or playground in their area at the time. The Melton Center, which essentially was a one man show, was the only place available for many minority children and minority young men and women. Mr. Melton was a mentor for the community and someone who strove to change matters.

That is why Mr. Melton in 1985 came to me for the Ward System fight where we were ultimately successful. That victory changed things almost overnight. For the first time, minorities were allowed to participate on government boards and a black representative from the Second Ward was elected. Mr. Melton had become deathly sick in August of 1987 before the decision was published. I asked the trial judge, then President Judge Stively of the Court of Common Pleas of Chester County, to go and tell Mr. Melton, who was on his death bed, what the decision was because that was Mr. Melton's dying wish. He realized that if the Ward System was created, it would change the relationship between the black community and the Borough, and open up many more opportunities. Judge Stively, to his credit, went to Brandywine Hospital and spoke to Mr. Melton on the last day of

his life. Dr. Charles Butler, who was Mr. Melton's physician, reported back to me that he came in to see Mr. Melton right after Judge Stively left and Mr. Melton had tears running down his eyes and the biggest smile, and then died. Approximately one week later, Judge Stively issued his Opinion creating the Ward System, which is the current form of elections for West Chester Borough Council.

With the history in mind, this corroboration agreement is a wonderful document and would fulfill many of Mr. Melton's dreams. Since the Ward System, the Borough has begun to assist and help the Melton Center and this corroboration agreement is a major step toward a real partnership.

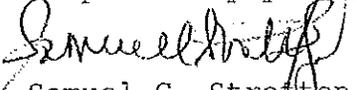
Of particular interest to me is the specifics set forth in Tom Comitta's summary of the various proposals. The short term corroboration starting initially would begin this corroboration, with specific efforts and tasks to be achieved by the Borough and the Melton Center. The medium-term cooperation for the years 2017-2019 would allow the Melton Center to continue its mission while working with the Borough and receiving financial support. The long-term corroboration, which is scheduled for the years 2017 to 2021 I think is not a pie in sky, as Tom Comitta says, but something that is very possible and would ensure that the mission of the Melton Center continues and greatly expands the working relationship directly with the

Borough of West Chester. This agreement does not interfere with the mission of the Melton Center, but enhances it.

This kind of collaboration, at least from my perspective, is a wonderful thing. Back in the 1970's and 1980's it would be hard to imagine that the Borough and the Melton Center could work together in this fashion. Mr. Melton had a dream for this Melton Center, which he worked on for all his life until his death. He helped to put the political system in place that could change the attitudes and the government approach to the minority community, and the system that he put in did make major changes.

This corroboration agreement is the right approach for the 21<sup>st</sup> century and a lasting legacy to the goals and dreams of Charles Melton.

Respectfully yours,

  
Samuel C. Stretton

SCS:jac  
Enc.



THOMAS COMITTA ASSOCIATES, INC.  
Town Planners & Landscape Architects

MEMORANDUM

TO: Melton Center Representatives  
West Chester Borough Representatives

FROM: Tom Comitta *TC*

DATE: August 25, 2016

SUBJECT: COLLABORATIONS BETWEEN MC & WC

Thank you for participating in the brainstorming sessions to explore Collaborations between the Melton Center & West Chester Borough I

Enclosed is a summary of what we discussed during the 3 sessions. Using the enclosed information, it is my understanding that Sam Stretton, Esq. will now draft a Memorandum of Understanding (MOU) for our mutual review and comment.

Please let me know if you have any questions with the enclosure, or if you need any additional assistance.

---

P.S. 21 copies have been delivered to the Melton Center, and 18 copies have been delivered to West Chester Borough Hall.

Exhibit A

Melton Center & West Chester Borough

Collaborations

Brain-storming Session #4: August ???, 2016

(8-19-16)

As Facilitator of the Brain-storming Sessions, I suggest the following sequence for Session #4, if we decide we would like to have another Session:

1. Memorandum of Understanding (MOU)

- 1.1. Third Draft dated August 18, 2016
- 1.2. Attachments to the MOU

2. Synthesis of Session #3 on July 21, 2016

- 2.1. Short Term **Collaborations** ("Low Hanging Fruit")
- 2.2. Medium Term **Collaborations** ("A Bit of A Stretch")
- 2.3. Long Term **Collaborations** ("Pie in the Sky")

3. Possible Next Steps

- 3.1. Refinement of the draft to become a Memorandum of Understanding (MOU)
- 3.2. Report back to the respective Boards
- 3.3. Joint Meeting of Melton Center Board & WC Borough Council to further discuss possible **Collaborations** (sometime in September?).

---

Notes:

- a. The Facilitator believes that "we can still do this". In other words, it does not appear that we have any major stumbling blocks to these **Collaborations**.
- b. Please refer to the enclosed 11"x17" Google Earth aerial photograph, that depicts the Melton Center property as of 10-7-2011.
- c. Please refer to the enclosed 11"x17" "Virtual Lots" exhibit, and related idea outlined on page 2.2. as item 1.1.

**MEMORANDUM OF UNDERSTANDING:**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**



Prepared by:

**A Task Force of West Chester Borough Representatives  
and Melton Center Representatives**

with the Assistance of:

**Thomas J. Comitta, AICP, CNU-A, RLA  
Town Planner & Landscape Architect**

Draft: July 21, 2016  
Revised Draft: July 28, 2016  
Further Revised Draft: August 18, 2016  
Final Draft: August 19, 2016

**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; July 28, 2016; Revised: August 18, 2016  
Final Draft: August 19, 2016

**Overview**

A group of civic minded persons met on 3 occasions to discuss opportunities and synergies between West Chester Borough and the Melton Center. The Work Sessions took place on:

- + May 31, 2016 (at the Melton Center);
- + June 16, 2016 (at the Melton Center); and
- + July 21, 2016 (at West Chester Borough Hall).

---

The West Chester Borough representatives in attendance included:

- Diane LeBold, Borough Council; and
- Michael Cotter, Borough Manager.

The Melton Center representatives in attendance included:

- Lisa Dorsey, Chairman, Board of Directors;
- Debbie Fell, Vice-Chair, Board of Directors;
- Alice Thomas, Board of Directors;
- Jean Newsome, Board of Directors; and
- Ken Winston, Executive Director.

The work sessions were facilitated by Thomas J. Cornitta, AICP, CNU-A, RLA, who has served as a Planning Consultant to West Chester Borough since 1988.

Collectively we explored various Collaborations, as summarized on pages 2.1. through 2.4.

**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; July 28, 2016; Revised: August 18, 2016  
Final Draft: August 19, 2016

**Process**

Our "Brainstorming" Process focused on the following questions during the 3 Work Sessions:

- + what do we do, and how do we operate?;
- + what problems do we face?; and
- + what opportunities might exist, for the mutual benefit of West Chester Borough and the Melton Center?

We first drafted a "Collaborations" List (see pages 2.2. through 2.4.) that focuses on:

- Short Term Collaborations  
(up to 2 years);
- Medium Term Collaborations  
(2 to 5 years); and
- Long Term Collaborations  
(5 year plus).

The List of Collaborations serves as "food for thought" for possibly forging new opportunities for programs, operations, events, physical plant, and resources.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

1. **Short-Term Collaborations (“Low Hanging Fruit”)**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on June 16, 2016, it appears that there are several Collaborations that can be achieved in the Short Term. During 2016 and 2017 (and beyond), we could address the following items:

- 1.1. Consider a “Virtual Lots” program, to obtain Cash Contributions. (This program could also be called “Adopt A Lot”). (See 11”x17” enclosure that depicts where 100 “Virtual Lots” might be located. Please note that a Virtual Lots program was established in 2016 to raise funds for Barclay Park.)
- 1.2. Lease space at the Melton Center to the West Chester Borough Recreation Department for various programs, such as during “Rainouts” during the Summer Recreation Program.
- 1.3. Lease space to the Uptown Entertainment Alliance, until the former Armory is remodeled.
- 1.4. “Advertise” Melton Center programs in the West Chester Borough Activities Guide, as well as the West Chester Borough website.
- 1.5. Promote a “Farmers Market” opportunity, as a complement to the existing Community Gardens.
- 1.6. Promote Melton Center “overflow activities” at the nearby John O. Green Park on Matlack Street, after an Indemnification (Hold Harmless) Agreement is executed.
- 1.7. Create a set of “Guiding Principles” for the Melton Center – West Chester Borough Collaboration.
- 1.8. Create and Refine the attached “Memorandum of Understanding” Outlines, in order to memorialize various Partnership Opportunities, on how to better serve the West Chester Community through effective Collaborations.
- 1.9. Utilize the Parking Lot at West Chester Borough Hall for certain Melton Center events, such as the October 2016 Gala.
- 1.10. Create a “Gifts Catalogue” and Identify Wish List Items, and their Costs, and to aid in seeking contributions.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

**2. Medium-Term Collaborations (“A Bit of a Stretch”)**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on 6-16-16, it appears that we could Collaborate on several initiatives in the Medium Term. During 2017 to 2019 (and beyond), we could address the following items:

- 2.1. Establish mechanisms for Shared Technology.
- 2.2. Establish mechanisms for Shared Staffing.
- 2.3. Establish mechanisms for assistance with Grant Applications.
- 2.4. Partner with the WCASD to use the parking lot at Henderson High School as an overflow parking opportunity.
- 2.5. Consider the construction of a Pavilion (like the one at Hoopes Park) to enable more programs, and to establish a “User Fee” for group use of the Pavilion (as part of a joint strategic planning initiative between the Melton Center and West Chester Borough).
- 2.6. Create a Summer Film Series as a joint Melton Center – West Chester Borough program. (Start with “Movie Night” as a test.)
- 2.7. Create a “Committee of 100” to forge Alliances with other groups, to help insure the sustainability of the Melton Center for the next 100 years, such as the Chester County Art Association, the Chester County Historical Society, the Greater West Chester Area Chamber of Commerce, the West Chester BID – Business Improvement District, and Peoples Light & Theatre Company.
- 2.8. “Triangulate” programs between West Chester Borough, West Chester University, and the Melton Center, and other opportunities such as Grant Writing.
- 2.9. Explore a Long-Term Lease Agreement between West Chester Borough and the Melton Center, whereby the Borough would utilize the facilities for a variety of programs and activities over a 25 year period.
- 2.10. Assist with the Swimming Pool Renovations.

**Melton Center & West Chester Borough**  
**Synthesis of Session #1 on May 31, 2016, and Session #2 on June 16, 2016,**  
**and Session #3 on July 21, 2016**

(8-19-16)

3. **Long-Term Collaborations ("Pie in the Sky")**

Based on Brainstorming Session #1 on 5-31-16 and Session #2 on 6-16-16, it appears that we could Collaborate on other initiatives in the Long Term. During 2017 to 2021, we could address the following items:

- 3.1. Consider Amendments to existing Zoning Regulations, to possibly "restore" Commercial Zoning to the property, subject to 3.2.
- 3.2. Consider a TDR – Transfer of Development Rights Program (to provide Cash for the Melton Center, without the need to develop the property). Explore the ability to Transfer the Development Rights of potential commercial development at the Melton Center, to sites in other parts of the Borough.
- 3.3. Consider Amendment to existing Zoning Ordinance Regulations, to possibly "restore" Commercial Zoning to a portion of the property.
- 3.4. Form a Municipal Recreation Authority to aid in long term Collaborations.
- 3.5. Partition current Indoor Space to accommodate additional events
- 3.6. Create a Fitness Center
- 3.7. Grow Vertically, by creating a Second/Third Floor (one story above existing building heights)
- 3.8. Create a Bona Fide Conference Room
- 3.9. Renovate existing Office Space
- 3.10. Create a Community Resource Center/Library
- 3.11. Create an Outdoor Amphitheatre
- 3.12. Acquire useful adjoining properties to the west
- 3.13. Create a Vision for the next 25 years for Collaborations between West Chester Borough and the Melton Center.

**MEMORANDUM OF UNDERSTANDING**  
**Between West Chester Borough, and the**  
**Charles A. Melton Arts and Education Center**

July 21, 2016; Revised: August 18, 2016

Final Draft: August 19, 2016

**Summary of Our Understandings**

In light of the list of Collaborations on pages 2-2 thru 2-4, we could create Agreements for the following initiatives:

1. In 2016, advertise Melton Center programs in the West Chester Borough Activities Guide, and on the Borough website.
2. By the end of 2016, enter into an Agreement for West Chester Borough to utilize the Melton Center for specific Programs and Activities, at a mutually agreed Fee Schedule (especially in the short term from August 8 to 12, 2016).
3. By the end of 2016, enter into an Agreement for the Melton Center to utilize the John O. Green Park for selected programs and activities, at no cost to the Melton Center.
4. By the end of 2016, enter into an Agreement for the Melton Center to utilize the parking lot at West Chester Borough Hall for special events on weekends, at no cost to the Melton Center.
5. In 2016, begin to share Technology and Staff, so that the Melton Center can stretch its programs and services.
6. By 2017, begin to address an Agreement for a Long-Term Lease (e.g. 25 years) between West Chester Borough and the Melton Center, whereby the Borough would utilize the facilities for a variety of programs and activities in the future.
7. By 2017, apply jointly for Grants for capital improvements.
8. By 2018, modify the Zoning Regulations, and consider a TDR – Transfer of Development Rights Program to enable the Melton Center to receive funds for relinquishing their development rights (while continuing to be a community asset in perpetuity).
9. By 2018, create a Vision for future Collaborations between West Chester Borough and the Melton Center, over the next 25 years.
10. Set a Goal of 2020 to 2025 for West Chester Borough to regularly Partner with the Melton Center, on various initiatives and opportunities.



**TO:** Michael A. Cotter, Borough Manager  
**FROM:** **Keith A. Kurowski, Parks and Recreation Director**  
**DATE:** **11-3-16**  
**RE:** **Discuss Arbor Day Celebration Moving to Barclay Park**

---

#### Recommendation

To approve the moving of the annual Arbor Day Celebration (last Friday in April) from Hoopes Park to Barclay Park.

#### Motion

The Recreation Commission vote 3-0 to approve the move.

#### Background

The New Century Club and Jr. New Century Clubs have helped the Borough's Urban Forester, Denise Dunn Kesterson, organize and run this event for many years. Denise was recently informed that they would no longer be able to help as their membership is dwindling. Denise asked around the community and the Barclay Grounds Preservation Alliance said they would be interested in helping her plan/run the activity as long as the event could be moved to Barclay Park. This allows Denise to keep running the activity in a Borough Park and gives her assistance in the planning.

Stanley's Dream

1/1/17

11am - 1pm

Special Event, Race, Public Assemblage Permit Checklist 2016



# 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 *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) *✓ # 3057 \$250.00*

- Application fee is NON REFUNDABLE

 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. Stanley's Dream

Date applications was submitted to the Borough 7/29/2016

Main Contact Name Stanley Edwards Cell phone 484-888-8801

Home phone \_\_\_\_\_ email sedwards267@comcast.net

Main Contact address 3 West Jonathan Ct., Kennett Square, PA 19348

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)

### Event Information

Name of event Stanley's Dream 5K

Date/s of event and times 1/1/17 Noon

Set up and breakdown times for event Noon - 1:00

Description of event (use separate sheet of paper if needed)  
5K on New Year's Day on the Southwest Corridor loop.

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 Church & Market - Finish by  
Mitch's

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? 350-400

Total number of workers/volunteers/marshals for event? 40

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? \_\_\_\_\_

- 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

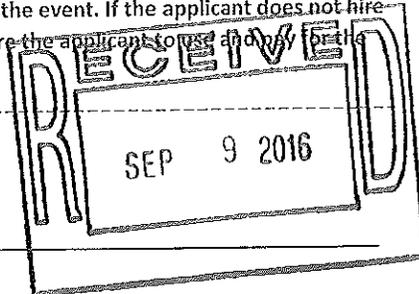
Check ALL that apply:

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: \_\_\_\_\_

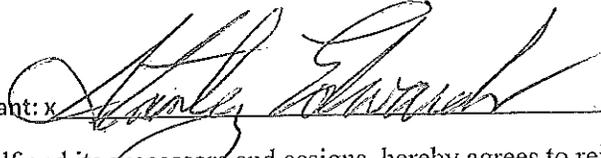
Police approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied/Reason: YES NO

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

Event info cont'd

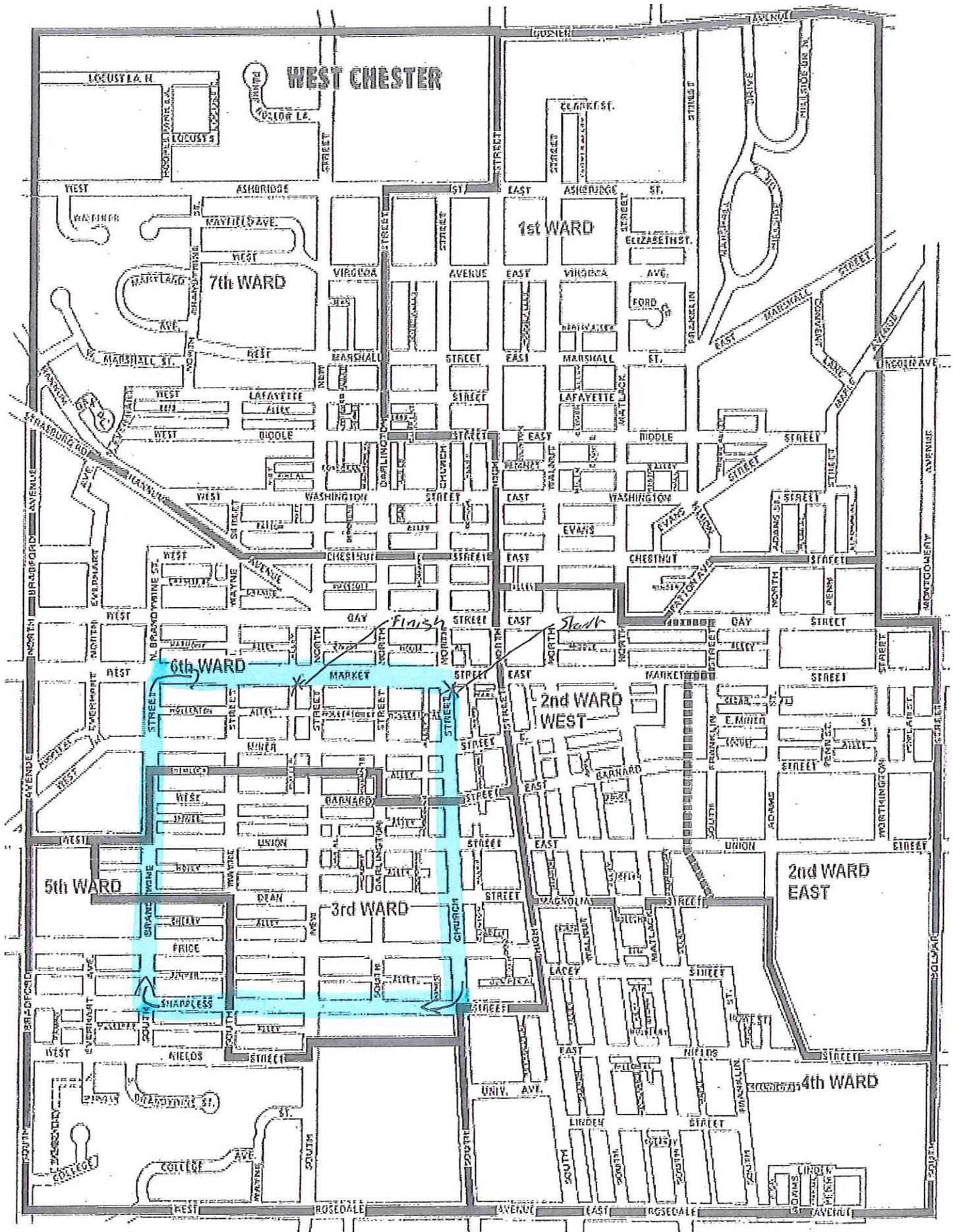
Signature of applicant: x



Date:

8/2/16

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 BOROUGH VOTING WARDS



To: Borough of West Chester

8/4/2016

3057

CHESTER COUNTY COMMUNITY  
 FOUNDATION, INC. - PROVISIONAL  
 28 WEST MARKET STREET • WEST CHESTER, PA 19382

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
08012016-BOR	7/27/2016	Application Fee for Stanley's Dream 5K	\$250.00	\$0.00	\$250.00
		Totals:	\$250.00	\$0.00	\$250.00

CHESTER COUNTY COMMUNITY  
 FOUNDATION, INC. - PROVISIONAL  
 28 WEST MARKET STREET  
 WEST CHESTER, PA 19382

SUSQUEHANNA BANK  
 BRANCH OF WEST CHESTER  
 1570 MANHEIM PIKE  
 LANCASTER, PA 17604  
 60-912313



3057

CHECK DATE: 8/4/2016  
 CHECK NO.: 3057

35 STANLEY Stanley's Dream Charitable Fund  
 \*\*Two hundred fifty and 00/100 Dollars\*\*

\$\*\* 250.00

CHECK AMOUNT

TO THE ORDER OF  
 Borough of West Chester  
 PO Box 1229  
 Newark, NJ 07101-1229

*[Handwritten Signature]*

AUTHORIZED SIGNATURE

⑆003057⑆ ⑆031309123⑆ 10010685930⑆



## MEMORANDUM

**TO:** Michael A. Cotter, Borough Manager  
**FR:** O'B Laing, Director Public Works  
**DATE:** November 2, 2016  
**RE:** ARAMARK UNIFORM SERVICE CONTRACT

---

Recommendation:

That Borough Council consider Aramark proposal for a five (5) year contract extension to provide Uniform Rental Services for the Borough of West Chester that will reflect a minimum of \$8,643 savings over the contract period as reflected in the attached proposal.

Background:

The Public Works Department assumes the responsibility of solicitation of bids for Uniform Rental Services for The Public Works Department, Taylor Run and Goose Creek Treatment Plants. The contract with Aramark has recently expired. I was subsequently approached by an Aramark representative to see if the Borough was interested in an extension. If so, they would be willing to offer a very attractive reduced rate. At my request, pertinent information was submitted by Aramark to substantiate their offer.

Aramark has always been the significant low bidder for these services for many years. Their services are always commendable and I think that this proposal submitted by Aramark is very competitive. Therefore, I am recommending that Borough Council consider this proposal.

Respectfully submitted,

O'B Laing

<b>West Chester Borough</b>		
<b>Public Works/ Goose Creek/ Taylor Run</b>		
	Weekly	Yearly
Current Spend	\$213	\$11,068
Proposed Spend	\$181	\$9,412
Proposed Savings	\$32	\$1,656
Two Weeks Free Service Proposed	\$362	\$362
Savings Over 3 Years	\$5,330.60	
Savings Over 5 Years	\$8,643.00	

**Notes:**

\*\*Reduced emblem fees are not reflected in weekly cost savings.

\*\*\*Totals are approximate and based on current usage and inventories. If the Borough should hire additional employees and enroll them in the uniform program, the weekly rate would increase by approximately 3.29 per additional wearer

Explanations:

**Emblem charges** are one-time charges for the addition or replacement of each garment.

**Personalized Company Emblems** include the location name (Taylor Run, Goose Creek)  
 - 1.25 per piece proposed. Currently charging 4.00 per piece

**Personalized Name Emblems** state the employee's name on the Right chest and cost 1.00 per piece  
 - 1.00 per piece proposed. Currently charging 2.00 per piece

**Easy Care** - The program allows Aramark to upgrade garments that are worn-out, stained, ripped, faded etc.  
 The program allows Aramark to upgrade garments in service as needed or if you prefer, by request only.  
 The cost for this additional value is built into the estimate above  
 One-time emblem charges for shirts only. No charge for pant replacement.



**SERVICE AGREEMENT**

CUSTOMER NO. Master # 787750000

PAGE NO. \_\_\_\_\_

Service to ("Customer"): WC Borough/Goose Creek/Taylor Run

Bill to: West Chester Borough Oublic Works Dept.

Service Address

205 Lacey Street

Billing Address

West Chester PA 19382  
City State Zip Code

West Chester PA 19382  
City State Zip Code

**GARMENTS AND SERVICES ORDERED:**

No. of Wearers	MERCHANDISE	NUMBER OF ITEMS PER WEARER*	CHANGES PER WEEK (per wearer)	RATE	RATE BASIS (per item or change)	FREQUENCY	EASYCARE™ (per item per week)	REPLACEMENT CHARGE (PER ITEM)
Any	Reg. Covr (GO-0009)	All	Any	\$0.39	Item	WKLY	\$0.05	\$55.00
Any	Cot. Covr. (GO-0011)	All	Any	\$0.35	Item	WKLY	\$0.10	\$65.00
Any	Work Shorts (GP-0096)	All	Any	\$0.15	Item	WKLY	\$0.05	\$19.95
Any	Cargo Shorts (GP-0730)	All	Any	\$0.21	Item	WKLY	\$0.05	\$19.95
Any	Work Pant (GP-0002)	All	Any	\$0.18	Item	WKLY	\$0.05	\$22.95
Any	Pressed Pants (GP-0171)	All	Any	\$0.22	Item	WKLY	\$0.05	\$22.95
Any	Work Pant (GP-0621)	All	Any	\$0.22	Item	WKLY	\$0.05	\$22.95
Any	Work Shirt (GS-0007)	All	Any	\$0.14	Item	WKLY	\$0.05	\$15.95
Any	Work Shirt (GS-0019)	All	Any	\$0.14	Item	WKLY	\$0.05	\$15.95
Any	Cotton WS (GS-0048)	All	Any	\$0.22	Item	WKLY	\$0.10	\$20.95
Any	Cotton WS (GS-0449)	All	Any	\$0.22	Item	WKLY	\$0.10	\$20.95

**ALLIED MERCHANDISE AND SERVICES ORDERED:**

MERCHANDISE	QUANTITY*	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (PER ITEM)

\*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

Aramark Uniform Services (AUS) will provide Customer with a uniform, apparel and/or allied product ("Merchandise") rental, lease and/or customer-owned-goods program and Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and the related Customer Information Sheet(s) (which shall constitute our entire agreement), including increases or additions in Merchandise. Customer agrees that AUS is its exclusive provider of rented and/or leased Merchandise and related services and that all rented or leased Merchandise will remain the property of AUS. Customer will be provided a rental program unless otherwise specified.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 60 consecutive months following the later of such date or the date Merchandise is first installed on Customer's premises. Renewal will be automatic for another like term unless either party gives the other party written notice of termination at least 60 days before the end of the then current term by certified mail, return receipt requested.

AUS will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees in the ordinary course of Customer's business. Customer must notify AUS of an employee's termination and must immediately return Merchandise issued to that employee.





**Customer Information Sheet (CIS)**

CUSTOMER NAME WC Borough Public Works

CUSTOMER NO. Master # 787750000

PAGE NO. \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT TITLE: \_\_\_\_\_

Reason For CIS:  New Customer  Add Allied Products  Add Other Charges

ALLIED MERCHANDISE AND SERVICES ORDERED:						
MERCHANDISE	QUANTITY*	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (PER ITEM)
Rates Apply for West Chester Borough, Goose Creek Waste Water Plant, & Taylor Run Waste Water Plant under Master # 787750000						
2 Free Weeks of Service at Each Location						

\*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

**Additional Services and Charges:**

- |                          |                          |  |                                       |                                       |
|--------------------------|--------------------------|--|---------------------------------------|---------------------------------------|
| YES                      | N/A                      |  |                                       |                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Preparation Charge   | \$1.25                                | per Garment                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Service Charge   | 4%                                    | per Week                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Extra Suit Charge  | _____                                 | per Wearer                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Merchandise (If yes, see Special Merchandise Addendum) |                                       |                                       |
|                          |                          | Direct Embroidered   | <input type="checkbox"/>              |                                       |
|                          |                          | Other  | <input type="checkbox"/>              |                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Emblem Description   |                                       |                                       |
|                          |                          | <input type="checkbox"/> Name Emblem                           | Unit Price                            | \$1.00                                |
|                          |                          | <input type="checkbox"/> Company Emblem                        | Unit Price                            | \$1.25                                |
|                          |                          | <input type="checkbox"/> Other                                 |                                       |                                       |
|                          |                          | Emblem Color:  | Name: _____                           | Company: _____                        |
|                          |                          | Emblem Type/Style:   | Embroidered: <input type="checkbox"/> | Silk Screen: <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Charges/Services:  | _____                                 |                                       |

EasyCare™:	
GARMENT MERCHANDISE	EasyCare™ Rate (per item in inventory per week)

**General:**

- There will be an extra charge reflected on your invoice for any garment issued to customer in the following sizes:

Waist Sizes	44" and above	Chest Sizes	52" and above
Inseam Length	28" and below; 35" and above	Alpha Sizes	2XL and above
Neck Sizes	18" and above	Women's Sizes	Size 18 and above
Sleeve Length	36" and above	All "Long" Body Sizes	Any Garment
Shirts larger than 5XL and pants larger than 60" must be purchased and serviced on an NOG basis.			

- Customer is responsible for all sales and use taxes.
- Each year, on the first day of the month in which the anniversary date of the related Service Agreement occurs, AUS may increase the charges then in effect (the "API") either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5% whichever is greater. AUS will notify Customer of the API in writing (which may be by invoice or monthly statement). AUS may also increase charges at any time by notifying Customer in writing (which may be by invoice or monthly statement). Customer may reject such increase (except the API) by notifying AUS in writing within 15 days after Customer's receipt of notice of such increase. If Customer rejects the increase, AUS reserves the right to terminate this CIS in whole or in part.
- All terms and conditions contained in the related Service Agreement are incorporated in this CIS (except for any price increase provisions) and references to the "Agreement" shall be deemed to include this CIS.
- If a percentage is included under "Inventory Maintenance" (which percentage shall be a charge hereunder), AUS will replace the corresponding Merchandise that is lost by Customer without any additional loss charge. The service fee for Inventory Maintenance is equal to the applicable percentage of total inventory multiplied by the then current replacement rate. If merchandise is lost as a result of willful misconduct, standard loss charges will apply.
- If included above, Customer agrees to pay the EasyCare™ rate for the applicable garment Merchandise, which will entitle Customer to have rented or leased garments that are ruined beyond reasonable repair removed from service and replaced without the payment of the standard ruin charge. Lost or intentionally abused garments are not covered by EasyCare™ and Customer is still responsible for preparation, name and emblem charges. AUS or Customer may discontinue EasyCare™ at any time by providing written notice to the other party, in which case standard ruin charges will apply.
- This CIS is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer.

PRINT \_\_\_\_\_  
Name of Customer \_\_\_\_\_ Customer Phone Number \_\_\_\_\_

PRINT \_\_\_\_\_  
Name & Title of Customer Contact \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

**DAVE DUFFY - ROUTE SALES REPRESENTATIVE**  
Aramark Representative Name & Title

Signature - Aramark Representative \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

BOROUGH COUNCIL  
ISSUE BRIEFING

COUNCIL / COMMITTEE: Parking Committee

DEPARTMENT MANAGER: Clark Elms

DATE: November 10, 2016

I. Action to Be Considered by the Borough Council

Moving Handicapped space on 100 N Church away from stop sign.

II. Reason Why this Issue Needs Borough Council Consideration

The space in question is within 30 feet of a Stop sign.

III. Current Policy of Practice

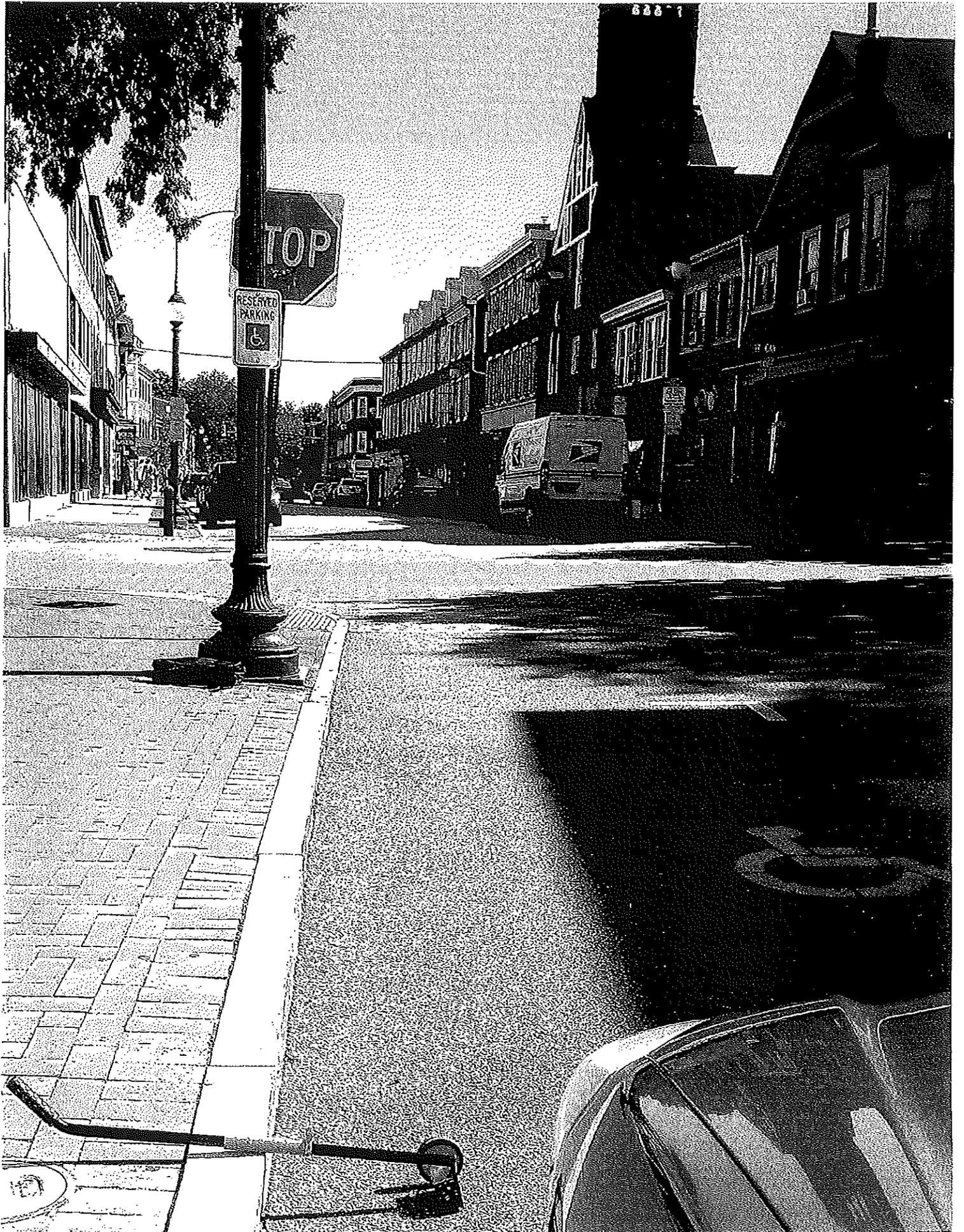
Parking spaces per Borough ordinance must be 30 feet from Stop sign.

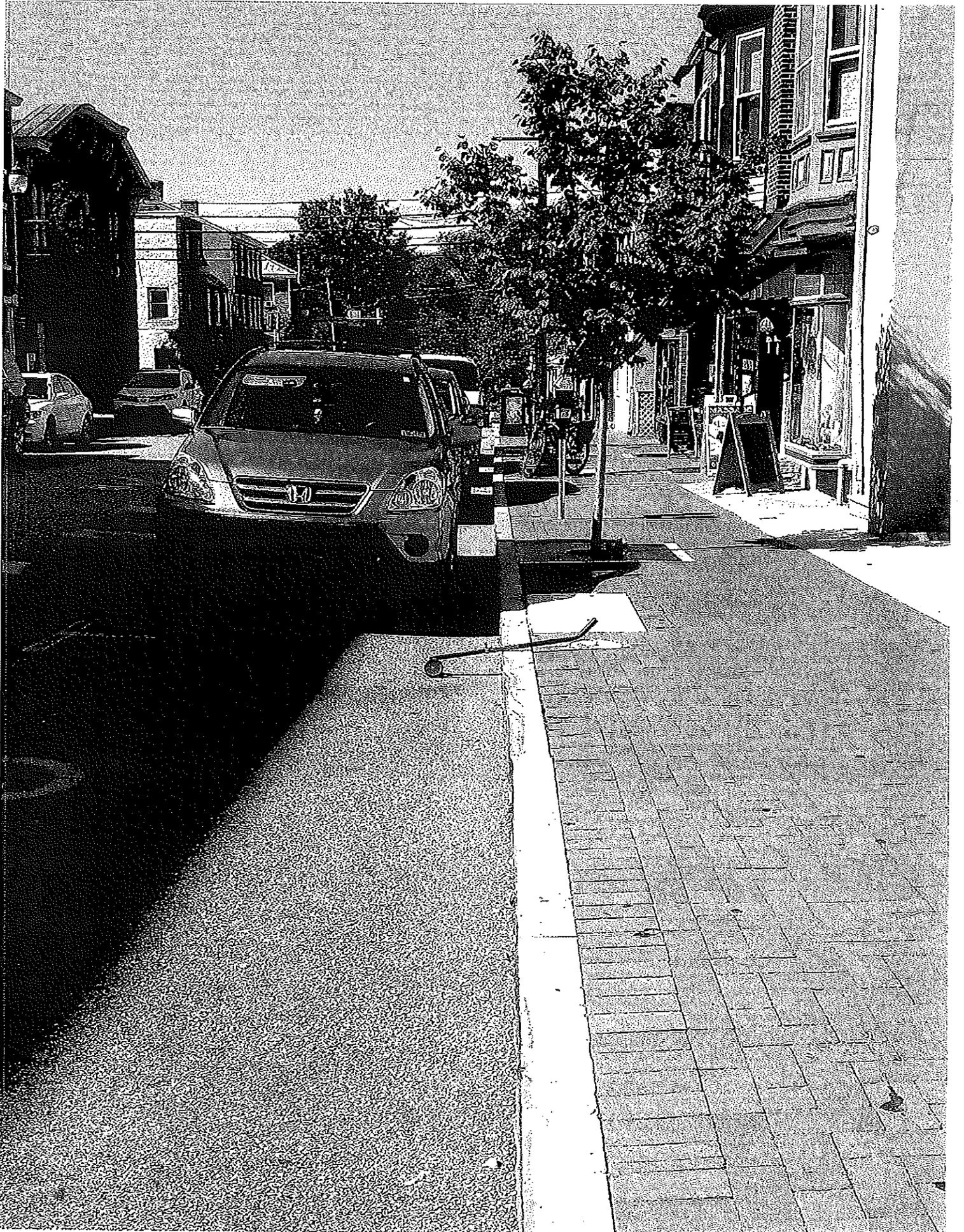
IV. Other Background Information

Meter was removed last year but the sign and paint on the ground were not moved to reflect this is not a valid parking space due to its proximity to a Stop sign. The space still has the appearance of being valid. The sign needs to be moved and the curb painted to reflect it is not a valid parking space.

I. Impact on Borough Finances

None.







## MEMORANDUM

**TO:** Michael A. Cotter, Borough Manager  
**FROM:** Michael A. Perrone, C.B.O.  
**DATE:** October 31, 2016  
**RE:** Final Land Development Project: Chester County Hospital  
South Entrance Driveway Improvements

---

### **Recommendation**

The Borough of West Chester Planning Commission voted unanimously to recommend approval of the final land development plan, and recommend approving the requested waivers.

### **Motion**

Approve the final land development plan to install a new driveway in accordance with the plans dated October 5, 2016 and approve the request for granting waivers from - Chapter 94, 94-311.B; Chapter 97 - 97-14.A, 97-15.A and 97-33. A - as requested in the October 31, 2016 letter from the SSM Group, Inc.

### **Background**

The Chester County Hospital is expanding on the north side of the building in West Goshen Township. A new parking garage is part of the expansion and is currently under construction. The proposed South Entrance will be the main entrance during construction. The new South Entrance will align with Convent Lane, and the nine foot wide roadway around the helipad will be widened.



**Planning Commission**  
Borough of West Chester

---

October 28, 2016

Borough Council  
430 East Gay Street  
West Chester, Pennsylvania 19380

RE: Preliminary/Final Land Development: Chester County Hospital – South Entrance Driveway Improvements , Borough of West Chester

Dear Council Members,

At its last meeting on October 25, 2016, the Planning Commission discussed this land development application and voted unanimously to recommend granting waivers to 97-33.A, 94-311.B, 97-14.A, and 97-15.A and approval of the preliminary/final land development application, based on plans dated October 5, 2016.

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



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

October 10, 2016

File No. 16-05064T

Mr. Michael A. Perrone, C.B.O.  
Director of Building, Housing and Codes Enforcement  
Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380

Reference: South Entrance Improvements Penn Medicine Chester County Hospital  
Stormwater Management – Third Review  
Borough of West Chester, Chester County, PA

Dear Mr. Perrone:

Gilmore & Associates, Inc. (G&A) is in receipt of the following items prepared for the proposed entrance and internal driveway improvements at The Chester County Hospital of the University of Pennsylvania Health System on their property located at 701 East Marshall Street in West Chester Borough, Chester County, Pennsylvania.

1. Copy of Highway Occupancy Permit No. 06090819, Issue Date September 14, 2016.
2. Letter from SSM Group to West Chester Borough dated September 12, 2016 responding to G&A's August 30, 2016 review letter.
3. Letter from Chester County Conservation District to Chester County Hospital dated September 8, 2016 ("adequate" review).
4. Letter from Traffic Planning and Design Inc. (TPD) to PennDOT dated September 9, 2016.
5. Drainage Narrative Letter Report from TPD for Chester County Hospital dated July 22, 2016 and revised September 9, 2016.
6. ADA Ramp Submission for the Chester County Hospital Access Consolidate, prepared by TPD, dated August 9, 2016 and revised September 9, 2016.

Borough of West Chester

Reference: South Entrance Improvements Penn Medicine Chester County Hospital  
Stormwater Management – Third Review

File No. 16-05064T

October 10, 2016

7. Plan set titled "Drawings for Construction of Chester County Hospital Access Consolidation" prepared by TPD and dated May 26, 2016 with the latest revision date of September 9, 2016.
8. Report titled "Erosion and Sedimentation Control Plan and Report Penn Medicine Chester County Hospital (PMCCH) New South Entrance," prepared by Dautrich Engineering, revised September 13, 2016.
9. Report titled "Post-Construction Stormwater Management Plan Penn Medicine Chester County Hospital (PMCCH) New South Entrance," prepared by Dautrich Engineering (Dautrich), revised September 13, 2016.
10. Plan set consisting of nineteen (19) sheets titled "Preliminary/Final Land Development Plan South Entrance Improvements prepared for Penn Medicine Chester County Hospital," prepared by SSM Group, Inc., dated May 17, 2016 and last revised September 13, 2016.
11. Revised Hydrographs prepared by Dautrich, and dated September 26, 2016.
12. Infiltration Bed #1 capacity calculation prepared by Dautrich.
13. Plan sheet titled "Post Development Drainage Areas," last revised September 13, 2016 and prepared by Dautrich.
14. "R-Tank H10 Loads for Green Space" typical detail drawing prepared by ACF Environmental.
15. Permit Authorization for General NPDES Permit for Stormwater Discharges for Chester County Hospital South Entrance.
16. "DA-1 Pre Revised" ground cover calculation.
17. Report titled "Post-Construction Stormwater Management Plan Penn Medicine Chester County Hospital (PMCCH) New South Entrance," prepared by Dautrich Engineering, revised October 5, 2016.

Mr. Michael A. Perrone, C.B.O.  
Borough of West Chester

Page - 3 -

Reference: South Entrance Improvements Penn Medicine Chester County Hospital  
Stormwater Management – Third Review

File No. 16-05064T

October 10, 2016

18. Plan set consisting of nineteen (19) sheets titled "Preliminary/Final Land Development Plan South Entrance Improvements prepared for Penn Medicine Chester County Hospital," prepared by SSM Group, Inc., dated May 17, 2016 and last revised October 5, 2016.

Items 1 through 10 were received in this office on September 14, 2016, items 11 through 14 were received in this office via email on September 26, 2016, item 15 was received via email on September 30, 2016, item 16 was received via email October 2, 2016, and items 17 and 18 were received October 6, 2016. In accordance with the Borough's direction, G&A has completed our third review of the project for compliance with the Borough of West Chester's Stormwater Management Ordinance only (Chapter 94). Based on our review of the above-referenced documents, we hereby offer the following comments for the Borough's consideration. Comments in *italics* are from our previous review and comments in **bold text** require resolution by the Applicant. Previous comments that have been addressed are not included herein.

### **STORMWATER MANAGEMENT ORDINANCE REVIEW COMMENTS**

1. *Sections 94-202, 94-301.B. and K. – A regulated activity is defined as any earth disturbance activity(ies) or any activity that involves the alteration or development of land in a manner that may affect stormwater runoff. All areas of earth disturbance shall be included in the drainage areas for which stormwater management is required. Currently, the defined drainage areas do not include all required areas.*

The drainage areas have been revised to include proposed disturbed/impervious areas.

2. *Sections 94-301.C., 94-401, and 94-402.F. – No regulated activity is permitted until the Borough issues approval of the Stormwater Management Plan.*
3. *Section 94-301.L. – The design of all BMPs and conveyances shall incorporate sound engineering principles and practices in a manner that does not aggravate existing stormwater problems as identified by the Borough. The Borough has*

*expressed concerns with flooding in the vicinity of the driveway entrance on E. Marshall Street.*

A stormwater management system is now proposed for the flow to the entrance intersection at East Marshall Street. The revised Hydrographs show that post-developed flows are lower than pre-developed in this drainage area.

- 4. Sections 94-302.D. and 94-303.A.(1) – Approvals/permits from Chester County Conservation District are required prior to (or as a condition of) final approval and to the commencement of any regulated activity. We note that the applicant is in the process of obtaining an NPDES permit.*

The NPDES permit has been issued for this project.

- 5. Section 94-305.A. – The post-construction total runoff volume shall not exceed the predevelopment total runoff volume for all storms equal to or less than the two-year, twenty-four-hour duration precipitation (design storm). All areas of disturbance shall be included in the runoff volume calculations; it is noted that several areas of disturbance are not included in the drainage area maps.*

The post-developed drainage areas have been revised to include all disturbed/impervious areas. The post-developed two-year runoff volume is lower than pre-developed per the revised Hydrographs.

- 6. Sections 94-305.B. and 94-309.D.(2)(c) – For areas that are impervious surfaces, predevelopment calculations shall assume at least 20% of the existing impervious surface area to be disturbed as "meadow" ground cover. Calculations showing the ground cover calculation per this requirement have not been provided.*

Calculations showing the adjusted existing conditions ground cover have been provided.

- 7. Section 94-311.B. – Storm sewer piping shall be at least 15 inches in diameter; none of the proposed storm pipe meets this requirement. Per the response letter*

*from SSM, a waiver will be sought from this requirement. We have no technical objection to this waiver request.*

The requested waiver has been added to the SALDO Waivers on the Cover Sheet of the plan set. **The Applicant shall discuss this request with the Borough.**

8. Sections 94-402.B.(18)(c), 94-402.F.(3) and 94-704.A. – Stormwater easements shall be provided in accordance with these sections.

*The response letter from SSM indicates these will be completed and descriptions provided prior to final plan approval.*

9. Sections 94-701 and 94-703 – The Operations and Maintenance (O&M) plan and a fully executed O&M agreement shall be recorded.

*We defer to the Borough to ensure receipt of these documents.*

## **GENERAL COMMENTS**

1. *Drainage Area 1 as shown on the PCSWM drainage area plans does not include any stormwater management controls.*

An infiltration bed is now proposed along the side of the proposed entrance driveway, to manage stormwater runoff to E. Marshall Street. The revised Hydrographs show that the post-developed flows to E. Marshall Street have been reduced to less than pre-developed conditions.

2. *The Applicant shall address any concerns that the Public Works Department may have regarding the proposed site improvements as they may affect Borough-owned/maintained facilities. Plans have been provided to Public Works.*

We defer to the Borough's Public Works Department to advise the Applicant regarding any concerns related to the proposed site improvements as they may affect Borough-owned/maintained facilities.

Mr. Michael A. Perrone, C.B.O.

Page - 6 -

Borough of West Chester

Reference: South Entrance Improvements Penn Medicine Chester County Hospital  
Stormwater Management – Third Review

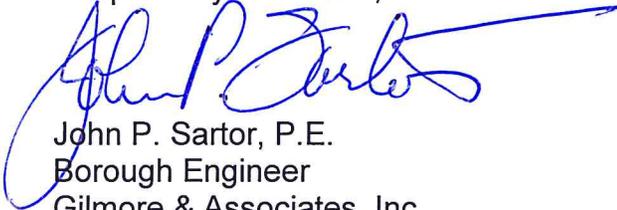
File No. 16-05064T

October 10, 2016

This concludes our third review of the submitted plans and associated documentation. We recommend that the proposed project be approved with regard to compliance with the Borough's stormwater management requirements contingent on the Applicant securing the requested waiver listed above, providing stormwater management easement agreements and legal descriptions to the Borough Solicitor's satisfaction, and addressing any concerns raised by the Borough's Public Works Department to the Borough's satisfaction.

If you have any questions, then please do not hesitate to contact me.

Respectfully submitted,



John P. Sartor, P.E.

Borough Engineer

Gilmore & Associates, Inc.

cc: Michael A. Cotter, Borough Manager, Borough of West Chester (via e-mail only)  
O'B. Laing, Director of Public Works, Borough of West Chester (via e-mail only)  
Kristin S. Camp, Esq., Buckley, Brion, McGuire & Morris LLP (via e-mail only)  
David Morgan, R.L.A., SSM Group, Inc. (via e-mail only)  
Randy Dautrich, P.E., Dautrich Engineering (via e-mail only)  
Lawrence Bell, Chester County Hospital of the University of Pennsylvania Health System, Applicant (via e-mail only)



October 31, 2016

West Chester Borough Council  
c/o Mr. Michael A. Perrone, C.B.O, Director  
Borough of West Chester  
401 East Gay Street  
West Chester PA 19380

RE: **Penn Medicine Chester County Hospital**  
South Entrance Improvements  
Preliminary/Final Land Development Plan  
Requested Waivers/Modifications  
SSM File 108290.0007

Dear Borough Council:

In connection with its pending Preliminary Final Land Development Application, Penn Medicine Chester County Hospital (the "Hospital") respectfully requests the following waivers/modifications from the Borough's Subdivision and Land Development Ordinance (Chapter 97) and Stormwater Management Ordinance (Chapter 94).

1. **Sections 97-14.A. and 97-15.A.** Requiring submittal of a separate Preliminary and Final Plan for this project.

*The Hospital is requesting as an alternative, to combine both the Preliminary and Final Plan features in one document essentially due the overall size and scope of the project, the project being a non-phased construction expansion to an existing facility, no further subdivisions or modifications to property lines are intended, thus showing all proposed site improvements for review and approval.*

2. **Section 97-33.A** Sidewalks shall be required on both sides of all public or private streets and shall be installed and/or upgraded by the applicant along the street frontage of his property where sidewalks do not exist or are not in compliance with Borough standards.

*The Hospital is requesting as an alternative, to provide sidewalk outside of the right-of-way. Due to the abrupt change of grade directly adjacent to East Marshall Street the applicant is proposing to construct a sidewalk at the top of the slope, outside of the right-of-way. The sidewalk will continue at the top of slope until it meets the Municipal Boundary line.*

3. **Section 97-31** Curbs shall be installed on all streets. Curbs shall be constructed in accordance with the requirements of Chapter 95, Streets and Sidewalks, § 95-12, Construction requirements for curbing, of the Code of the Borough of West Chester. Any other aspects of construction, as deemed applicable by the Borough, shall be in compliance with Section 30 of Pennsylvania Department of Transportation Specifications, Publication 408, dated 1983, or the latest edition.

*The Hospital is requesting a deferral of the requirement to install concrete curbing along the street right-of-way line at this time. All new driveway/parking improvements outside of the public right-of-way include curbing. However, a connection to the western cartway limits of East Marshall Street paving is involved in the project improvements. East Marshall Street is a State owned roadway and*



*due to proposed improvements occurring inside the existing right-of-way, a PennDOT Highway Occupancy Permit is required. The PennDOT Highway Occupancy Permit review indicates that PennDOT is not requiring curbing along East Marshall Street essentially due to the existing roadway and right-of-way width north of the Hospital's southern driveway access location. A note is affixed to the Preliminary/Final Land Development Plans stating that "The installation of concrete curbing along the west side of east Marshall Street extending from the northern limits of the proposed driveway to the Borough line shall be deferred for installation for a period of up to five (5) years from the date of Plan approval. The Chester County Hospital, University of Pennsylvania Medical Center shall install the required concrete curbing along the property frontage within the Borough limits as required and approved by PennDOT".*

4. **Section 94-311.B** Storm sewers shall have a minimum diameter of 15 inches and a minimum grade of 1/2 of 1%.

*The Hospital is requesting a waiver from this section. A 15 inch diameter pipe will not connect to the proposed trench drains outlet structure. The outlet structure requires an 8 inch diameter pipe.*

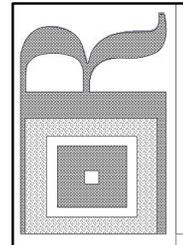
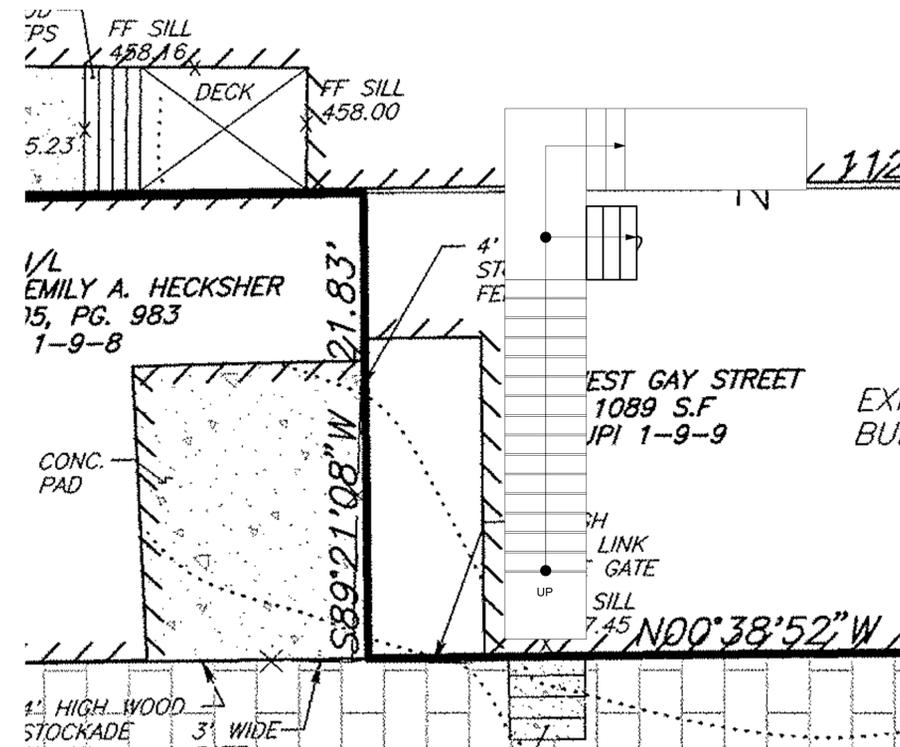
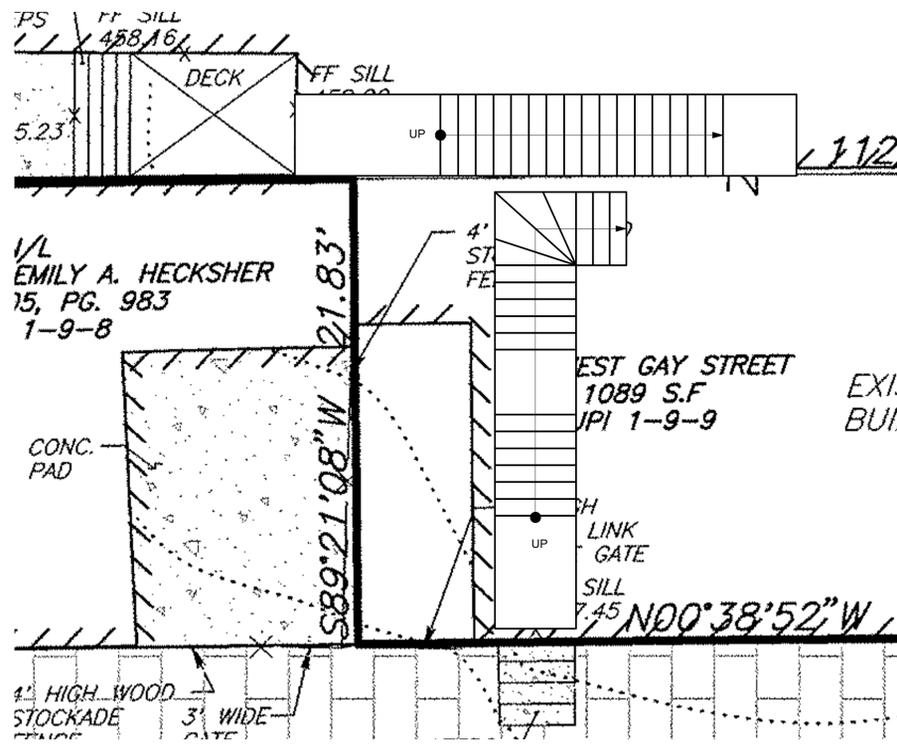
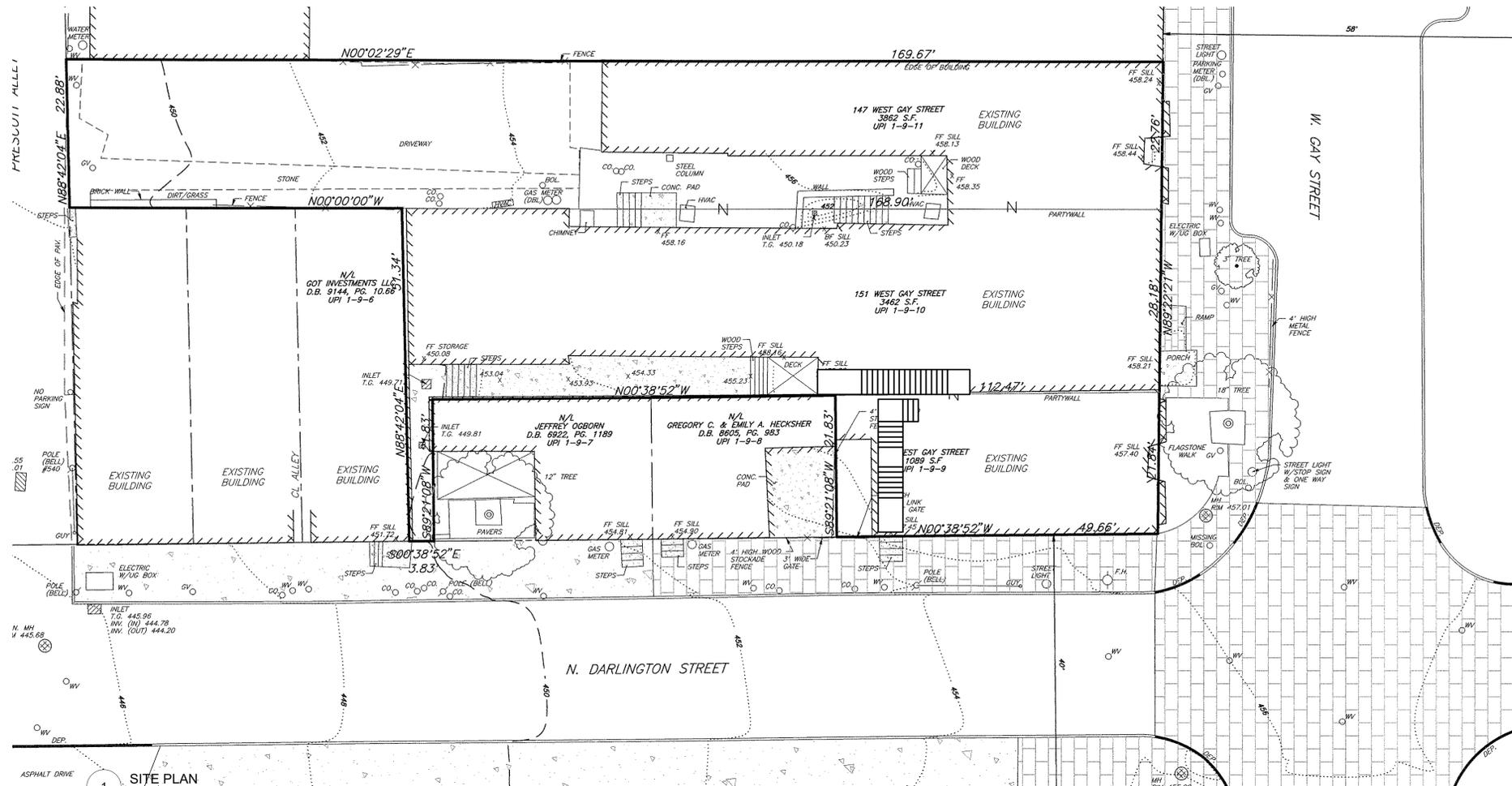
The Hospital submits that the above waivers/modifications are consistent with the public interest and the purpose and intent of the Borough's ordinances, and respectfully requests that Borough Council consider such waivers/modifications when acting on the Hospital's Land Development Application.

Sincerely,  
SSM Group, Inc.

A handwritten signature in black ink that reads "Kimberly M Fasnacht".

Kimberly M. Fasnacht, LEED AP, CPSI  
Project Manager  
[kim.fasnacht@ssmgroup.com](mailto:kim.fasnacht@ssmgroup.com)

cc: Kristin Camp, Esq



**Greg Radford**  
RA, LEED AP, NCARB  
211 West Chestnut Street  
West Chester, PA 19380

Issue Notes  
Date  
No.

Drawn By	GAR	Date	11-01-2016
Checked By	GAR	Revision	
Reviewed By	GAR	Project ID	
Submitted By	GAR	Drawing Code	
Project Manager		CAD File Name	
		File Date	00/00/00

Designed By  
GREG RADFORD ARCHITECT  
211 WEST CHESTNUT  
WEST CHESTER, PA

Project Title  
ALTERATION  
147-151-155 W GAY STREET  
WEST CHESTER, PA

Sheet Scale

Drawing No.  
ST-1  
of

GREG @ GARCH.NET

(610) 505 7267

**EXHIBIT "C"**

**CERTIFICATE OF COMPLETION AND  
AUTHORIZATION OF REDUCTION AND RELEASE  
NO. \_\_\_\_\_**

**WE, THE UNDERSIGNED, HEREBY:**

**A. CERTIFY** that the work and Improvements, described hereinbelow, completion of which is provided under and by that certain Financial Security Agreement between the Borough of West Chester (the "Borough") and Autozone Development Corporation, ("Developer"), dated May \_\_\_\_\_, 2015, concerning the construction, installation and completion of Improvements in the Autozone Store Development Land Development have been completed to the extent of the amount indicated in item I below; and

**B. AUTHORIZE** Marsh USA, Inc., pursuant to the Financial Security Agreement, **TO REDUCE** the Financial Security, in the nature of a letter of credit by the Bank to guaranty, among other things, the completion of said work and Improvements, to the extent of the amount indicated in item III below, and to release said amount of reduction from and under the terms and conditions of the escrow account.

The reduction and release of the amount of the Financial Security hereby authorized shall not be construed, in any manner or extent, as an acceptance by the Borough of the work and Improvements described hereinbelow (or of any other work performed or any Improvements installed or constructed), nor shall this Certificate and Authorization constitute any waiver by the Borough of its rights to inspect and approve the work and Improvements described hereinbelow (or any other work performed and Improvements installed and constructed). Borough hereby reserves the right to re-inspect the work and Improvements (as well as any other work and Improvements) and to require Developer to correct, repair or demolish and to properly reconstruct any and all defective and deficient work and Improvements not accepted and approved by Borough.

**THE FOLLOWING WORK AND Improvements** are the subject of this Certificate and Authorization: *(See attached letter and invoice.)*

**THE REDUCTION AND RELEASE** of the Financial Security authorized by this Certificate and Authorization have been determined as follows:

<b>I. COST OF COMPLETED WORK AND Improvements</b>	\$ _____
<b>II. <i>less</i> AMOUNT OF RETAINAGE (10%)</b>	\$ _____
<b>III. AMOUNT OF REDUCTION AND RELEASE</b>	\$ _____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borough Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Borough Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borough Manager



AutoZone, Inc. • 123 S. Front Street, Dept. 8322 • Memphis, TN 38103 • Phone: 901.495.8711

November 3, 2016

Michael Perrone  
Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380

RE: Bond Release Request – AutoZone #6424 – 620 East Gay St., West Chester, PA

Dear Mr. Perrone:

AutoZone would like to request that the bond we posted for the construction of our store in West Chester, PA be released.

The bond number is 16066214 (\$275,091.85) and was for work related to building permit number BUI0017846 (project #14-08002T).

Please contact me should you have any questions.

Sincerely,

*James D. Anderson*

James Anderson  
Project Administrator  
AutoZone Store Development  
Phone: 901.495.8711  
Email: james.anderson@autozone.com



Application Number: 2016-29

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 145 East Gay Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes to construct a pass through window, replace a rear fence and install permanent benches along the side of the building.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:* The Applicant proposes to install three steel benches which will be painted green. The pass through window as proposed will be a French casement style aluminum window which opens out with the hinges exterior to the window. The Board objected to an aluminum window in favor of a wood casement style window which would be more in keeping with the historic nature of the District. The color of the window will be painted to match the existing windows. The rear fence will be similar to the existing fence on the East side of the building except it will only be 6 feet tall.
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented:
  
  - Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-29 as presented with the condition that the window material be changed to a painted wood window.
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-29

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 145 East Gay Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

(Office use only.)  
Date application received: 6/20/16  
Application number: 2016-29

PROPERTY ADDRESS: COUNTRY PLACE 145 E. GRAY ST

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches
- Old or historic photographs
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.
- Plot or site plans
- Architectural elevations

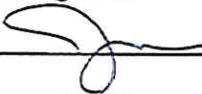
All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): JASON PAUL

jason@ambitarchitecture.com

Applicant's Signature:



Date:

06/20/2016

Owner's name (print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

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

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 6/20/16

Application number: 2016-29

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION  
(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 145 E. GAY ST

Name of business (if applicable): COUNTRY BAGEL

Applicant's name (please print): JASON BIRN / AMPHIT ARCHITECTURE

Applicant's address (address city, state, & zip): 412 S. END ST  
PHILA PA 19147

Applicant's phone number (Day): 484-437-7702 (Evening):

Owner's name (if different from applicant's):

Owner's address (address, city, state, & zip):

Owner's phone number (Day): (Evening):

**Instructions:** Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) \_\_\_\_\_
- 2) On how many facades? 1  Front  Side  Back
- 3) What was the old material? UNKNOWN
- 4) What is the proposed new material? VARIES - SEE OWENS (Cement board & brick)
- 5) How will it be installed? \_\_\_\_\_
- 6) Are you reusing any historic materials? NO (NONE BEING REMOVED)
- 7) If so, what and how? \_\_\_\_\_
- 8) What were the old dimensions? Height: 10' ± x Width: 40' ± x Depth: 6" ±
- 9) What are the new dimensions? Height: same x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 10) What were the old colors? Dark green
- 11) What do you propose for the new colors? same or different green
- 12) Why do you want to make these changes? property elements in disrepair, need improvement or want to upgrade.





**Department of Building, Housing & Codes Enforcement**  
*Regulations for the Protection of Public Health, Safety and Welfare*

401 East Gay Street ▪ West Chester, Pennsylvania 19380  
610-696-1773 ▪ Fax: 610-692-7958 ▪ web: [www.west-chester.com](http://www.west-chester.com)

July 21, 2016

Jason Birl  
Ambit Architects  
412 South 2<sup>nd</sup> Street  
Philadelphia, PA 19147

**RE: HARB Application for: #2016-29 145 East Gay Street**

Dear Jason:

Please be advised Borough Council approved your HARB Application on July 20, 2016 in accordance with the attached Certificate of Appropriateness and the following conditions:

- ✓ Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-29 as presented **with the clarification that the Applicant come back to the Board with the final design of the pass through window, the rear fence facing the alley and the final cut sheet for the three permanent benches that are replacing the existing landscaping; the exiting handrail be modified to accommodate a new handicap ramp.**

You will now need to apply for a building permit at the Department of Building, Housing and Codes Enforcement at 401 E. Gay St., West Chester, Pennsylvania.

If you have any questions, please feel free to contact my office.

Respectfully,

Michael A. Perrone, C.B.O.  
**Director - Building, Housing & Codes Enforcement**

MAP/dcd  
Enclosure

Application Number: 2016-29

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 145 East Gay Street

\

5) ***Borough Council's Action and Date***

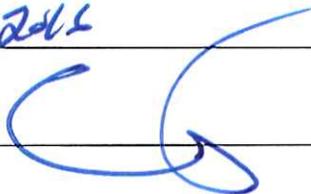
- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

20 July 2016

Borough Manager's Signature: \_\_\_\_\_



Application Number: 2016-29

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 145 East Gay Street

1) ***Date of HARB Review: June 30, 2016***

2) ***Applicant's Proposal:*** The Applicant proposes to replace the existing fence on the East façade with a new "wall fence" which will conceal a walk in cooler. The new fence will be the same size in height and width as the existing fence, but will not have the lattice seethrough capping. The fence will wrap around the back of the building and the rear fencing (North façade fence) will be a 6' high square top fence.

The Applicant also proposes to create a walkup window in place of the existing window. The window opening will be enlarged and will have a lower sill than the window that currently exists. The walkup window counter will be painted azak trim with a corian or marine grade plywood counter/ledge. There will be a new and wider concrete handicap ramp installed to accommodate the protruding ledge of the walkup window. The Applicant will be installing a new awning over the walkup window and it will match the existing awning in color, shape and profile. It will, however, be smaller in size.

The Applicant proposes to replace all of the first floor siding on the East façade with hardieplank siding. A small section of the second floor siding on the East façade will be replaced to match the new hardieplank siding on the first floor.

3) ***Findings:***

4) ***Recommendations from HARB:***

Approved as presented:

Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-29 as presented with the clarification that the Applicant come back to the Board with the final design of the pass through window, the rear fence facing the alley and the final cut sheet for the three permanent benches that are replacing the existing landscaping; the exiting handrail be modified to accommodate a new handicap ramp.

**Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Model # PB6-ASP

Dimension Sheet

**ASPEN 6' STEEL SLAT BENCH**





What the

# BEST DRESSED

Drive-thru is Wearing

**READY  
ACCESS®**

## FLUSHMOUNT 3 SERIES

Featuring a large service opening, convenient frame size, and simple operation, the Flushmount 3 is ideal for any application. It is a visually appealing window perfect for either walk-up or drive-thru service.

### PRODUCT DESCRIPTIONS

- **3 Sizes Available**

FM3 - 27 1/4"W x 41"H with a 18"W by 18"H service

□□□□□□□□ opening

FM3T - 27 1/4"W x 41"H with a 18"W by 33"H service □□□□

□□□□□□□□ opening

FM3X - 27 1/4"W x 26"H with a 18"W by 18"H service

□□□□□□□□ opening

- **Manual Operation**

To operate simply push one door, and both doors  
To close simply pull one door handle, and both doors close. Pivot outward.

- **Quality Construction**

Anodized aluminum extrusions and 1/4" tempered glass combine to give you an attractive window that not only enhances building exteriors, but will not rust, pit or weather. Track free bottom sill provides for a contaminant free surface.

- **Convenient Frame Size**

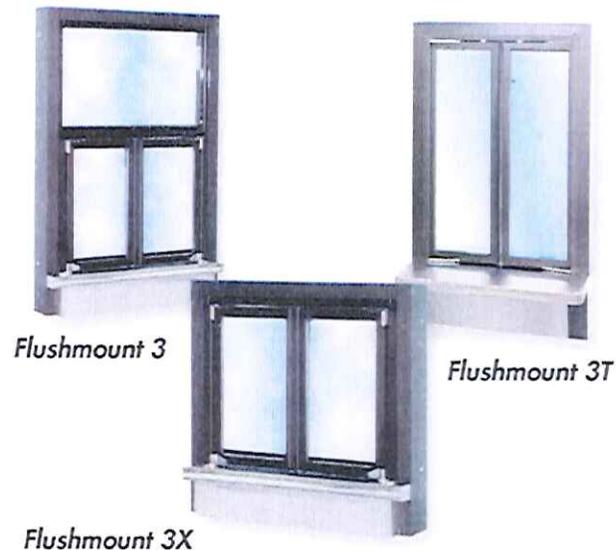
The narrow 27 1/4"W x 41"H frame size is perfect for locations with limited space.

- **Security**

Three separate interior security locks are provided to prevent outside tampering. An optional security bar set is available for high risk locations.

- **Fully Assembled, Ready to Install**

Ready Access windows are shipped completely preassembled, and fully glazed for lower installation costs. Normal installation takes less than two hours.



- **Warranty and Service Support**

Your Ready Access window comes with a one year limited warranty on parts and labor provided by a worldwide service organization.

- **AVAILABLE OPTIONS**

The Flushmount 3 is available in statuary bronze or clear anodized aluminum.

Powder coat painting is available in a wide range of custom colors.

Tinted glass is available upon request.

A stainless steel exterior shelf (28"W x 10"Deep) is available upon request for employee/customer convenience.

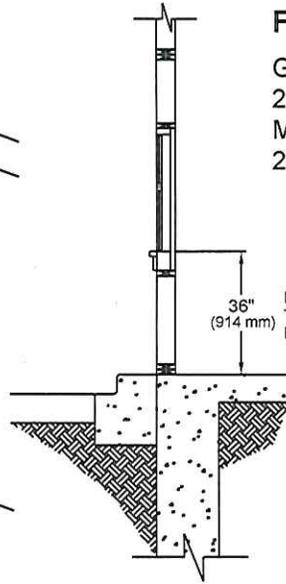
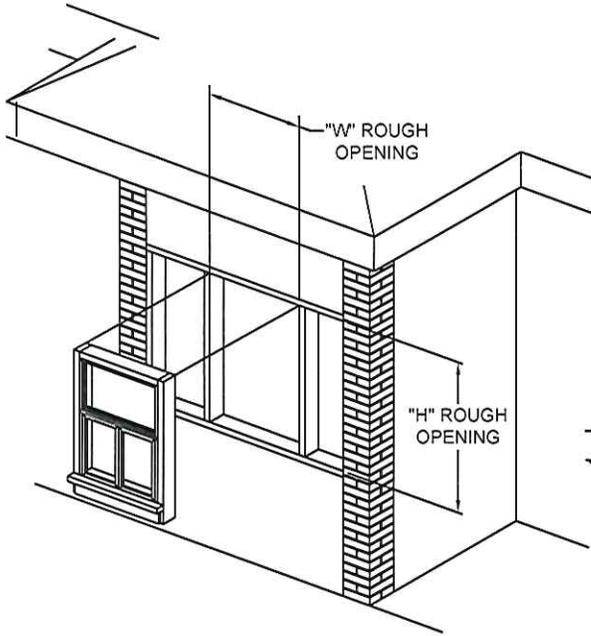
The Flushmount 3 is available without the overhead transom (FM3X) or with full height doors (FM3T).

# ARRIVES READY FOR INSTALLATION

Your Ready Access window is shipped completely assembled and ready for installation. Comes with instructions.

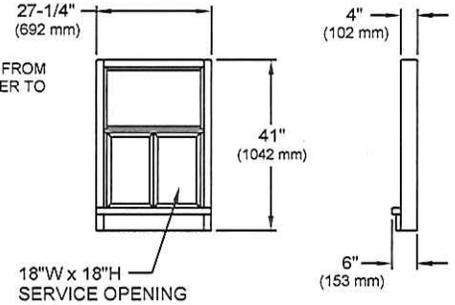
## FLUSHMOUNT 3 - 3T

Manual operation



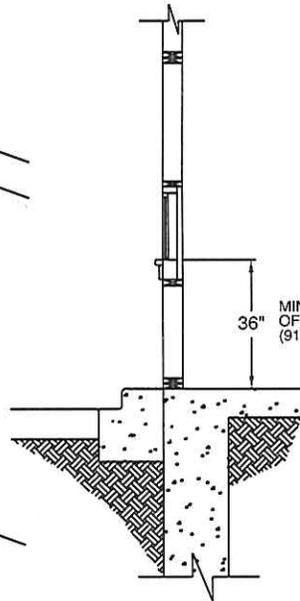
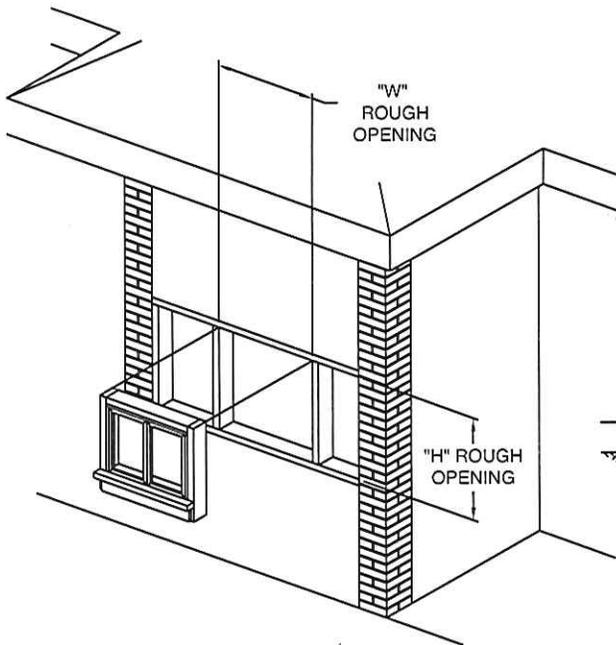
### FLUSHMOUNT 3 - 3T ROUGH OPENINGS

Glazing Rough Opening =  
27-1/2"W (699 mm) x 41-1/4"H (1048 mm)  
Masonry Rough Opening =  
27-3/4"W (705 mm) x 41-1/2"H (1054 mm)



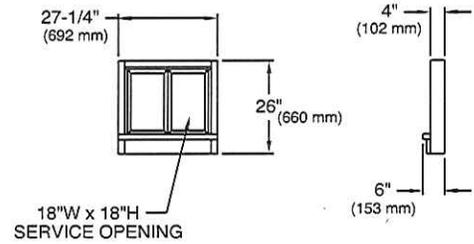
## FLUSHMOUNT 3X

Manual operation



### FLUSHMOUNT 3X ROUGH OPENINGS

Glazing Rough Opening =  
27-1/2"W (699 mm) x 26-1/4"H (667 mm)  
Masonry Rough Opening =  
27-3/4"W (705 mm) x 26-1/2"H (673 mm)



Window must be installed square and plumb.

Installation illustrations are for reference only. Construction and local codes will determine proper installation of window.

Contact Ready Access for more information on installation.









Application Number: 2016-57

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

**PROJECT ADDRESS: 302 North High Street**

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: 55HCPANBA@VERIZON.NET

(Office use only.)  
Date application received: 10-12-2016

Application number: 2016-57

PROPERTY ADDRESS: 362 N HIGH ST  
WEST CHESTER PA 19380

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

- 1) *This application is for:* (check the appropriate boxes)
- Section #1: Sign
  - Section #2: Canopy or Awning
  - Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
  - Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
  - Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
  - Section #6: Demolition \*

*Note: Fill out and attach only those Sections appropriate to your project.*

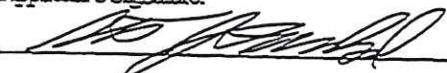
- 2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

*All sketches, elevations, and plans must be signed by the preparer(s).*

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): STEWART J HANDELL

Applicant's Signature:  Date: 12 OCT 16

Owner's name (print): SAME

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10-12-16

Application number: 2016-57

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 302 N HIGH ST

Name of business (if applicable): \_\_\_\_\_

Applicant's name (please print): STEPHAN J HANDEL

Applicant's address (address, city, state, & zip): 302 N HIGH ST

WEST CHESTER PA 19380

Applicant's phone number (Day): 484 437 7657 (Evening): 484 437 7657

Owner's name (if different from applicant's): \_\_\_\_\_

Owner's address (address, city, state, & zip): \_\_\_\_\_

Owner's phone number (Day): \_\_\_\_\_

(Evening): \_\_\_\_\_

**Instructions:** Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters

Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony

Other (Specify) \_\_\_\_\_

2) On how many facades? 3  Front  Side  Back

3) What was the old material? WOOD

4) What is the proposed new material? WOOD

5) How will it be installed? WINDOWS PLUS EXTERIORS (CONTRACTOR)

6) Are you reusing any historic materials? NO

7) If so, what and how? \_\_\_\_\_

8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

9) What are the new dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

10) What were the old colors? COBBLESTONE IVORY

11) What do you propose for the new colors? COBBLESTONE IVORY

12) Why do you want to make these changes? WINDOWS ARE OLD AND LEAK

LIKE A SAVE - ENERGY EFFICIENTLY + QUALITY

8.9 DIMENSIONS VARY - SEE PROPOSAL  
DIMENSIONS WILL NOT CHANGE



LOWEST LEFT BAY WINDOWS  
WILL NOT BE REPLACED



THESE ARE 4 WINDOWS  
ON NORTH SIDE OF HOUSE

CANNOT GET PERSPECTIVE FOR  
PHOTO DUE TO CLOSNESS TO  
NEIGHBORING STRUCTURE



829 N. Providence Rd.  
 Media, PA. 19063  
 Phone 610-566-1111  
 Fax 610-566-2309

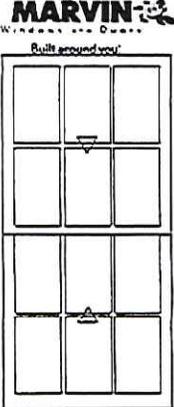
Rep: Steve Booth  
 302-598-1000

### Marvin Tilt Pac sash replacement window quote

Contract made this date between Windows Plus Roofing & Siding, herein "Contractor" and herein "Owner". In consideration of the mutual covenants and agreements herein contained the parties hereto agree as follows: The Contractor Agrees to furnish all labor and materials necessary for the following work. Permits are an extra charge due upon notice by Contractor.

Steve Handzel  
 302 N. High Street  
 West Chester, PA. 19380  
 484-437-7657  
[sjhcpamba@verizon.net](mailto:sjhcpamba@verizon.net)

Screen pricing is on lines #5 and #6. The screens listed are full screens.

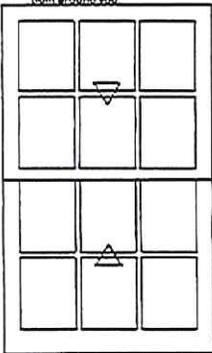
Line #1	Mark Unit:	Net Price:		2,507.05
Qty: 4		Ext. Net Price:	USD	10,028.20
 <p>As Viewed From The Exterior          Entered As: SO          SO 36 1/2" X 79"</p>		<p>Primed Pine Exterior          Painted Interior Finish - White - Pine Interior          Wood Double Hung Tilt Pac          Sash Opening 36 1/2" X 79"          ***Extended Size Unit***</p> <p>Top Sash          Primed Pine Sash Exterior          Painted Interior Finish - White - Pine Sash Interior          IG          Low E2 w/Argon          Stainless Perimeter and Spacer Bar          7/8" SDL - With Spacer Bar - Stainless          Rectangular - Special Cut 3W2H          Primed Pine Ext - Painted Interior Finish - White Pine Int          Ovolo Exterior Glazing Profile</p> <p>Bottom Sash          Primed Pine Sash Exterior          Painted Interior Finish - White - Pine Sash Interior          IG          Low E2 w/Argon          Stainless Perimeter and Spacer Bar          7/8" SDL - With Spacer Bar - Stainless          Rectangular - Special Cut 3W2H          Primed Pine Ext - Painted Interior Finish - White Pine Int          Ovolo Exterior Glazing Profile</p> <p>1 /Unit White Sash Lock          White Jamb Hardware          Special Bevel - 5 Degrees          No Screen</p>		



829 N. Providence Rd.  
 Media, PA. 19063  
 Phone 610-566-1111  
 Fax 610-566-2309

Rep: Steve Booth  
 302-598-1000

Line #2	Mark Unit:	Net Price:		2,236.75
Qty: 5		Ext. Net Price:	USD	11,183.75

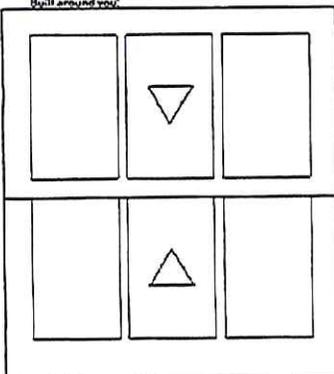


As Viewed From The Exterior

Entered As: SO  
 SO 32 1/2" X 56"

Primed Pine Exterior  
 Painted Interior Finish - White - Pine Interior  
 Wood Double Hung Tilt Pac  
 Sash Opening 32 1/2" X 56"  
 Top Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W2H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 Bottom Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W2H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 1 /Unit White Sash Lock  
 White Jamb Hardware  
 Special Bevel - 5 Degrees  
 No Screen

Line #3	Mark Unit:	Net Price:		1,775.16
Qty: 1		Ext. Net Price:	USD	1,775.16



As Viewed From The Exterior

Entered As: SO  
 SO 30 1/2" X 35"

Primed Pine Exterior  
 Painted Interior Finish - White - Pine Interior  
 Wood Double Hung Tilt Pac  
 Sash Opening 30 1/2" X 35"  
 Top Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W1H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 Bottom Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W1H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 1 /Unit White Sash Lock  
 White Jamb Hardware

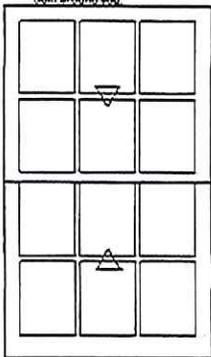


829 N. Providence Rd.  
 Media, PA. 19063  
 Phone 610-566-1111  
 Fax 610-566-2309

Rep: Steve Booth  
 302-598-1000

Special Bevel - 5 Degrees  
 No Screen

Line #4	Mark Unit:	Net Price:		2,312.99
Qty: 11		Ext. Net Price:	USD	25,442.89



As Viewed From The Exterior  
 Entered As: SO  
 SO 34 1/2" X 60"

Primed Pine Exterior  
 Painted Interior Finish - White - Pine Interior  
 Wood Double Hung Tilt Pac  
 Sash Opening 34 1/2" X 60"  
 Top Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W2H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 Bottom Sash  
 Primed Pine Sash Exterior  
 Painted Interior Finish - White - Pine Sash Interior  
 IG  
 Low E2 w/Argon  
 Stainless Perimeter and Spacer Bar  
 7/8" SDL - With Spacer Bar - Stainless  
 Rectangular - Special Cut 3W2H  
 Primed Pine Ext - Painted Interior Finish - White Pine Int  
 Ovolo Exterior Glazing Profile  
 1 /Unit White Sash Lock  
 White Jamb Hardware  
 Special Bevel - 5 Degrees  
 No Screen

Paint Exterior of Windows Cobblestone Ivory.  
 Removal and disposal of existing windows and installation of new windows.  
 Removal and disposal of all job related materials.

Project Total Net Price: USD	48,430.02
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829 N. Providence Rd.  
Media, PA. 19063  
Phone 610-566-1111  
Fax 610-566-2309

Rep: Steve Booth  
302-598-1000

Line #5	Mark Unit:	Net Price:		Add
Qty: 21		Ext. Net Price:	USD	2,250.00
		Configured Part: Exterior Aluminum 1/2 Screen for: Integrity Traditional Insert Double Hung Wood-Ultrex Exterior Aluminum Screen Stone White Surround Charcoal Fiberglass Mesh Existing Sill Angle 2		

Line #6	Mark Unit:	Net Price:		Add
Qty: 21		Ext. Net Price:	USD	3,150.00
		Configured Part: Exterior Aluminum Full Screen for: Integrity Traditional Insert Double Hung Wood-Ultrex Exterior Aluminum Screen Stone White Surround Charcoal Fiberglass Mesh Existing Sill Angle 2		

*WILL BE RECEIVING  
SCREENS*



829 N. Providence Rd.  
Media, PA. 19063  
Phone 610-566-1111  
Fax 610-566-2309

Rep: Steve Booth  
302-598-1000

### ADDITIONAL TERMS AND CONDITIONS

**NOTICE TO CONSUMER: YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT. IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER: 1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED; OR 2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO: WINDOWS PLUS ROOFING & SIDING, 829 N. Providence Rd. Media, Pa. (610)-566-1111. If you cancel this contract within the three-day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of the contractor's receipt of the cancellation notice.**

**Warranties:** Any product warranties provided by the manufacturer of the products shall be provided to Buyer(s) at time of purchase. Contractor shall provide Buyer(s) with a warranty that covers Contractor's labor to install the products. Buyer(s) understands that Buyer(s) should read all the written warranties for complete details of warranty coverage and that warranties are available for Buyer's complete review before Buyer(s) sign this Agreement. Buyer(s) understands that Contractor's labor warranty will not be effective or enforced while a balance due remains outstanding on this Agreement. This warranty does not apply to replacement of any products made necessary by misuse, negligence in maintenance, including the maintenance of all caulking seals, or the use of non-recommended cleaners. This warranty applies to owner occupied residential homes only. Notice of any defect must be given to the company in writing within 10 days of the time the defect becomes apparent.

**Delay/unknown Conditions:** Contractor's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to strikes, fires, floods, Acts of God, material shortages, Buyer's inability to qualify for or obtain financing, delays by local government authorities in issuing or otherwise approving inspections, permitting, or other required authorizations do not constitute abandonment and are not included in calculating time frames for performance by Contractor. Contractor and Buyer(s) have determined that a definite completion date is not at the essence of this Agreement.

**Late Cancellation/Late Payment/Default:** If Buyer(s) attempts to cancel or repudiate this Agreement after midnight of the third business day after the date of this Agreement, and Contractor accepts such cancellation all work under this Agreement will be stopped as promptly as is reasonably possible and Buyer(s) agrees to pay Contractor a cancellation fee equal to 33% of this Agreement's purchase price to offset Contractor's incurred labor, administrative, and material costs. Buyer(s) agrees to pay a late fee of 1.5% per month on all amounts due and owing from Buyer(s) to Contractor accruing from the date due and running to the date the payment is made. If Buyer(s) is in default of this Agreement, Buyer(s) agrees to pay Contractor's reasonable attorney's fees, except in Pennsylvania where legal fees and related costs or expenses must be awarded by a court.

**Contractor's Right to Cancel:** In the event that Contractor determines that this Agreement cannot be performed as intended by the parties due for example, to incorrect pricing, unforeseen structural defects or pre-existing conditions to Buyer's property, Contractor may cancel this Agreement within thirty (30) days of its execution, notify Buyer(s) of such cancellation in writing and return all monies paid by Buyer(s).

**No Set-Offs or Retentions:** Upon substantial completion of work under this Agreement, Buyer(s) shall pay all amounts due under this Agreement without any right of set-off or retention. Substantial completion is defined as the work having been materially finished and is functional as intended. If after paying all amounts due under this Agreement, Buyer(s) alleges that the work is defective in any respect, Contractor, without waiving any of its rights, shall cause an inspection of the work and perform any remedial work to the extent the Buyer(s) is entitled to under this Agreement or Contractor's warranty at no cost to Buyer(s). Customer is not entitled to compensation for loss of use, consequential damages, emotional suffering, days off from work, or similar losses caused from delays.

law or otherwise indicated in this Agreement. Buyer(s) will pay all taxes and permitting fees required for Contractor to perform this Agreement; (c) Buyer(s) will provide Contractor with reasonable access to the premises, including access to electrical outlets as may be required by Contractor.

**Contractors Responsibility:** Buyer(s) must obtain any necessary permits and any required certificate of occupancy. Contractor accepts no responsibility for any damage resulting from structural or other defects in the property at which work is performed under this Agreement. Contractor is not responsible for remedying structural defects in Buyer's property. Buyer(s) acknowledges that Contractor's products do not correct or cure structural problems. Contractor shall not be responsible for (a) any damages arising in whole or in part from strikes, fires, accidents, floods, governmental actions, or any other causes beyond control of Contractor; (b) any damages including without limitation, lost profits, or reduction in value of the premises arising from Contractor's delay in performing under this Agreement or due to its breach of this Agreement; (c) unintentional damage to window treatments, furniture, landscaping, driveways, sidewalks, gas lines, condensation pipes, electrical wiring, plumbing, and telephone installations, it being understood that Buyer(s) is responsible at its own cost for all preparations, protection and/or moving of such items including furniture and window treatments) prior to Contractor's commencement of the work; (d) collateral or incidental damage to interior walls (including wall tiles) and personal property, it also being understood that Buyer(s) is responsible at its own cost for all preparations, protection and/or moving of such items prior to Contractor's commencement of the work; and (e) removing and/or refitting/reconnecting Buyer's home security system or the costs associated with removing and/or refitting/reconnecting Buyer(s) home security system, it being understood that Contractor will attempt to work around any home security system on the premises. If Contractor's work requires consent and/or approval from any Homeowners Association or any other legal entity or voluntary association that enforces covenants, conditions, and restrictions on property (including designated historic sites), Buyer(s) is responsible to submit any required forms and obtain approval for the work to be done and to keep Contractor informed as to the approval status.

**Mold and Related Matters:** Buyer(s) agrees to indemnify and hold Contractor and its employees, agents, and subcontractors harmless from any claims as to the identification, detection, abatement, encapsulation, or removal of mold, asbestos, lead-based products, or other hazardous substances inside or outside of the property at which work is performed.

**Lien Rights:** In the event that Buyer(s) does not pay Contractor any of the money owed when it is due, Contractor may have a claim against Buyer(s) that may be enforced against Buyer's property in accordance with applicable lien laws. Buyer(s) also understands that if Buyer(s) finances the work with Contractor or a third party, Buyer's separately provided financing documents may include a security interest. Buyer(s) understands that Buyer(s) should read those documents closely.

**Miscellaneous:** No waiver of any breach of this Agreement shall be construed as a waiver of any prior, concurrent, or subsequent breach hereof. The section headings contained in this Agreement are for convenience only and shall not affect in any way the interpretation of this Agreement. In construing this Agreement, the gender and number of words used may be changed to meet the context. No alteration from this Agreement will be valid without the signed, written consent of both Buyer(s) and Contractor. This Agreement is to be governed by the laws of the State.

Application Number: 2016-58

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 39 West Gay Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes to replace the hanging sign on the front façade. The new sign will read "American Bistro" and be black and silver in color and mounted to the existing bracket.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:*
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-58.
  - Approved with the following conditions:
  
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-58

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 39 West Gay Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: anthony.mastro1@gmail.com



(Office use only.)  
Date application received: 10/14/16

Application number: 2016-58

PROPERTY ADDRESS: 39 West Gay St.; West Chester, PA 19380

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) This application is for: (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Old or historic photographs
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.
- Plot or site plans
- Architectural elevations

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agrees to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): ANTHONY J. MASTROIANNI

Applicant's Signature: [Signature] Date: 10/14/16

Owner's name (print): DIANE F. MASTROIANNI

Owner's Signature: [Signature] Date: 10/14/16

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/14/16

Application number: 2016-58

SECTION #1 / SIGNS

(Attach a separate Section #1 for each of the signs that you want to install.)

Location of project (address): 39 West Gay Street; West Chester, PA 19380

Name of business (if applicable): 39 West American Grill

Applicant's name (please print): ANTHONY J. MASTROIANNI

Applicant's address (address, city, state, & zip): 201 BYERS ROAD  
CHESTER SPRINGS, PA 19425

Applicant's phone number (Day): 610-506-8656 (Evening): SAME

Owner's name (if different from applicant's): DIANE F. MASTROIANNI

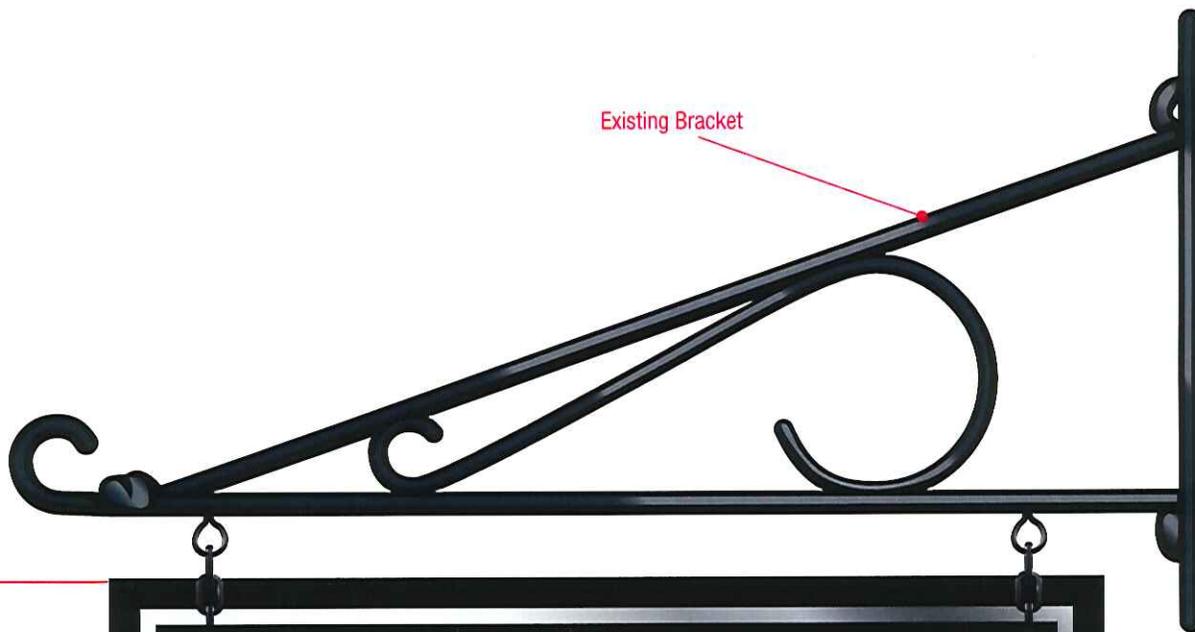
Owner's address (address, city, state, & zip): 503 HEATHER ROAD  
EXTON, PA 19341

Owner's phone number (Day): 610-506-8655 (Evening): SAME

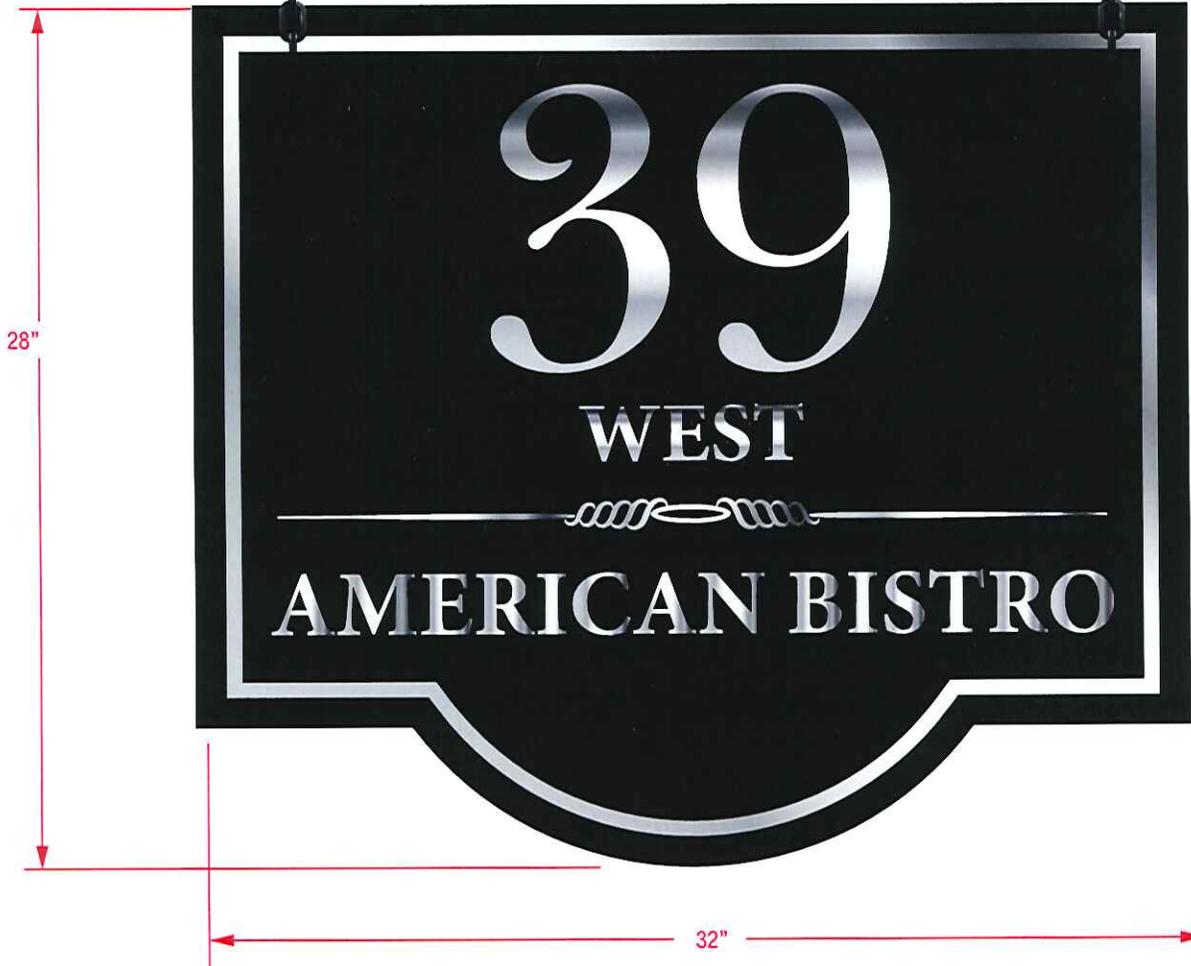
Instructions: Provide color or B/W sketches of each sign and its message, and also show its proposed placement and proportion to the building facade. Also attach photos of the streetscape and adjacent buildings.

- 1) Are you replacing an existing sign? YES
- 2) How many signs do you wish to install? 1
- 3) On how many facades? 1  Front  Side  Back
- 4)  Hanging sign  Building-mounted sign  Other \_\_\_\_\_
- 5) Give a thorough description of the sign: Doublesided, CARVED sign, to be mounted (hanging) from existing scroll bracket. Background will be spray painted w/ 2 part polyurethane satin black finish. All letters, numbers, graphics & borders carved into background & filled w/ silver metallic paint.
- 6) Is there new illumination? No Fixture type? \_\_\_\_\_  
How will it be mounted? \_\_\_\_\_
- 7) Sign Dimensions: Height: 28" x Width: 32" x Depth: \_\_\_\_\_
- 8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 3'6"  
(Current Borough code requires 8'-0" minimum to bottom of sign)
- 9) How will this sign be mounted? HANGERS OUT TO EXISTING SCROLL BRACKET.  
(Please note: any attachment to a masonry facade must be done through the mortar joints, NOT into the masonry.)
- 10) If a hanging sign, describe the hanging bracket: SEE ABOVE
- 11) If a hanging sign, is this an existing bracket? YES
- 12) Colors: BLACK & SILVER
- 13) Message: SEE ABOVE
- 14) Lettering style: please note that the historic preference is for any "serif" type: SERIF

Please be sure to attach sample of sign wording in chosen lettering style.



Existing Bracket



28"

32"



**DENRON SIGN COMPANY, Inc.**  
 259 Norwood Road  
 Downingtown, Pa 19335  
 Ph: 610.269.6622 Fax: 610.269.6642  
 e-mail: info@denronsigns.com  
 Like us on facebook facebook.com/DenronSigns

**Sign Specs: Specs and Pricing**



**Client Name:**  
 39 West American Grill  
**Location:**  
 Address

**File Name:** PVC Sign\_REV1.ai  
**File Location:** DENRON-SERVER1\Jobs  
**Folder Name:** 39 West American Grill\09-14-16  
**Layout Date:** 10/13/2016  
**Page:** 1 of 1

Please review all info on sign for accuracy. (Spelling, Address, Phone Number etc.)  
 Sign Will Be fabricated directly from this layout. Denron will not be responsible for type errors.

CLIENT APPROVAL

APPROVAL DATE

APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation.

**Sales Rep:**  
 Denis

**Designer:**  
 Shelby

**Est.Completion:**  
 00/00/2016

Application Number: 2016-59

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 217 East Market Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes replacement of the front façade wood siding with hardie plank siding, replacing the four ganged windows on the first floor front façade in kind, installing shutters on the second and third floor windows, and replacing the deteriorated pent roof in kind.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:* The second and third floor windows will remain the same but will be painted.
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented:
  
  - Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-59 with the conditions that the shutters be wood paneled and sized to match the width of the window opening (and the same height as sash), hardie plank is approved as presented in colors of beige or tan, the pent roof is replaced with architectural shingles or at Applicant's option a standing seam metal roof can be used and the first floor windows be replaced in kind (either aluminum or vinyl).
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-59

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 217 East Market Street

5) *Borough Council's Action and Date*

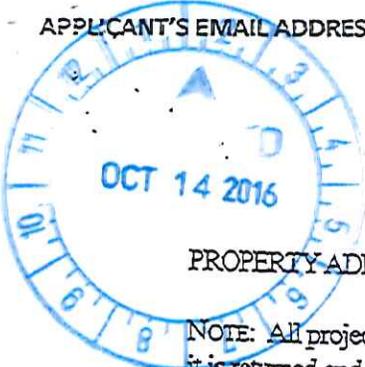
- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: tbaldwin@vmr-inc.com



Date application received: 10/17/16 (Office use only.)

Application number: 2016-59

PROPERTY ADDRESS: 217 E. Market Street

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. *You need not attach any Sections that do not relate to your project.* Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

*Note: Fill out and attach only those Sections appropriate to your project*

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

*All sketches, elevations, and plans must be signed by the preparer(s).*

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): JAME

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's name (print): Edwin and Joan Baldwin

Owner's Signature: Edwin Baldwin Joan Baldwin Date: 10/8/16 10/8/16

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/17/16  
Application number: 2016-59

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 217 E. Market st, West Chester PA  
Name of business (if applicable): Duplex Rental Property in Town Center  
Applicant's name (please print): Edwin and Joan Baldwin  
Applicant's address (address, city, state, & zip): 927 Marie Rochelle Drive,  
West Chester, PA 19382  
Applicant's phone number (Day): 610.461.3733 (Evening): 610.637.5144 (Cell Anytime)  
Owner's name (if different from applicant's): \_\_\_\_\_  
Owner's address (address, city, state, & zip): \_\_\_\_\_  
Owner's phone number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) \_\_\_\_\_
- 2) On how many facades? One  Front  Side  Back
- 3) What was the old material? Wood cedar plank siding
- 4) What is the proposed new material? Hardie Plank Cement-or- Stucco Siding
- 5) How will it be installed? Cedar will be removed and replace w/ Hardie Plank
- 6) Are you reusing any historic materials? No-There is no historic material
- 7) If so, what and how? \_\_\_\_\_
- 8) What were the old dimensions? Height: N/A x Width: \_\_\_\_\_ x Depth: Same Dims.
- 9) What are the new dimensions? Height: N/A x Width: \_\_\_\_\_ x Depth: Same Dims.
- 10) What were the old colors? Stained wood
- 11) What do you propose for the new colors? Tan Hardie Plank or natural tan stucco
- 12) Why do you want to make these changes? The exterior wood is in poor condition and looks bad.

Please provide a brief, detailed summary of all of the work you are proposing:

We will be removing the cedar siding from the front of the second and third story of the building. The cedar will be replaced with Hardie Plank Cement siding (or stucco if you prefer). All of the exposed wood trim will be finished with white aluminum capping. The old shingles on the small front canopy roof will be replaced with asphalt shingles. Shutters will be hung next to the second and third story windows. The front door will be painted.



Photo #1 - Existing



Photo # 2 - with Hardie Plank Cement Siding  
\* standard colors attached - or - can  
be painted any custom color as per rendering.



Photo # 3 - with stucco





Application Number: 2016-60

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 7 North Matlack Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: \_\_\_\_\_

Date application received: 10/17/16 (Office use only.)

Application number: 2016-60

PROPERTY ADDRESS: 7 N. Matlack St.

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. *You need not attach any Sections that do not relate to your project.* Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.



Applicant's name (print): \_\_\_\_\_  
 Applicant's Signature: [Signature] Date: \_\_\_\_\_

Owner's name (print): \_\_\_\_\_  
 Owner's Signature: [Signature] Date: \_\_\_\_\_

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/17/16

Application number: 2016-60

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 7 N. Matlack St.

Name of business (if applicable): Zukin Realty, Inc.

Applicant's name (please print): Scott Zukin

Applicant's address (address city, state, & zip): 121 E. Coak St West Chester, PA 19380

Applicant's phone number (Day): 610-696-0953 (Evening): \_\_\_\_\_

Owner's name (if different from applicant's): \_\_\_\_\_

Owner's address (address, city, state, & zip): \_\_\_\_\_

Owner's phone number (Day): \_\_\_\_\_

(Evening): \_\_\_\_\_

**Instructions:** Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters

Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony

Other (Specify) \_\_\_\_\_

2) On how many facades? \_\_\_\_\_  Front  Side  Back

3) What was the old material? brick & concrete

4) What is the proposed new material? brick

5) How will it be installed? \_\_\_\_\_

6) Are you reusing any historic materials? \_\_\_\_\_

7) If so, what and how? \_\_\_\_\_

8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

9) What are the new dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

10) What were the old colors? \_\_\_\_\_

11) What do you propose for the new colors? \_\_\_\_\_

12) Why do you want to make these changes? building steps to code.

PROPOSED  
STEP  
CONSTRUCTION



**Application Number: 2016-61**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
*Borough of West Chester*  
**Historical and Architectural Review Board**

**PROJECT ADDRESS: 126 North Church Street**

- 1) *Date of HARB Review: October 27, 20126*
  
- 2) *Applicant's Proposal:* The Applicant proposes repairs to the deteriorated stucco on the front façade. The stucco repair will focus above the window and will match in color to the existing stucco which is unpainted. The Applicant also proposes to replace the deteriorated window sash on front façade window and remove the T1-11 and replace with wood shake shingles.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:*
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-61 as presented with the clarification that a replicate window sash be added.
  - Approved with the following conditions:
  
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-61

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

**PROJECT ADDRESS:** 126 North Church Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

(Office use only.)  
Date application received: 10/17/16

Application number: 2016-61

PROPERTY ADDRESS: 126 North Church Street

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Ullwitz Home Improvements

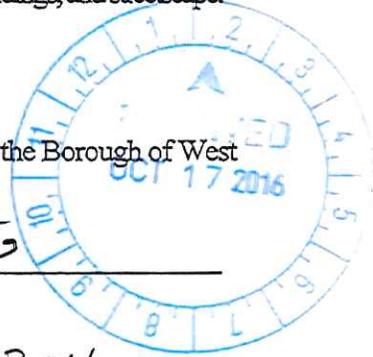
Applicant's Signature: 

Date: 10/18/2016

Owner's name (print): Nan Fegley

Owner's Signature: 

Date: 10/18/2016



\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/17/16

Application number: 2016-61

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 126 North Church Street

Name of business (if applicable):  
Applicant's name (please print): McGinty Home Improvements

Applicant's address (address, city, state, & zip):  
12 Menckenhall Dr. Coatesville Pa 19320

Applicant's phone number (Day): 484-678-6997 (Evening): Same

Owner's name (if different from applicant's): Nan Fealey  
Owner's address (address, city, state, & zip): 1325 South Meadows Parkway #321  
New Nevada 89521

Owner's phone number (Day): 404-888-0801 (Evening): Same

**Instructions:** Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) \_\_\_\_\_
- 2) On how many facades? 1  Front  Side  Back
- 3) What was the old material? Stucco over Brick / T-1-11 Siding
- 4) What is the proposed new material? Stucco / Cedar Siding-shakes
- 5) How will it be installed? Sash to be secured in old opening
- 6) Are you reusing any historic materials? Windows - ~~doors~~
- 7) If so, what and how? \_\_\_\_\_
- 8) What were the old dimensions? Height: 60" x Width: 35 x Depth: 1 1/4
- 9) What are the new dimensions? Height: 60" x Width: 35 x Depth: 1 1/4
- 10) What were the old colors? Grey window & trim white stucco
- 11) What do you propose for the new colors? Color to match existing
- 12) Why do you want to make these changes? Window Sash deteriorated / Stucco cracked and falling off wall / Siding will require less maintenance.





Application Number: 2016-62

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 29 South Church Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes complete conversion of the rear carriage house. The proposed renovations will convert the carriage house to a one bedroom apartment. The scope of the exterior restoration will range from brick repairs and spot repointing to window and door refurbishment and/or replacements where necessary. The most notable alteration will be the removal of the early twentieth century sliding wood garage door. The garage door opening will be rebuilt to resemble the typical configuration of carriage house artisan garage doors in West Chester.
  
- 3) *Findings:*
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-62.
  - Approved with the following conditions:
  
  
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-62

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 29 South Church Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: theyocums@verizon.net

Date application received: 10/17/16 (Office use only.)

Application number: 2016-62

PROPERTY ADDRESS: 29 South Church Street

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Philip Youm 10/17/2016  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's name (print): Nicholas Halladay, Sr.  
Owner's Signature: Nicholas Halladay 10/17/2016  
Date: \_\_\_\_\_



\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/17/16

Application number: 2016-62

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 29 South Church Street

Name of business (if applicable):

Applicant's name (please print): Philip Yorum

Applicant's address (address, city, state, & zip): 814 Spruce Avenue West Chester, PA 19382

Applicant's phone number (Day): 610-350-9564 (Evening): 610-350-9564

Owner's name (if different from applicant's): Nicholas Halladay, Sr.

Owner's address (address, city, state, & zip): 118 Windridge Drive West Chester, PA 19380

Owner's phone number (Day): 610-696-0999 (Evening): 610-696-0999

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  Other (Specify) \_\_\_\_\_

2) On how many facades? 4  Front  Side  Back

3) What was the old material? Brick Walls, Wood Windows & Trim

4) What is the proposed new material? Brick Walls, Wood Windows, Doors & Trim

5) How will it be installed? Refer to Drawings

6) Are you reusing any historic materials? Yes

7) If so, what and how? Retaining 2 historic windows, Brick, Wood Carice

8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

9) What are the new dimensions? Height: Unchanged x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_

10) What were the old colors? Dark Blue & Cream Trim / Brick

11) What do you propose for the new colors? Dark Blue & Cream Trim / Brick

12) Why do you want to make these changes? We are converting this historic carriage house to an apartment with a one car garage.





REVISORS:	BY:

SEAL:

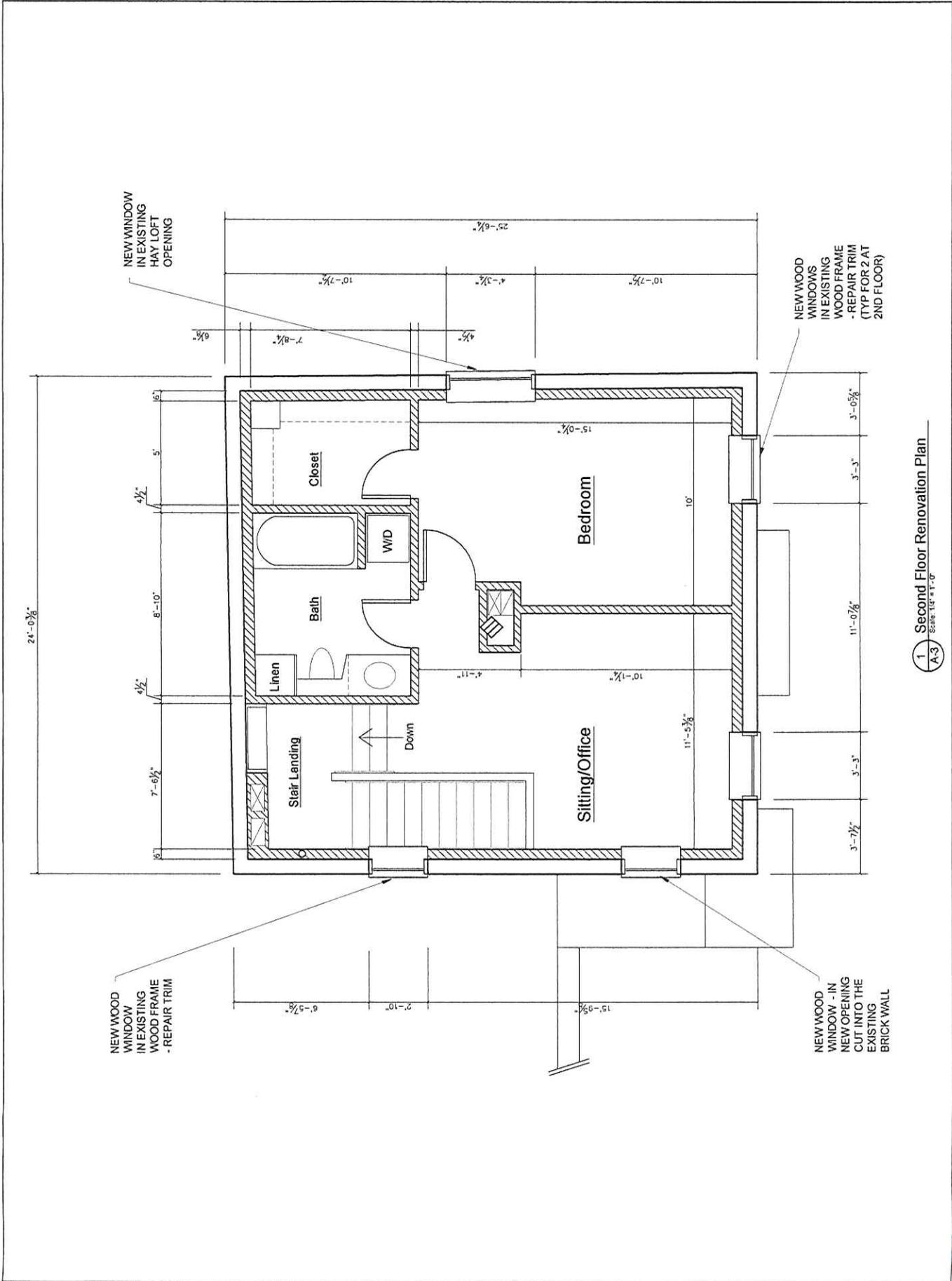
Philip Yocum Architect  
 814 Spruce Avenue  
 West Chester, Pennsylvania 19382  
 610-696-1795

Renovations to the Carriage House of  
 Nicholas & Nancy Halladay  
 29 South Church Street - West Chester, Pennsylvania

DRAWING TITLE:  
 SECOND FLOOR RENOVATION PLAN

DATE: 10-17-2016  
 DRAWING NUMBER:

A-3  
 OF 6 SHEETS



1 Second Floor Renovation Plan  
 A-3 SCALE: 1/8" = 1'-0"

REVISIONS:	B/C

SEAL

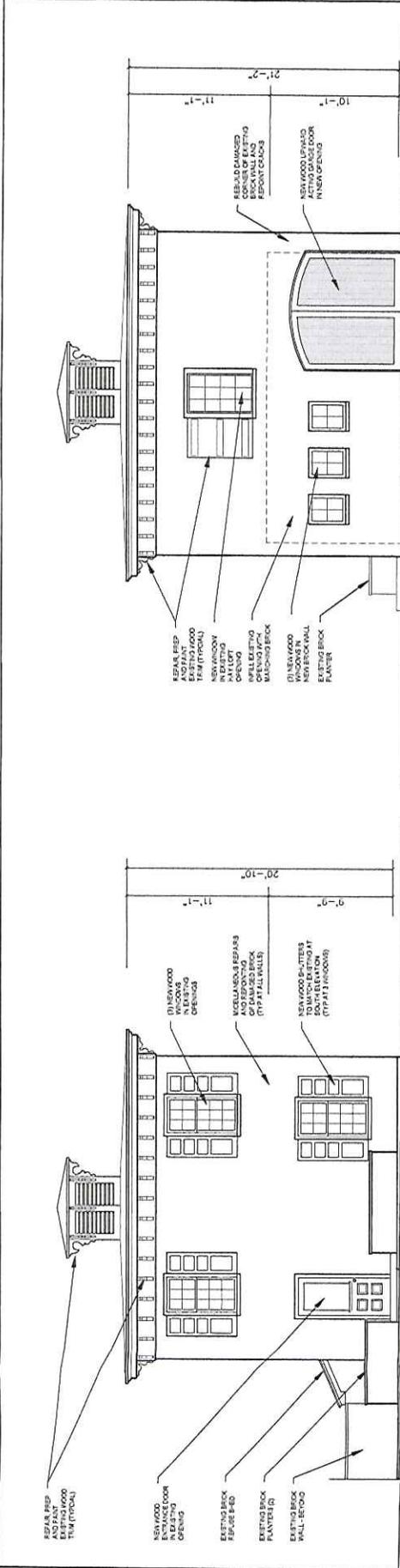
Philip Yocum Architect  
 814 Spruce Avenue  
 West Chester, Pennsylvania 19382  
 610-696-1795

Renovations to the Carriage House of  
 Nicholas & Nancy Halladay  
 29 South Church Street - West Chester, Pennsylvania

DRAWING TITLE:  
 RENOVATION  
 ELEVATIONS

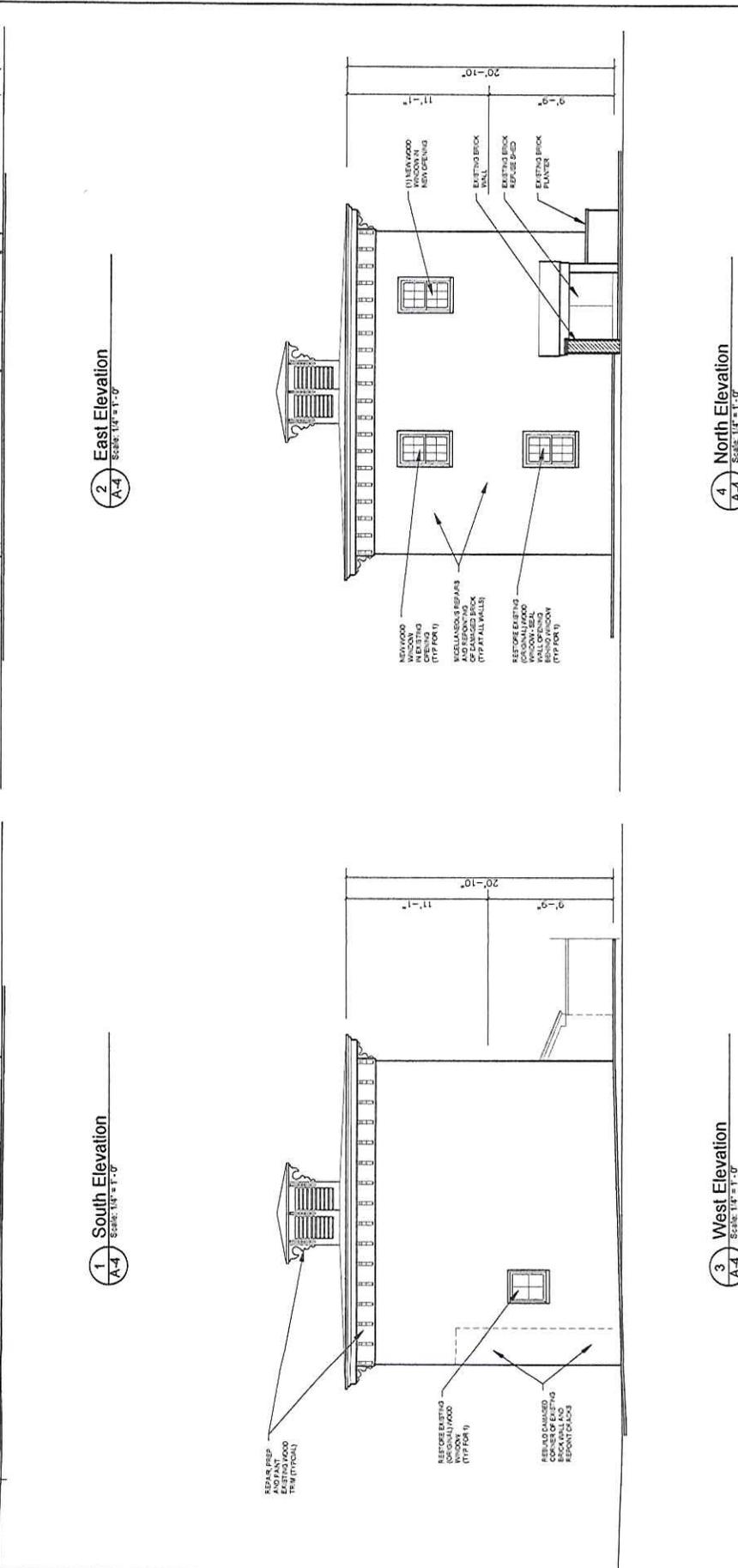
DATE: 10-17-2016  
 DRAWING NUMBER:

A-4  
 OF 6 SHEETS



1 South Elevation  
 SCALE: 1/4" = 1'-0"

2 East Elevation  
 SCALE: 1/4" = 1'-0"



3 West Elevation  
 SCALE: 1/4" = 1'-0"

4 North Elevation  
 SCALE: 1/4" = 1'-0"





Image 1: Three converted historic carriage houses on East Prescott Alley.



Image 2: Existing historic carriage houses on East Prescott Alley.

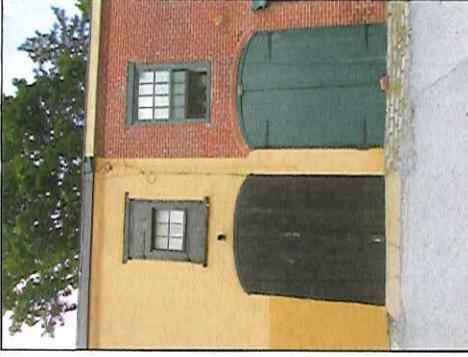


Image 3: Detail of original arched top carriage doors and converted hay loft doors.



Image 4: Detail of modern garage door conversion and original horse stall windows at historic carriage house on East Prescott Alley.

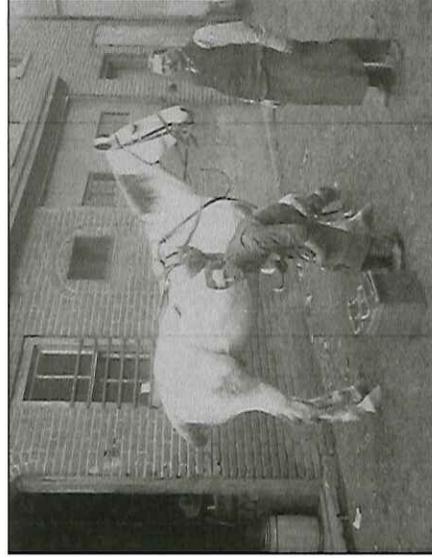


Image 5: John Jackson Blacksmith - West Chester - 1898  
Shoer - Jesse Weaver  
Horse - George Bombay  
CCHS Collection

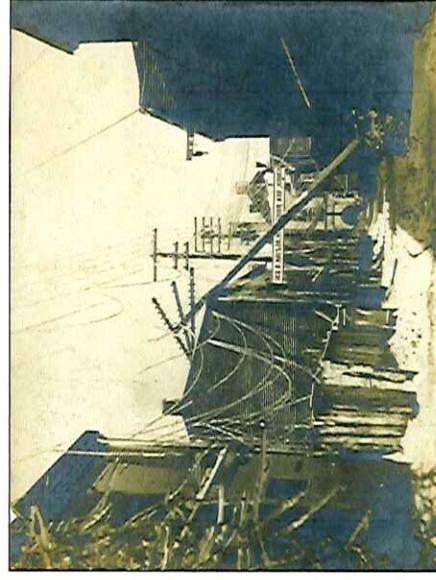


Image 6: Wilmont Alley - 1902 Sleet Storm  
View looking North at Miner Street  
CCHS Collection

REVISIONS:	BY:

SEAL:

Philip Yocum Architect  
814 Spruce Avenue  
West Chester, Pennsylvania 19382  
610-696-1795

Renovations to the Carriage House of  
Nicholas & Nancy Halladay  
29 South Church Street - West Chester, Pennsylvania

DRAWING TITLE  
HISTORIC  
CARRIAGE  
HOUSE  
PHOTOGRAPHS

DATE  
10-17-2016  
DRAWING NUMBER

HP-1



Robson Bilgen Architects • NEW ENGLAND COUNTRY HOUSE

TECHNICAL GUIDE E  
DOUBLE/SINGLE HUNG  
WINDOWS



# PRODUCT FEATURES

## STYLES

Double Hung, Single Hung, Radius Top and Cottage options.

## STANDARD FEATURES

- Natural, clear Douglas Fir interior (no visible finger joints)
- 4 9/16" (116 mm) jamb construction
- Low E insulated glazing with 1/2" (13 mm) airspace
- Extruded aluminum cladding in a variety of standard colors, primed wood or clear fir exterior
- Insect screens
- Wood exterior windows are supplied with linen, bronze or sandstone screen frame at no additional charge. Screen-frame color is matched to exterior finish on metal clad units.

## HARDWARE

A selection of hardware finishes are available. See the Hardware in section A for more information.

## GLAZING

Heat-Smart® Double, Heat-Smart® Triple and StormForce™. StormForce not available on all products.

## SIMULATED DIVIDED LITES (SDL)

Ogee Profile — 3/4" (19 mm), 1 1/8" (30 mm), 2" (51 mm).

Putty Profile — 5/8" (16 mm), 7/8" (22 mm), 1 1/8" (30 mm), 2" (51 mm).

Square Profile (interior only) — 3/4" (19 mm), 7/8" (22 mm), 1 1/8" (30 mm), 2" (51 mm).

## CASING

WOOD: 2" (51 mm) Brickmould, 3 1/2" (89 mm) Flat, 5 1/2" (139 mm) Flat, Adams and Williamsburg.

METAL CLAD: 2" (51 mm) Brickmould, 3 1/2" (89 mm) Flat, Nose & Cove, Adams, Williamsburg and Contemporary.

## METAL CLAD COLOR SPECTRUM

Standard and Architectural Palette colors, including anodized finishes.



Double/Single Hung

LEGEND: ● Standard ○ Optional

HARDWARE STYLES	Double/ Single Hung
Sash Lock	●
Sash/Lift	○

VARIABLES	Double/ Single Hung
<b>Function:</b>	
Use for Egress	●
Available with Screen	●
<b>Durability:</b>	
Low Maintenance Metal Clad Exterior <sup>1</sup>	●
Clear Douglas Fir Exterior Finish	○
Clear Mahogany Exterior Finish	○
Primed Exterior Finish	○
<b>Performance:</b>	
Heat-Smart® Double	●
Heat-Smart® Triple	○
StormForce™	○
<b>Appearance:</b>	
SDL	○

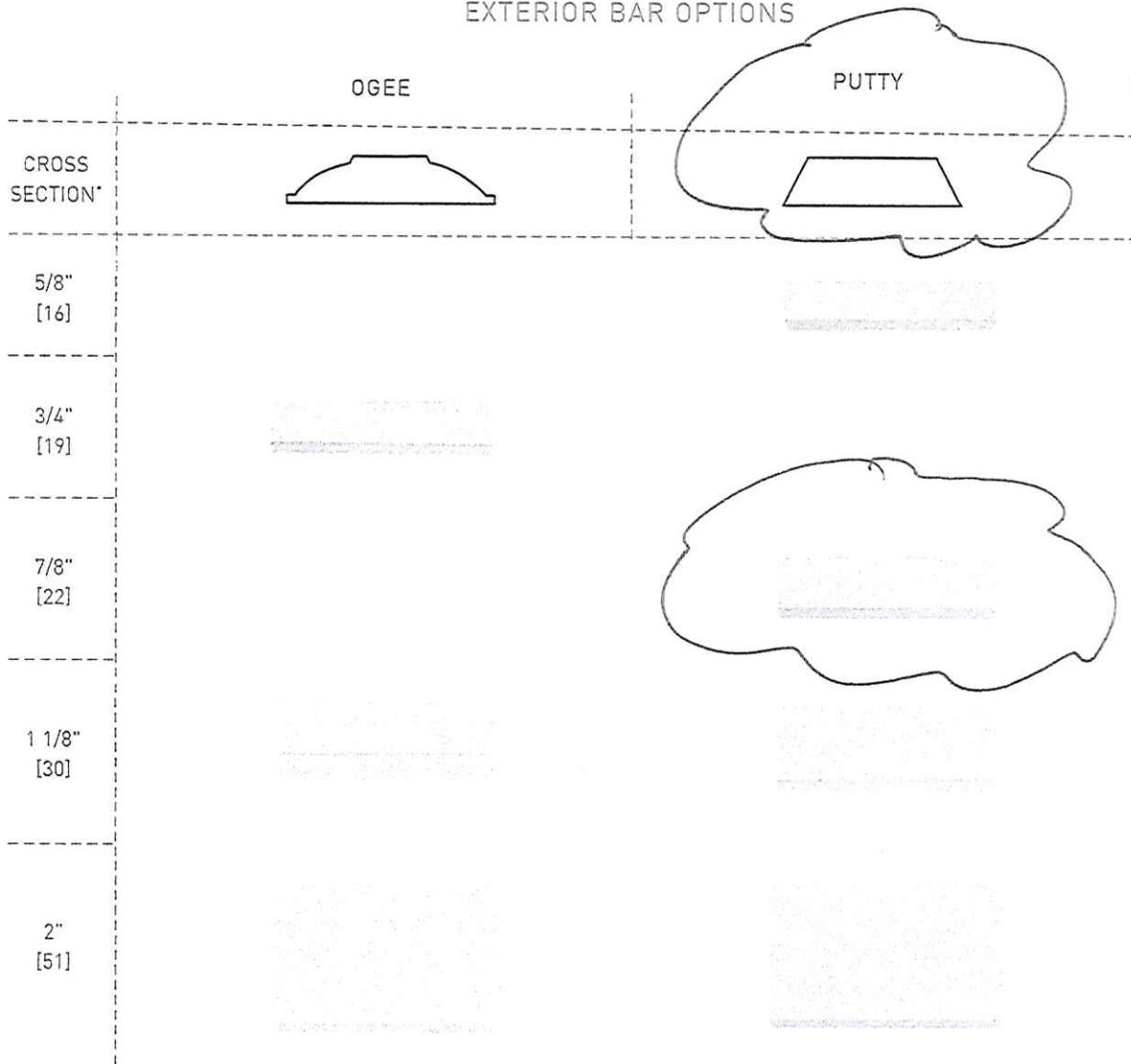
FINISH OPTIONS: REFER TO SECTION A.

<sup>1</sup> - Various Standard and Architectural metal clad colors, including anodized finishes

# SIMULATED DIVIDED LITES & GRILLES

SDL BARS ADD A DISTINCTIVE DESIGN FEATURE to full-size panes of glass. Wood or metal bars securely bonded to the outer surfaces of the sealed glass unit simulate the appearance of traditional true divided lites. Available with straight or radius bars.

## EXTERIOR BAR OPTIONS



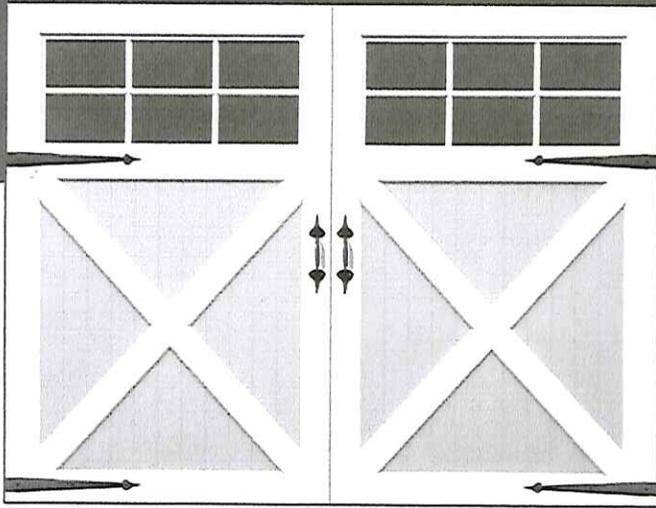
A22

www.loewen.com | 1.800.563.9367 | GLASS & GLAZING OPTIONS

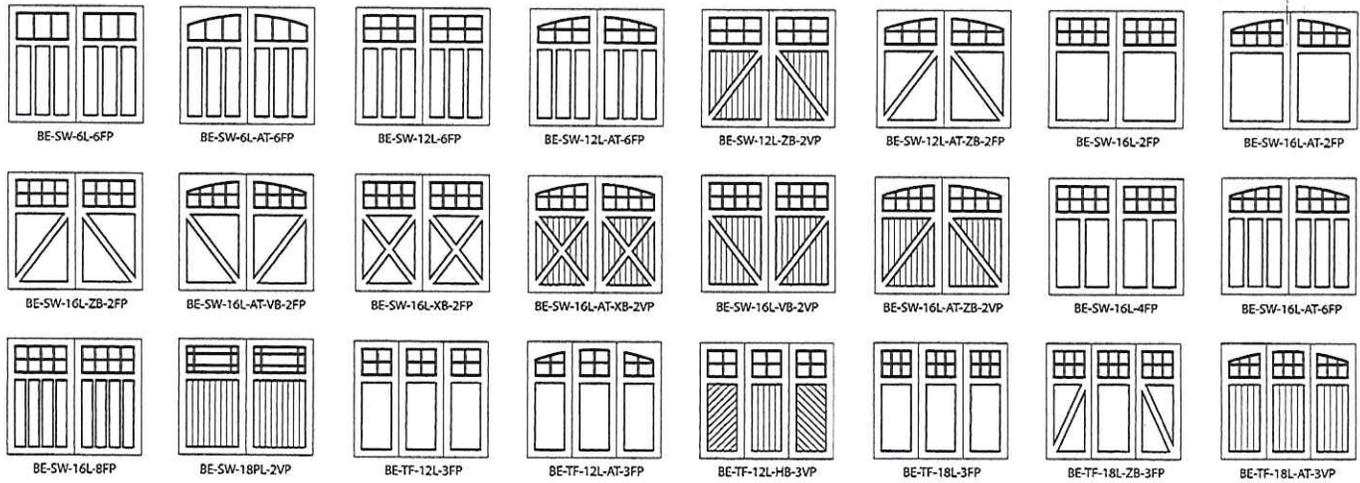
See Cyprum section for Cyprum profiles

\* Cross sections shown in 7/8" [22 mm] profile size.

# BENCHMARK DESIGNS



Here is a sampling of designs available in the Benchmark series of fine composite carriage doors. Please inquire for designs not seen here, available in our full library.



## Specifications

- Frame section: 1-1/4" thick
- MDO panels: 3/8" thick
- Urethane foam core: R value of 9.1
- Extra face frame: 3/4" thick with profiled edges
- Overlay boards: 5-3/4" width
- Overall section thickness: 2"
- Interior back: 1/4" mahogany plywood
- Exterior grill: simulated divided lites
- Finish: comes standard factory primed; optional white latex paint top coat

## Standard Features

- Torsion springs
- Heavy-duty track
- 11-gauge hinges
- Commercial-grade white nylon rollers
- Vinyl bottom astragal with aluminum retainer

## Field Painting

The Benchmark is a paint grade wood composite door that comes factory primed. A field application of high quality exterior

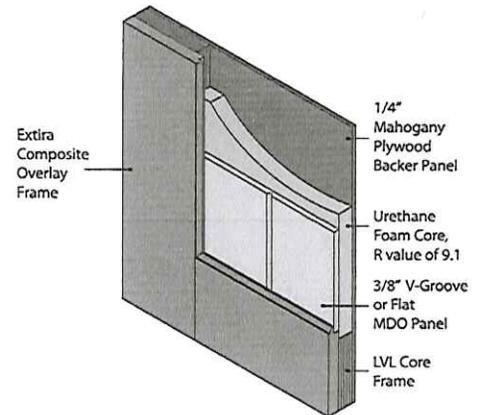
paint is required prior to or immediately following installation in order to comply with the terms of the warranty. An optional factory applied white latex top coat is available.

## Window Options

- 4, 6, 8, 12, and 16 lite designs included standard
- Arch top
- Prairie lites
- Solid top (no glass)

## Panel and Trim Options

- V-Groove panels
- Diagonal/herringbone panels
- Z, V Brace overlay boards
- X Brace overlay boards



Extra Composite Overlay Frame

1/4" Mahogany Plywood Backer Panel

Urethane Foam Core, R value of 9.1

3/8" V-Groove or Flat MDO Panel

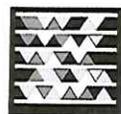
LVL Core Frame

## GUARANTEED FOR QUALITY

Artisan offers a 3-year limited warranty on Benchmark

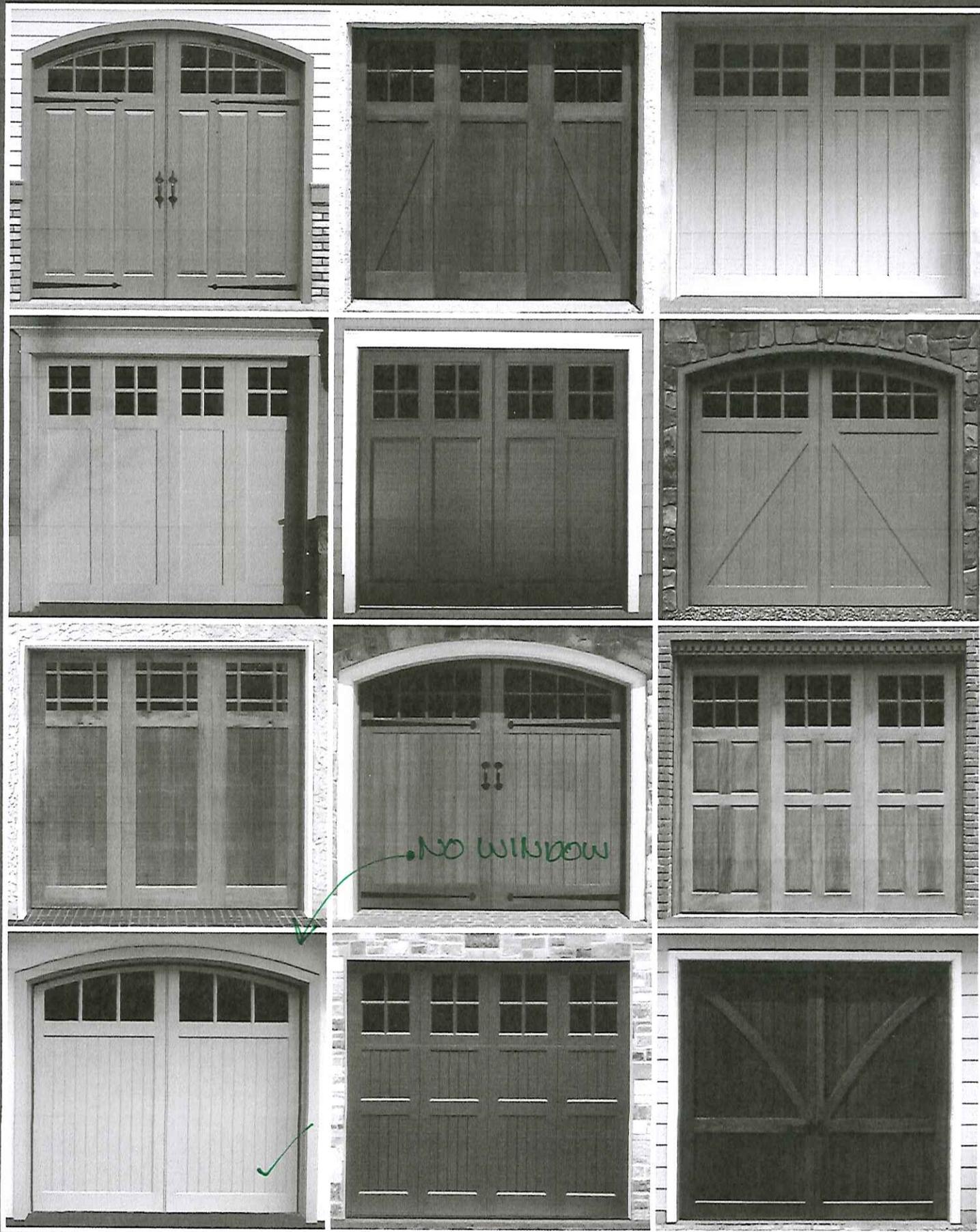
**ARTISAN**  
CUSTOM DOORWORKS

975 Hemlock Road, Morgantown, PA 19543  
888-913-9170 • Fax: 610-913-6036  
www.artisandoorworks.com



Free app  
<http://gettag.mobi>

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Artisan reserves the right to modify models and specifications without notice.



Application Number: 2016-63

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 119 East Market Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes a multi-story addition. The third story addition in the front will include a gable roof with asphalt shingles. The two story addition in the rear will have a  $\frac{3}{4}$  pitched roof to match existing and will be covered with asphalt shingles. The entire addition will be stucco sided to match existing. Double hung wood windows will be used with wood trim to match existing. The existing staircase is being relocated to accommodate the addition.
  
- 3) *Findings:*
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented:
  
  - Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-63 with the condition that the Application be amended with sketch SK3 as presented at the meeting (SK3 depicts window changes).
  
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-63

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 119 East Market Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

Date application received: 2016-63 (Office use only.)

Application number: 10/17/16

PROPERTY ADDRESS: 119 E MARKET ST

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. *You need not attach any Sections that do not relate to your project.* Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign  
 Section #2: Canopy or Awning  
 Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*  
 Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*  
 Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*  
 Section #6: Demolition \*

*Note: Fill out and attach only those Sections appropriate to your project.*

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches  
 Plot or site plans  
 Old or historic photographs  
 Architectural elevations  
 Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

*All sketches, elevations, and plans must be signed by the preparer(s).*

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): GREG RADFORD

Applicant's Signature: \_\_\_\_\_

Date:

10-17-2016

Owner's name (print): STAN ZUKIN

Owner's Signature: 

Date:

10-17-2016

*\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.*

Date application received: 2016-63

Application number: 10/17/16

SECTION #4 / ADDITIONS

Location of project (address): 119 E MARKET ST

Name of business (if applicable): \_\_\_\_\_

Applicant's name (please print): GREG RADFORD

Applicant's address (address city, state, & zip): 211 WEST CHESTNUT STREET

WEST CHESTER PA

Applicant's phone number (Day): 610 505 7267 (Evening): \_\_\_\_\_

Owner's name (if different from applicant's): ZUKIN REALTY

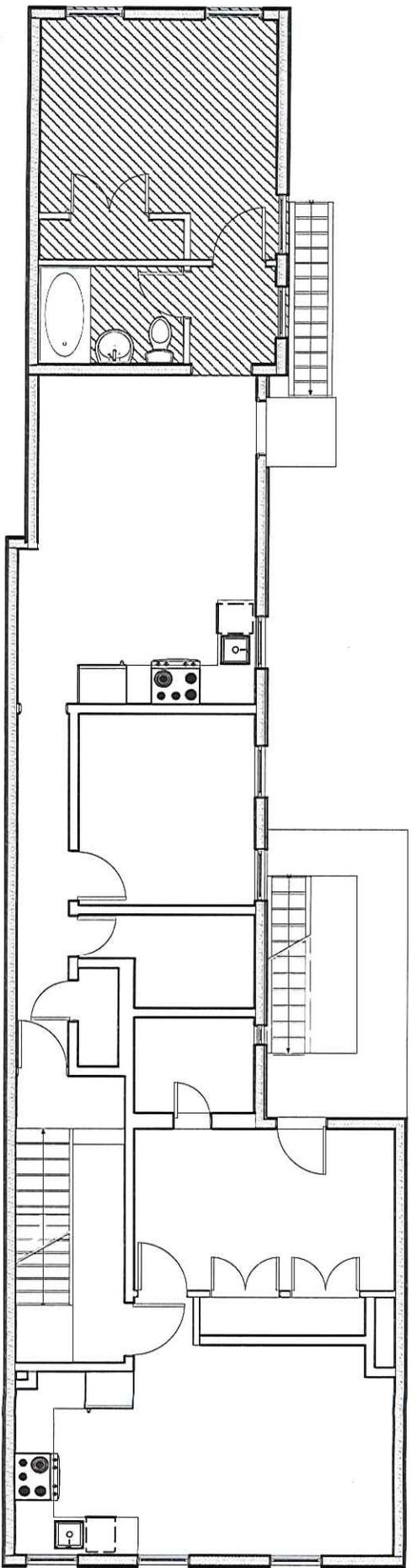
Owner's address (address, city, state, & zip): 121 EAST GAY STREET

WEST CHESTER, PA

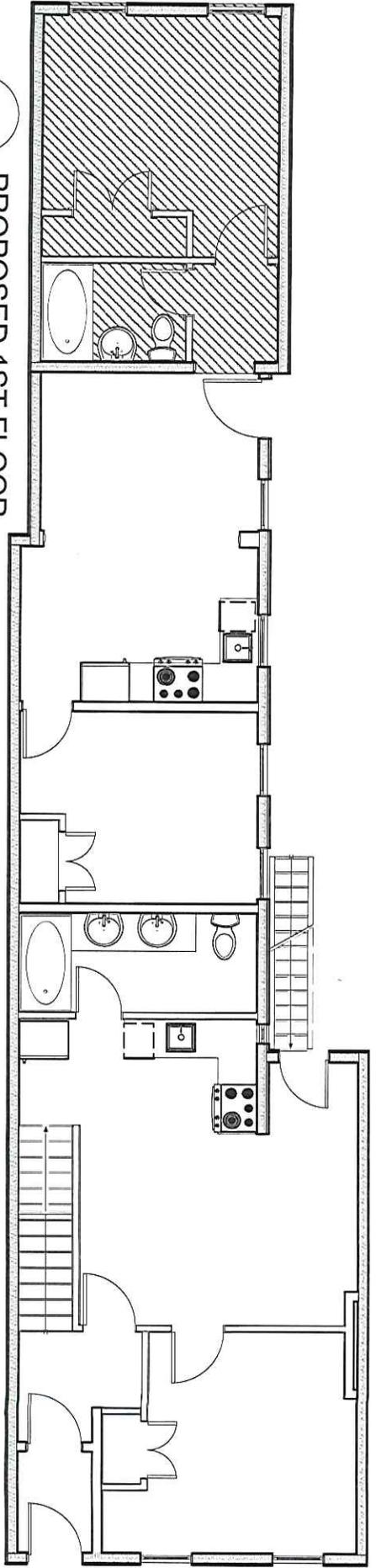
Owner's phone number (Day): 610 696 0953 (Evening): \_\_\_\_\_

*Instructions:* Include one Application per addition. Provide clear photographs showing the location of each proposed addition. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations, material specifications, and manufacturer's pamphlets on the materials proposed.

- 1) Addition location:  Front facade  Left of front  Right of front  Back facade  Other(Specify) \_\_\_\_\_
- 2) Footprint dimensions: 13'-6"X19'-0"
- 3) Number of Stories: 3 STORIES
- 4) When was your building built? NOT KNOWN Architectural Style GENERIC  
Architect/Builder (if known) \_\_\_\_\_
- 5) Window style and materials: DOUBLE HUNG : ONE OVER ONE WD  
How do they match/contrast with the rest of the building? MATCH STYLE
- 6) Roof style and material: SHINGLE  
How do they match/contrast with the rest of the building? MATCH EXISTING
- 7) Wall and siding materials: STUCCO  
How do they match/contrast with the rest of the building? MATCH EXISTING
- 8) Are you using any historic materials? NO  
If so, what and how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Why are you building this addition? ADDITIONAL ROOM FOR APARTMENTS  
\_\_\_\_\_  
\_\_\_\_\_



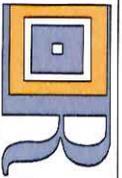
2  
**PROPOSED 2ND FLOOR**  
 Scale: 1/8" = 1'-0"



1  
**PROPOSED 1ST FLOOR**  
 Scale: 1/8" = 1'-0"

NOT: HATCHED AREA INDICATES NEW ADDITION

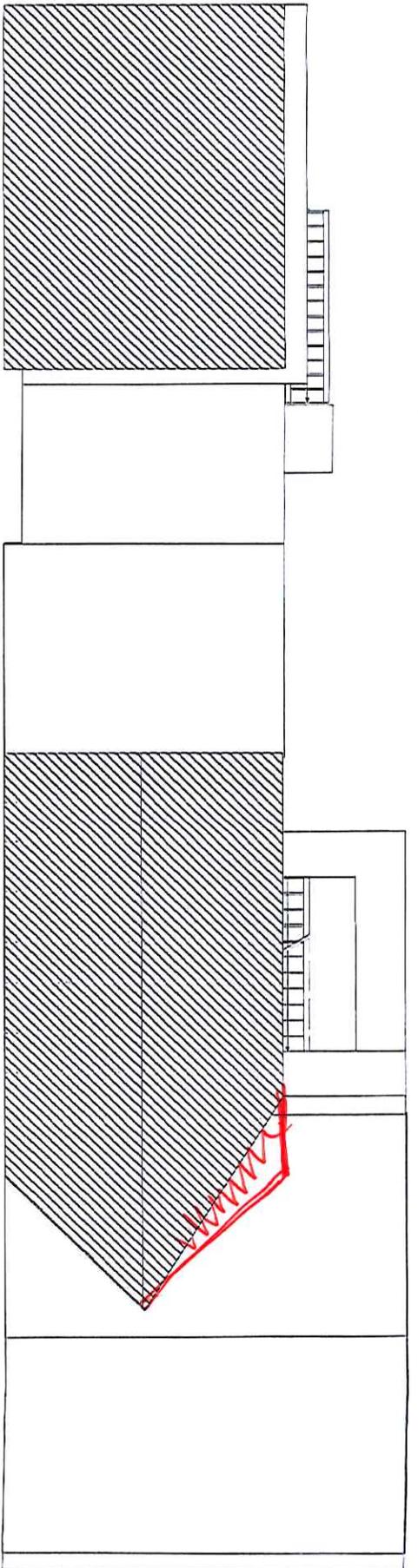
greg radford  
 ra, leed ap, ncarb  
 211 west chestnut street  
 west chester, pa 19380  
 CELL PHONE (610) 587-1201



GREG B. GARDNER

119 E MARKET STREET ADDITION

10-17-2016  
 SK1



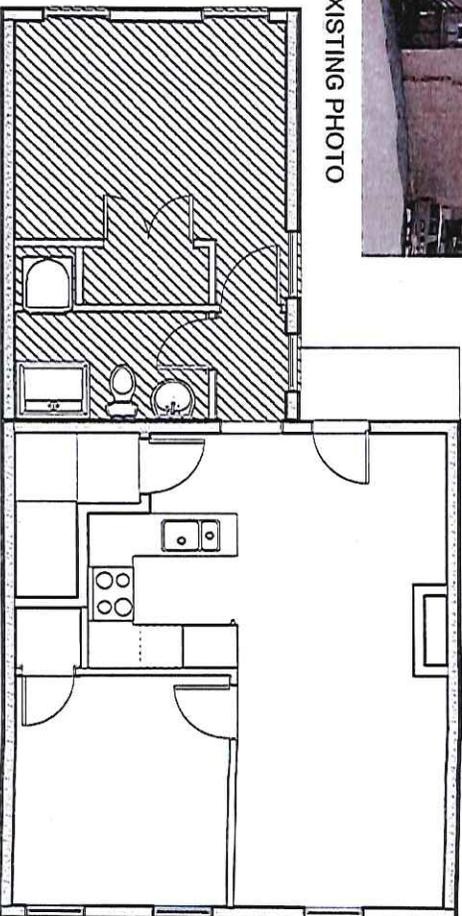
2 PROPOSED ROOF PLAN  
Scale: 1/8" = 1'-0"



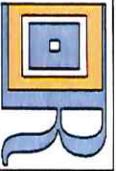
EXISTING PHOTO

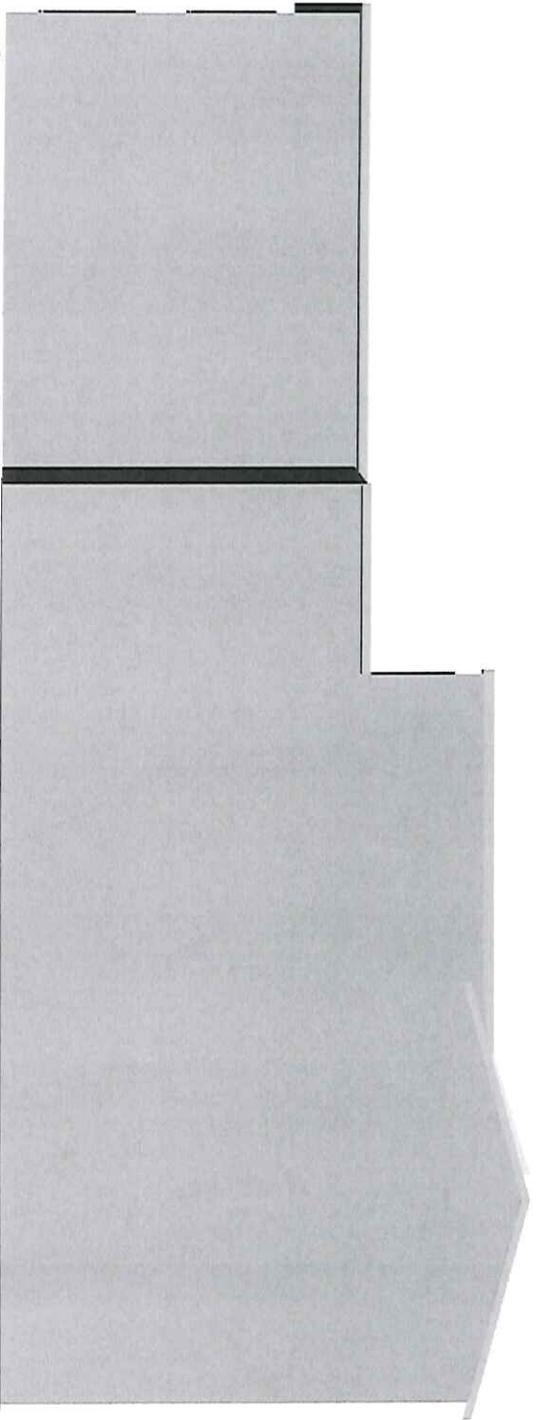


EXISTING PHOTO

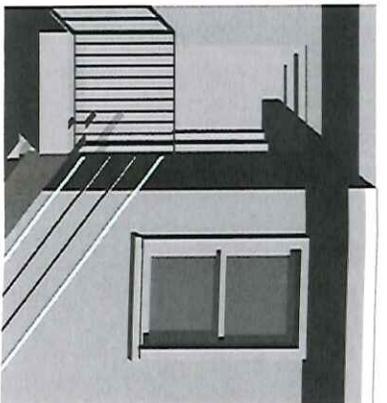


1 PROPOSE 3RD FLOOR  
Scale: 1/8" = 1'-0"

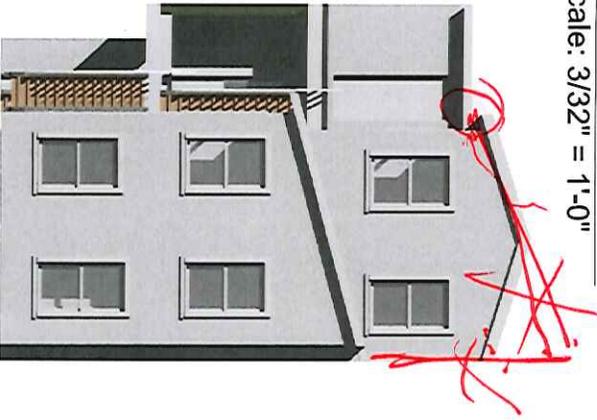




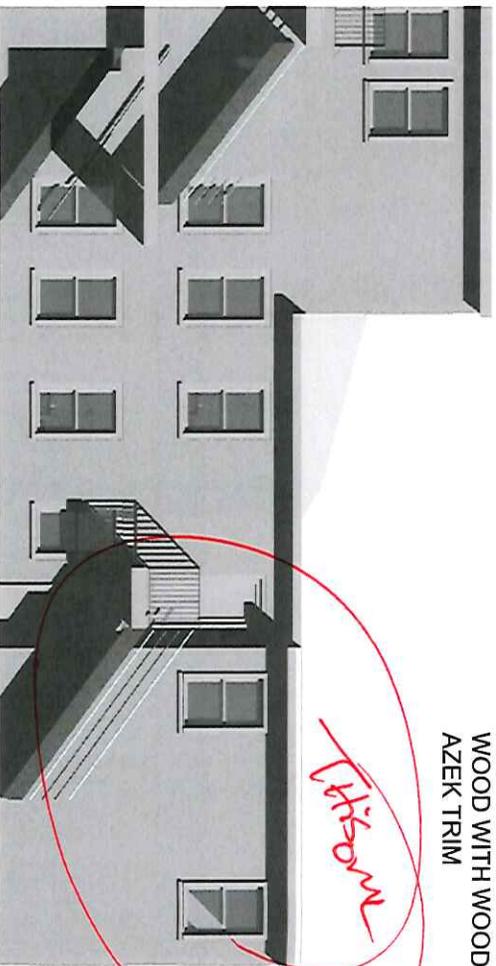
1 WEST ELEVATION  
Scale: 3/32" = 1'-0"



4 TYP WINDOW  
Scale: 3/16" = 1'-0"



2 ALLEY ELEVATION  
Scale: 3/32" = 1'-0"



3 ELEVATION  
Scale: 3/32" = 1'-0"

ALL EXTERIOR FINISHES TO MATCH EXISTING. NEW WINDOWS: DOUBLE HUNG WOOD WITH WOOD OR AZEK TRIM

119 E MARKET STREET ADDITION

greg radford  
ra, leed ap, ncarb  
211 west chestnut street  
west chester, pa 19380  
CELL PHONE: 7610/957/267



GREG RADFORD ARCHITECT

10-17-2016  
SK3

Application Number: 2016-64

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 225 North Church Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant is proposing to make changes to the front porch window and the windows on the third floor of the side façade and construct new entrance on side façade first floor. The Applicant will use casement windows with a false divide to accommodate egress requirements.
  
- 3) *Findings:* The framing around the front porch window will remain and the new window will be double hung. The entryway will include a metal stairway (akin to fire escape metal and design) and will lead up to a wood door.
  
- 4) *Recommendations from HARB:*
  - Approved as presented:
  
  - Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-64 as presented with the clarifications that the new door is wood and updated rendering SK2, showing new third floor egress window on south gable be followed, proposed dormer replacement windows be removed and the existing arched frame on the front façade porch window be retained.
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-64

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 225 North Church Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

(Office use only.)  
Date application received: 10/17/18

Application number: 2016-64

PROPERTY ADDRESS: 225 N CHURCH ST

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. *You need not attach any Sections that do not relate to your project.* Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign  
 Section #2: Canopy or Awning  
 Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*  
 Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*  
 Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*  
 Section #6: Demolition \*

*Note: Fill out and attach only those Sections appropriate to your project.*

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches  
 Plot or site plans  
 Old or historic photographs  
 Architectural elevations  
 Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

*All sketches, elevations, and plans must be signed by the preparer(s).*

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): GREG RADFORD

Applicant's Signature: \_\_\_\_\_ Date: 10-17-2016

Owner's name (print): STAN ZUKIN

Owner's Signature:  \_\_\_\_\_ Date: 10-17-2016

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness *before* you begin your project.

Date application received: 10/17/16  
Application number: 2016-64

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION  
(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 225 N CHURCH ST  
Name of business (if applicable): RESIDENTIAL  
Applicant's name (please print): GREG RADFORD  
Applicant's address (address city, state, & zip): 211 W CHESTNUT  
WEST CHESTER, PA  
Applicant's phone number (Day): 610 505 7267 (Evening): \_\_\_\_\_  
Owner's name (if different from applicant's): ZUKIN REALTY  
Owner's address (address, city, state, & zip): 1221 E GAY STREET  
Owner's phone number (Day): 610 696 0935 (Evening): \_\_\_\_\_

**Instructions:** Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

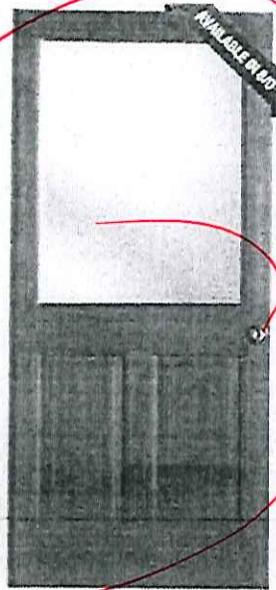
- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) \_\_\_\_\_
- 2) On how many facades? TWO  Front  Side  Back
- 3) What was the old material? STONE FACADE WITH WD DOORS AND WINDOWS
- 4) What is the proposed new material? WOOD DOORS, WINDOWS AND NEW WROUGHT IRON STAIRS
- 5) How will it be installed? \_\_\_\_\_
- 6) Are you reusing any historic materials? YES
- 7) If so, what and how? TRIM
- 8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 9) What are the new dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 10) What were the old colors? WHITE
- 11) What do you propose for the new colors? TO MATCH EXISTING
- 12) Why do you want to make these changes? EGRESS REQUIREMENTS AND NEW ENTRY

# Panel & French

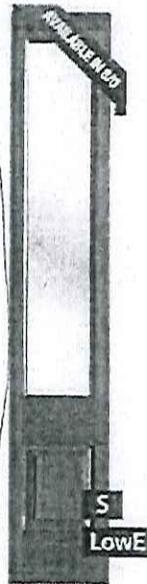
## Sash Panel & French

The right doors make all the difference. From the traditional raised panel to the stylish Sash or French door, your choices are vast. And if you're looking for additional protection from Mother Nature, you will find it in the Simpson® Performance Series® of doors.

Designed with heavy-duty door components, these doors deliver maximum protection in two options – UltraBlock® and WaterBarrier™. The combination of these two technologies creates a door suited for the toughest exposures without sacrificing beauty or charm. Reeb® offers you both options in our current inventory.



F7044LE **S** **LowE**  
 Raised Panel  
 2'6" x 6'8" 2'8" x 8'0"  
 2'8" x 6'8" 3'0" x 8'0"  
 3'0" x 6'8"



F7801LE **S** **LowE**  
 Raised Panel  
 1'0" x 6'8" 1'2" x 8'0"  
 1'2" x 6'8"  
 1'0" x 8'0"

### Did You Know?

#### INSULATED GLASS

Insulated glass or "double pane" glass can be found in residential applications where energy conservation is important.

#### **LowE** LOW E

LowE glass offers both insulation against heat and cold and additional UV protection.

**SG** SAFETY GLASS    **INSULATED GLASS**    **PERFORMANCE SERIES®**  
**LowE** LOW E    **TOUGH DOORS™**

REEB MILLWORK EXTERIOR DOOR CATALOG

*Wood*

*This door style*

**Property Tax/Rent Rebate  
FORMS  
AVAILABLE HERE**

The Property Tax and Rent Rebate program provides relief for:

- Property tax payers age 65 and older, widows and widowers age 65 or older and those with disabilities age 18 or older.
- The income eligibility limit, excluding that of social security, for qualifying for grants is \$35,000 and \$45,000.
- The property tax liability is \$650.

For more information, please call:

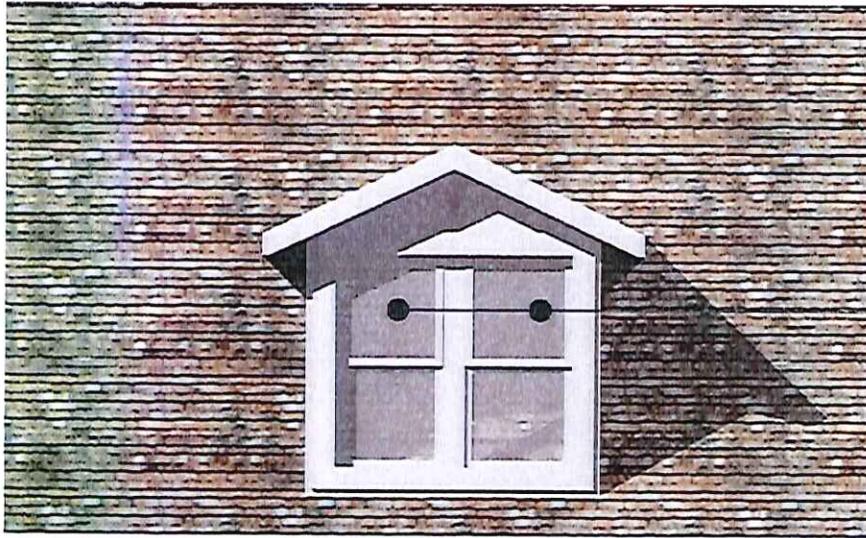
**State Senator  
ANDY DINNIMAN  
610-692-2112**

**Bus Stop  
AVAILABLE HERE**

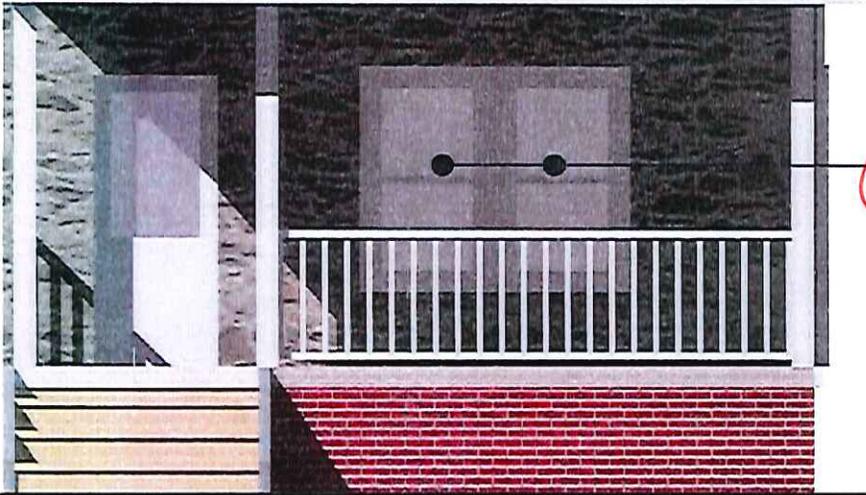
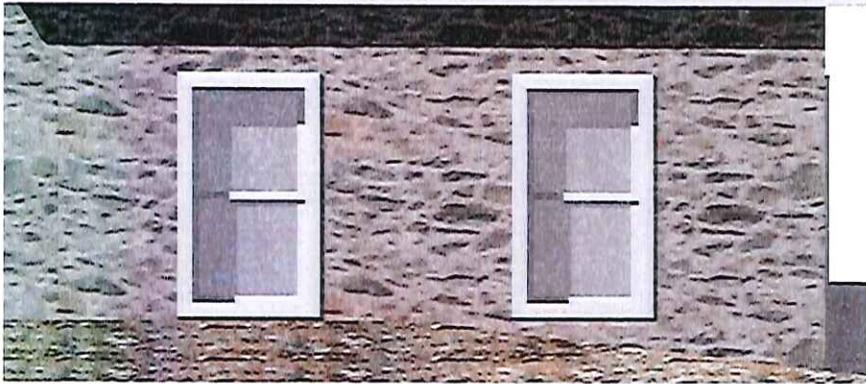


*Handwritten in red: "This is a parking spot"*





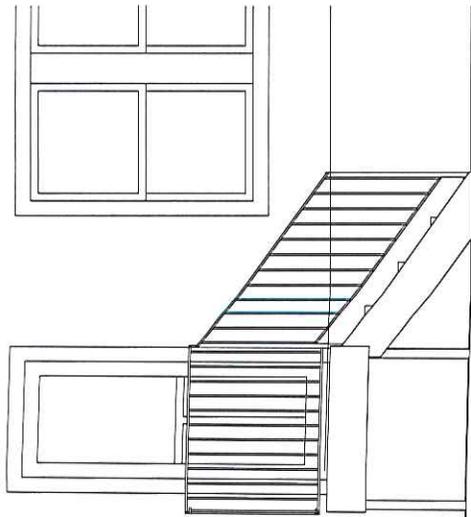
~~NEW CASEMENT WINDOWS~~



NEW CASEMENT WINDOWS

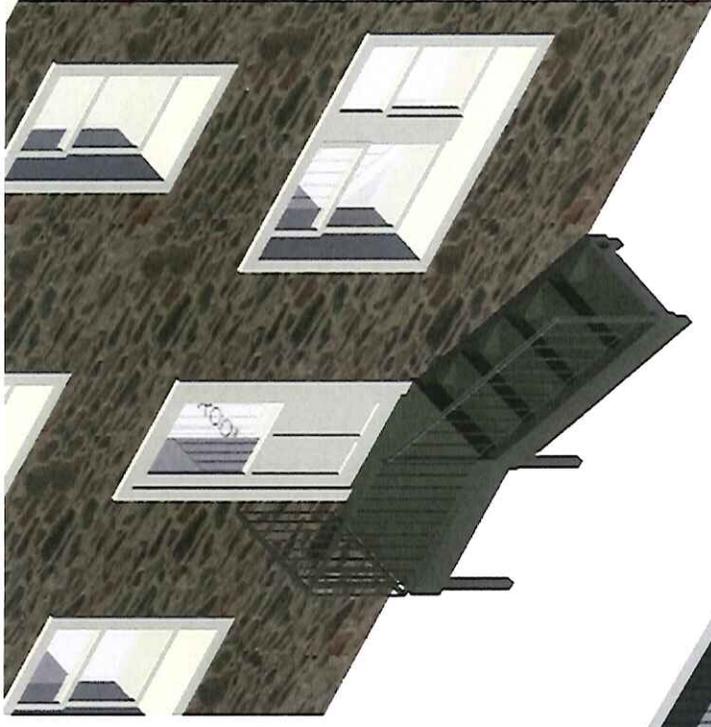
DH WOULD REQUIRE AN ENLARGED OPENING AND THE ELIMINATION OF THE CENTER MULLION

2 EXISTING STREET ELEVATION  
Scale: 1/4" = 1'-0"



1 PARTIAL SIDE ELEVATION

Scale: 1/4" = 1'-0"



*New windows for eaves*

2 SOUTH ELEVATION

Scale: 1/8" = 1'-0"



greg radford  
ra, leed ap, ncarb  
211 west chestnut street  
west chester, pa 19380  
CELL PHONE 7610 592 7867

GREG@GARCHIT.NET

225 N CHURCH ST RENOVATION

10-17-2016

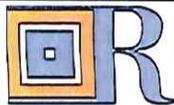
SK2



1 EXISTING PHOTO  
Scale: 1:25

greg radford  
ra, lead ap, ncarb

211 west chestnut street  
west chester, pa 19380  
CALL: (610) 336-1105 FAX: (610) 336-1106



225 N CHURCH ST  
RENOVATION

SK3



FRONT WINDOW



SIDE YARD FROM FRONT



SIDE YARD FROM BACK



THIRD FLOOR WINDOW

Application Number: 2016-65

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 110 West Miner Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes to replace deteriorated windows on the front façade of the carriage house.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:* Replacement windows will be wood windows with simulated divided lights and same in size and operational casement as existing windows.
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-65.
  - Approved with the following conditions:
  
  
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-65

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 110 West Miner Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: JDenbigh@solesportsmarketing.com ✓

Date application received: 10/18/16 (Office use only.)

Application number: 2016-65

PROPERTY ADDRESS: 110 WEST MINER ST; WEST CHESTER, PA 19382

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

- 1) *This application is for:* (check the appropriate boxes)
- Section #1: Sign
  - Section #2: Canopy or Awning
  - Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
  - Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
  - Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
  - Section #6: Demolition \*

*Note: Fill out and attach only those Sections appropriate to your project.*

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

*All sketches, elevations, and plans must be signed by the preparer(s).*

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): JEFF DENBIGH

Applicant's Signature: [Signature] Date: 10/19/2016

Owner's name (print): JEFF DENBIGH

Owner's Signature: [Signature] Date: 10/18/2016

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/18/16

Application number: 2016-65

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 110 West Mined St.

Name of business (if applicable): \_\_\_\_\_

Applicant's name (please print): JEFF DEMBIGH

Applicant's address (address city, state, & zip): 127 CLOVERLY LANE.

WEST CHESTER, PA, 19380.

Applicant's phone number (Day): 610 430 0041 (Evening): 610 715 9050.

Owner's name (if different from applicant's): \_\_\_\_\_

Owner's address (address, city, state, & zip): \_\_\_\_\_

Owner's phone number (Day): \_\_\_\_\_

(Evening): \_\_\_\_\_

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters

Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony

Other (Specify) \_\_\_\_\_

2) On how many facades? 1  Front  Side  Back

3) What was the old material? WOOD

4) What is the proposed new material? WOOD.

5) How will it be installed? By A LICENSED CONTRACTOR.

6) Are you reusing any historic materials? NO

7) If so, what and how? \_\_\_\_\_

8) What were the old dimensions? Height: 49 x Width: 25.9 x Depth: 4 3/8.

9) What are the new dimensions? Height: 49 x Width: 25.9 x Depth: 4 3/8

10) What were the old colors? White

11) What do you propose for the new colors? White.

12) Why do you want to make these changes? The current windows are

completely worn. They leak and provide zero  
insulation.

Please provide a brief, detailed summary of all of the work you are proposing:

- Replace three windows on the front of carriage house.

- The half round window, will not be replaced.

- The three operable casement windows will be

replaced with wood casement windows to the  
exact spec of current windows.

- The new grilles will also match the existing  
grilles.

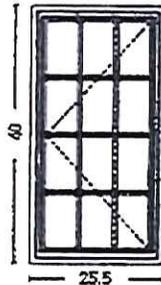




# Customer Approval Form:

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

WOOD WINDOW  
7/8" grilles  
to match existing



Viewed from the Exterior

Quote Number: 7540201

Line Number: 10

Quote Qty: 1

Scaling: 1/2" = 1'

Description: Architect, Casement Left, 25.5 X 49

Rough Opening: 26.25" X 50.875"

These drawings are based on our interpretation of the information provided to us. They are submitted for final approval of the individual\*\* responsible for the project and are not intended to create any warranty or other liability. The user\*\* is responsible for compliance with applicable building codes or other regulations and determining the suitability of the suggestions for the particular application, including the final design of reinforcement, flashing, and sealant systems for all window and door installations.  
\*\* building owner, architect, contractor, installer and/or consumer



Quote Name: Denbigh Replacement

Project Name: Denbigh Replacement

Jobsite Location: ,

Room Location: None Assigned

Sales Branch Location: 31000 Gunton Corp Philadelphia Division



# Proposal - Detailed

**Sales Rep Name:** Brittingham, Steve  
**Sales Rep Phone:** 302-999-0535  
**Sales Rep E-Mail:** steve\_brittingham@gunton.com  
**Sales Rep Fax:**

**Phone:**                      **Fax:**

Customer Information	Project/Delivery Address	Order Information
Mobac, Inc. 109 S. Church Alley P.O. Box 686 KENNETT SQUARE, PA 19348 Primary Phone: (610) 4443480 Mobile Phone: Fax Number: (610) 444-4932 E-Mail: Contact Name:  Great Plains #: 5002007 Customer Number: 1003086920 Customer Account: 1000575234	Denbigh Replacement  Lot # County: Owner Name: Owner Phone:	Quote Name: Denbigh Replacement  Order Number: 310 Quote Number: 7540201 Order Type: Non-Installed Sales Wall Depth: Payment Terms: Net 30 Days Tax Code: Cust Delivery Date: None Quoted Date: 2/4/2016 Contracted Date: Booked Date: Customer PO #:

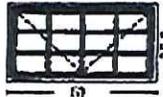
### Attributes

Item Price	Qty	Ext'd Price
\$784.52	1	\$784.52

### Architect, Casement Left, 25.5 X 49

- 1: Non-Standard Size Non-Standard Size Left Casement
- Frame Size: 25 1/2 X 49
- General Information: Standard, Wood, Pine, 4 3/8", 4 3/16", No Certification
- Exterior Color / Finish: Primed
- Interior Color / Finish: Primed Interior
- Sash / Panel: Standard
- Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
- Hardware Options: Fold-Away Crank, Champagne, No Limited Opening Hardware
- Screen: Full Screen, Champagne, InVievy™
- Grille: I.L.T., No Custom Grille, 7/8", Traditional (3W4H), Ogee, Ogee
- Wrapping Information: Wood Brickmould, 3 1/2", Factory Applied, 1 1/8" Wood Sub sill, Factory Applied, No Exterior Trim, No Interior Trim, 4 3/16", 4 3/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 149", Glazing Pressure = 60.

PK # 764



Viewed From Exterior

Rough Opening: 28 - 1/4" X 50 - 7/8"

Application Number: 2016-66

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 116 East Gay Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant proposes to remove the awning to expose a pent roof which will be rehabbed and left exposed.
  
  
  
  
  
  
  
  
  
  
- 3) *Findings:* The shingles on the pent roof will be removed and replaced with a black or red metal standing seam roof.
  
  
  
  
  
  
  
  
  
  
- 4) *Recommendations from HARB:*
  - ✓ Approved as presented: The Board recommends a Certificate of Appropriateness for Application 2016-66 as presented with the clarification that the pent roof will be standing seam metal in red or black in color and the brick wall below will not be painted or white washed.
  - Approved with the following conditions:
  
  
  - **Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-66

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 116 East Gay Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: John@AvalonRestaurant.com

(Office use only.)  
Date application received: 10/18/16

Application number: 2016-66

PROPERTY ADDRESS: 116 E Gay St.

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) This application is for: (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): John Brandt-lee

Applicant's Signature: \_\_\_\_\_

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

10/18/16

Owner's name (print): Scott Zwick

Owner's Signature: \_\_\_\_\_

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

10/18/16

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/18/16

Application number: 2016-66

SECTION #2 / CANOPY OR AWNING

(Attach a separate Section #2 for each of the canopies or awnings that you want to install.

Location of project (address): 116 E. Gay St.

Name of business (if applicable): Avalon Restaurant

Applicant's name (please print): John Brandt-Lee

Applicant's address (address city, state, & zip):

1 Primrose Lane WC PA 19380

Applicant's phone number (Day): 610 636 8457 (Evening):

Owner's name (if different from applicant's): Scott Luken

Owner's address (address, city, state, & zip): 121 EAST GAY STREET

WEST CHESTER PA 19380

Owner's phone number (Day): (610) 696-0953 (Evening):

Instructions: Provide color or B/W sketches of each canopy or awning, and also show its placement and proportion to the building facade where it is going to be placed. Also attach photos of the adjacent streetscape and adjacent buildings.

1) Are you replacing an existing canopy or awning? YES - removing

2) How many canopies or awnings do you wish to install? none

3) On how many facades? 1  Front  Side  Back

4) Material: give a thorough description of the type and style to be used.

metal flashing - replace shingles on existing roof.

5) How will it be mounted? N/A

(Please be note that any attachment to a masonry facade must be done through the mortar joints and NOT the face of masonry.)

6) Are you reusing an existing canopy or awning skeleton(s)? NO

7) Is there new canopy or awning illumination? Fixture type? NO

How will it be mounted? N/A

8) Canopy or Awning Dimensions: Height: N/A x Width: x Depth:

9) What is the height from the sidewalk to the bottom of the canopy or awning? N/A

(Current Borough code requires a minimum height of 8'-0" to bottom of awning or canopy.)

10) Colors: N/A

11) Message: WE WANT TO REMOVE EXISTING AWNING

12) Lettering style: please note that the historic preference is for any "serif" type.

Please be sure to attach sample of the canopy or awning wording in chosen lettering style.

Date application received: 10/18/16  
Application number: 2016-66

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION  
(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 1110 E Gay St

Name of business (if applicable): Avalon Restaurant

Applicant's name (please print): John Brandt Lee

Applicant's address (address city, state, & zip): \_\_\_\_\_

Applicant's phone number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Owner's name (if different from applicant's): \_\_\_\_\_

Owner's address (address city, state, & zip): \_\_\_\_\_

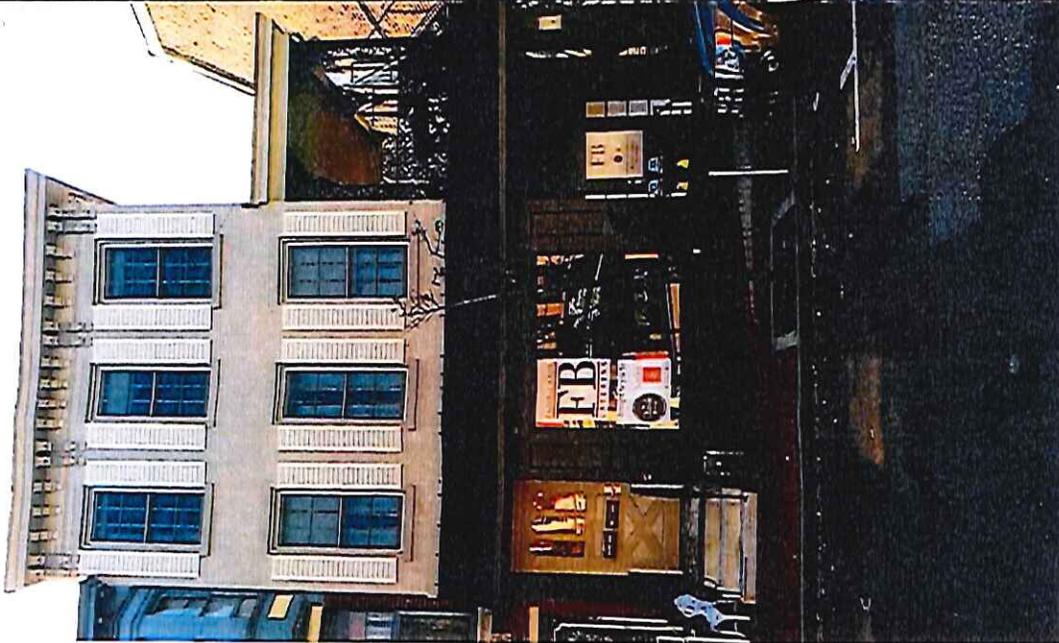
Owner's phone number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

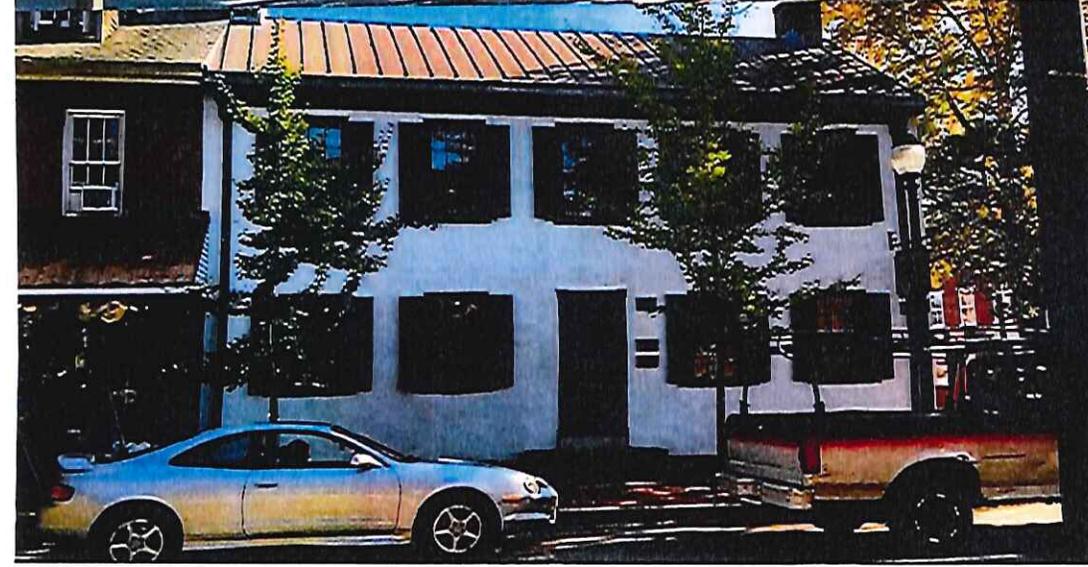
Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) \_\_\_\_\_
- 2) On how many facades? 1  Front  Side  Back
- 3) What was the old material? Awning (Canvas & aluminum)
- 4) What is the proposed new material? ~~Flashing~~ Flashing + Paint
- 5) How will it be installed? ~~Paint~~ Paint + Nails
- 6) Are you reusing any historic materials? N/A
- 7) If so, what and how? N/A
- 8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 9) What are the new dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 10) What were the old colors? ~~Black~~ Black flashing White + Charcoal Paint
- 11) What do you propose for the new colors? ~~Black~~ White + Charcoal paint
- 12) Why do you want to make these changes? \_\_\_\_\_

Old awning needs to be removed, open up restaurant for better curb appeal.

*SP Ausim  
Satin metal  
Paint or  
etch paint.*







Application Number: 2016-67

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 228 West Gay Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS REQUIRED: S Raymond@Legacy-online.com

Date application received: 10/18/16 (Office use only.)

Application number: 2016-67

PROPERTY ADDRESS: 228 West Gay St West Chester PA 19380

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

- 1) *This application is for:* (check the appropriate boxes)
- Section #1: Sign
  - Section #2: Canopy or Awning
  - Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
  - Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
  - Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
  - Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project

2) Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Sherrell Raymond

Applicant's Signature: [Signature] Date: 10/17/2016

Owner's name (print): Robert Wermuth

Owner's Signature: \_\_\_\_\_ Date: 10/17/2016

\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/18/16

Application number: 2016-67

SECTION #1 / SIGNS

(Attach a separate Section #1 for each of the signs that you want to install.)

Location of project (address): 278 West Gay St.

Name of business (if applicable): Legacy Planning Partners

Applicant's name (please print): Sherrell Raymond

Applicant's address (address, city, state, & zip): 1012 Charleston Greene,  
Malvern, PA 19380

Applicant's phone number (Day): (610) 719-8600 (Evening):

Owner's name (if different from applicant's): Robert Wermuth

Owner's address (address, city, state, & zip): 1001 Robin Dr.,  
West Chester PA 19380

Owner's phone number (Day): (610) 733-6080 (Evening):

Instructions: Provide color or B/W sketches of each sign and its message, and also show its proposed placement and proportion to the building façade. Also attach photos of the streetscape and adjacent buildings.

- 1) Are you replacing an existing sign? no
- 2) How many signs do you wish to install? 1
- 3) On how many facades? 1  Front  Side  Back
- 4)  Hanging sign  Building-mounted sign  Other \_\_\_\_\_
- 5) Give a thorough description of the sign: a blue wooden sign reading  
East Coast Advisory
- 6) Is there new illumination? no Fixture type? metal bracket (see attached)  
How will it be mounted? bracket mounted to wall
- 7) Sign Dimensions: Height: 35.75 x Width: 47.63 x Depth: \_\_\_\_\_
- 8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 9'  
(Current Borough code requires 8'-0" minimum to bottom of sign)
- 9) How will this sign be mounted? with a bracket  
(Please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry.)
- 10) If a hanging sign, describe the hanging bracket: Same as current bracket, see attached
- 11) If a hanging sign, is this an existing bracket? no
- 12) Colors: blue
- 13) Message: East Coast Advisory
- 14) Lettering style: please note that the historic preference is for any "serif" type: see attached  
Please be sure to attach sample of sign wording in chosen lettering style.

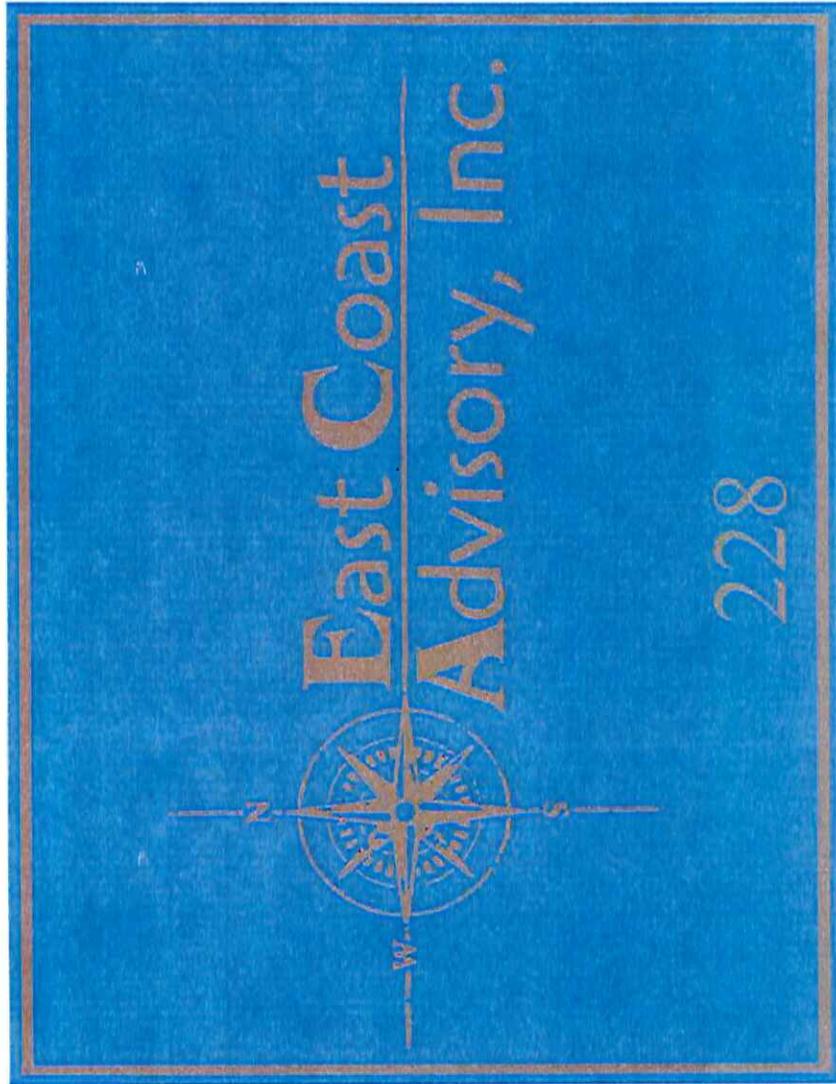
**EAST COAST ADVISORY:**

ONE (1) 35.75" h x 47.625" w x 2" thick Double-Sided HDU Carved Sign with Incised Border, Text, and Compass  
Painted SW Automotive Gold Paint Background Blue Color TBD

NOTE: Customer to Install Themselves

47.63 in

35.75 in



CLIENT: Sherell Raymond  
PROJECT: East Coast Advisory HDU Carved  
FILE NAME: East Coast Advisory HDU Carved FS  
PREPARED BY: Kristina Beets  
DATE: September 9, 2016  
REVISED: FIRST DRAFT  
APPROVAL:  APPROVED AS IS  
 APPROVED WITH CHANGES  
CLIENT SIGNATURE/DATE:

PRODUCTION/INSTALLATION DETAILS:  
**SEE DRAWING FOR SPECIFIC DETAILS.**

VNM COLORS: ..

MOUNTING: ..

APPLICATION SURFACE:  
FIRST

HEIGHT OFF GRADE: ..

INSTALLATION OR SHEFFING ADDRESS:  
Customer to Pick Up at Elmark

PLACEMENT:  
**PLEASE SCHEDULE PLACEMENT MGT!**

ON-SITE CONTACT: PHONE NUMBER:  
Sherell Raymond 610-719-8600

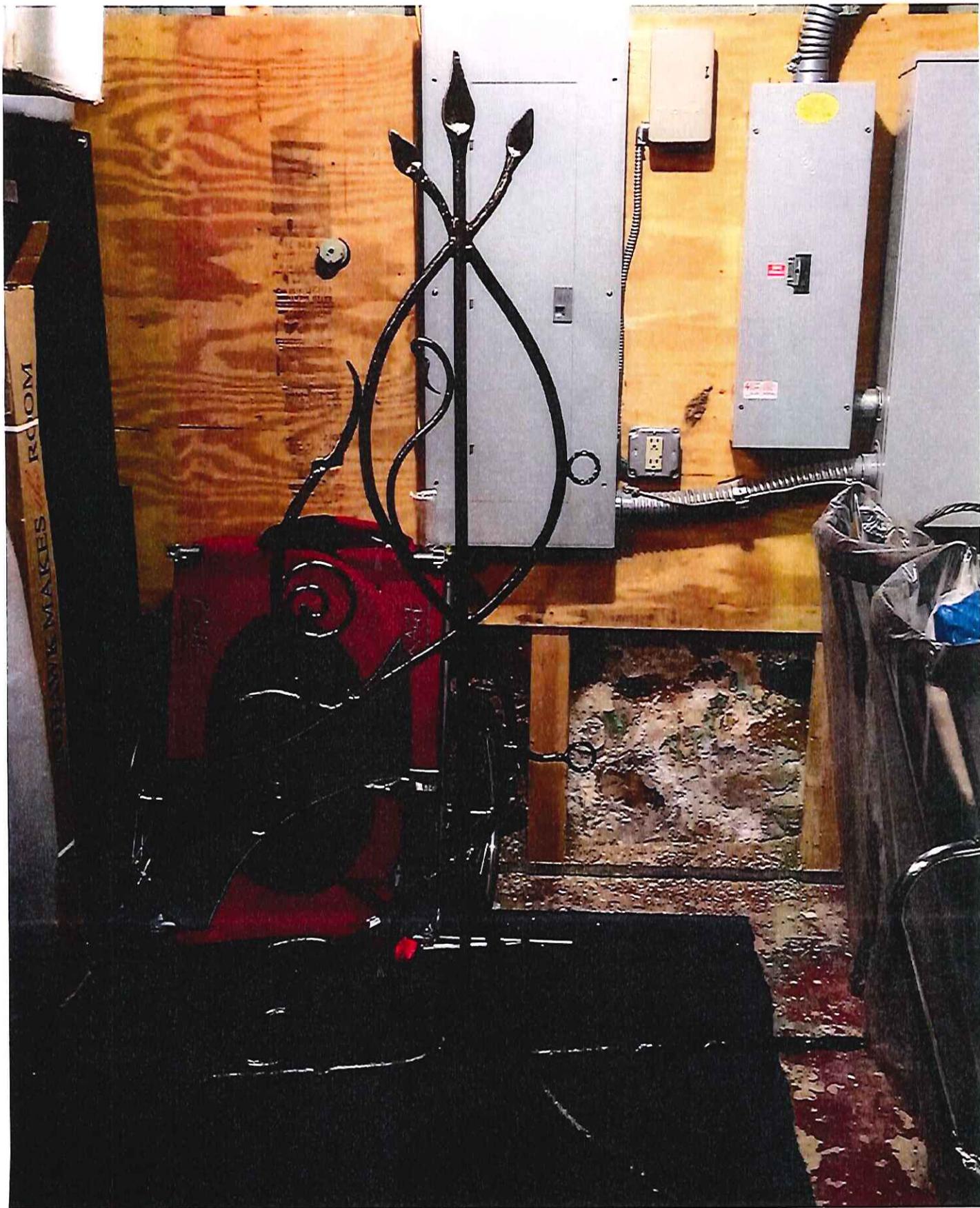
RECEIVED IN GOOD ORDER BY:

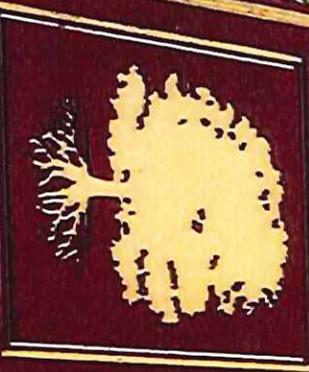
DATE:

All Elmark, design, engineering and fabric produced or represented by the company are owned by and the property of Elmark Signs & Graphics. All other designs, engineering and fabric produced or represented by other companies are the property of their respective owners. Elmark Signs & Graphics is not responsible for any damage to property or persons caused by the use of the signs or graphics. Elmark Signs & Graphics is not responsible for any damage to property or persons caused by the use of the signs or graphics. Elmark Signs & Graphics is not responsible for any damage to property or persons caused by the use of the signs or graphics.

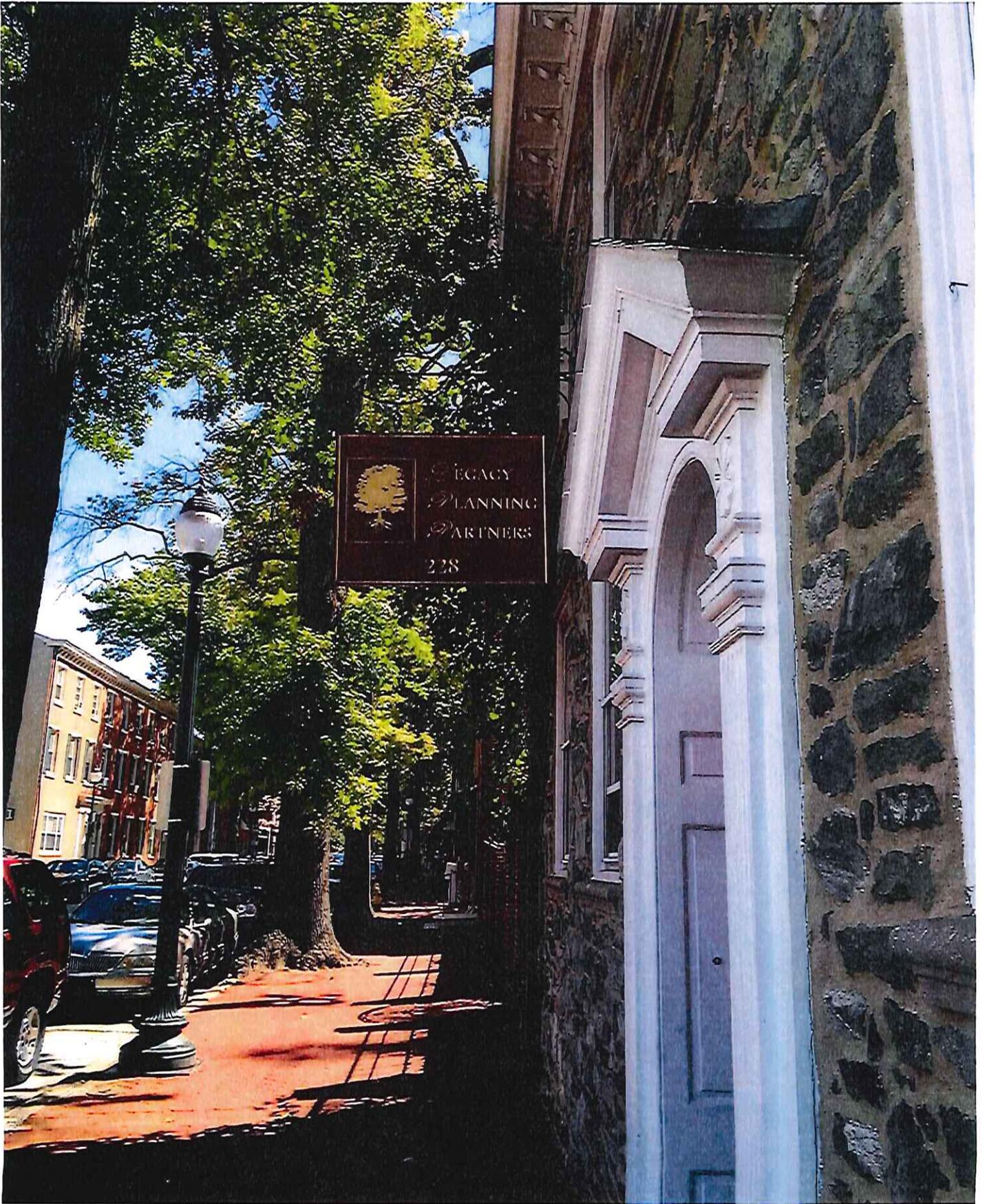


307 Weirhorn Road West Chester, PA 19382  
www.elmarksigns.com / 610-692-0525

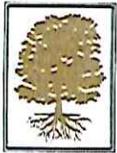




LEGACY  
STANNING  
PARTNERS  
228



 LEGACY  
PLANNING  
PARTNERS  
228



**LEGACY**  
PLANNING PARTNERS  
*Our People & Our Process Make a Difference*

October 19, 2016

Borough of West Chester, Pennsylvania  
401 East Gay St.  
West Chester, PA 19380

Re: New Sign

To whom it may concern:

We grant permission to Legacy Planning Partners located at 228 West Gay St., West Chester, PA 19380 to hang an additional sign on the front of the building. The sign will be the exact same style, size, and wood as their existing sign but in the shade blue and read East Coast Advisory, Inc. It will be hung on the right side of the building identical to the current borough approved sign with a matching bracket made by the same artist.

If you have any questions or concerns please do not hesitate to contact us at (610)719-8600.

Thank you,

Robert P. Wermuth  
Owner, Senior Partner

Charles R. Kedra  
Owner, Senior Partner

Enclosed: Pictures

228 W. Gay Street • West Chester, Pennsylvania 19380  
[www.legacy-online.com](http://www.legacy-online.com) • 610.719.8600 • Fax: 610.441.7592

*Securities and Investment Advisor Services Offered Through Securian Financial Services, Inc.  
Member FINRA/SIPC, A Registered Investment Advisor • Legacy Planning Partners is Independently Owned and Operated*



**LEGACY**  
PLANNING PARTNERS  
*Our People & Our Process Make a Difference*

October 19, 2016

Borough of West Chester, Pennsylvania  
401 East Gay St.  
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If you have any questions or concerns please do not hesitate to contact us at (610)719-8600.

Thank you,

Robert P. Wermuth  
Owner, Senior Partner

Charles R. Kedra  
Owner, Senior Partner

Enclosed: Pictures

*228 W. Gay Street • West Chester, Pennsylvania 19380  
www.legacy-online.com • 610.719.8600 • Fax: 610.441.7592*

*Securities and Investment Advisor Services Offered Through Securian Financial Services, Inc.  
Member FINRA/SIPC, A Registered Investment Advisor • Legacy Planning Partners is Independently Owned and Operated*

Application Number: 2016-68

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 138-40 East Gay Street

- 1) *Date of HARB Review: October 27, 2016*
  
- 2) *Applicant's Proposal:* The Applicant is proposing to renovate the rear carriage house. The renovation project will include removal of the existing siding which will be replaced with vinyl Board & Batton or hardie plank siding. Structural repairs will be made as necessary. Windows will be replaced with wood double hung windows. Deteriorated wood trim boards will be replaced with wood only as necessary. Brick repointing will take place as necessary.
  
- 3) *Findings:* The Board was in favor of replacing the existing siding with either wooden Board & Batton or hardie plank siding. Aluminum or vinyl Board & Batten is not appropriate for the historic District.
  
- 4) *Recommendations from HARB:*
  - Approved as presented:
  - Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2016-68 as presented with the exceptions that the siding above the brick walls be either wood or hardie plank and be either gray or neutral in color, the windows and trim be wood and the mortar repair be as of a softer mortar.
  - Denied:** *The applicant must make the following changes to his/her proposal and resubmit to HARB:*

Application Number: 2016-68

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
*Borough of West Chester*  
Historical and Architectural Review Board

PROJECT ADDRESS: 138-40 East Gay Street

5) *Borough Council's Action and Date*

- Approved per HARB recommendation:
- Denied for the following reasons:
- Approved with the following differences from HARB recommendation:

.....

Date of Action Taken: \_\_\_\_\_

Borough Manager's Signature: \_\_\_\_\_

Date application received: 10/17/16 (Office use only.)

Application number: 2016-68

PROPERTY ADDRESS: 138-140 E. Gay St West Chester, PA

NOTE: All projects must have the appropriate Section(s) of the Application filled out and attached to this form when it is returned and filed with the Building and Housing Office. You need not attach any Sections that do not relate to your project. Please request as many of the Section forms as you may need. Your application number will be assigned when you return these forms. Remember, your completed application, including any pictures and plans, must be filed by the deadline date on the appended schedule in order to be reviewed at the next HARB meeting.

1) *This application is for:* (check the appropriate boxes)

- Section #1: Sign
- Section #2: Canopy or Awning
- Section #3: Repair, replacement, or alteration from original (please supply photos or elevations of original) \*
- Section #4: Addition (supply architectural elevations and site drawings, as well as photos of the existing structure) \*
- Section #5: New Construction (supply architectural elevations and site drawings, as well as photos of buildings next to and around the site) \*
- Section #6: Demolition \*

Note: Fill out and attach only those Sections appropriate to your project.

2) *Please indicate which items you are submitting with your application form. Do not submit originals, since these will be kept by the HARB for its official archives.*

- Color or B/W sketches
- Plot or site plans
- Old or historic photographs
- Architectural elevations
- Photographs of the current existing site showing where changes are to be made, location of buildings, and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s).

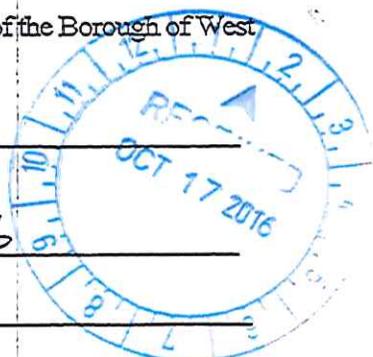
The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): John & Tonda DiPasquale

Applicant's Signature: [Signature] Date: 10-16-16

Owner's name (print): John & Tonda DiPasquale

Owner's Signature: [Signature] Date: 10-16-16



\*Note: Check with the Building and Housing Office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness before you begin your project.

Date application received: 10/17/16

Application number: 2016-68

SECTION #3 / REPAIR, REPLACEMENT, OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements, or alterations you want to make.)

Location of project (address): 138-140 E. Gay St., West Chester, PA

Name of business (if applicable): Tish Boutique

Applicant's name (please print): John & Tonda DiPasquale (Milk Bottle LLC)

Applicant's address (address city, state, & zip): 5 Stirrup Ln. Quornton, PA 19373

Applicant's phone number (Day): 610-639-5735 (Evening): 610-639-5738 - John's cell

Owner's name (if different from applicant's):

Owner's address (address, city, state, & zip):

Owner's phone number (Day): (Evening):

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

- 1) Which element(s) do you wish to change?  Doors  Windows  Roofing  Gutters  
 Walls  Steps  Sidewalk  Fence  Trim  Railing  Porch or balcony  
 Other (Specify) Siding will be replaced
- 2) On how many facades? 4  Front  Side  Back
- 3) What was the old material? wood board & batten / + - 111 currently
- 4) What is the proposed new material? vinyl board & batten w/ new windows
- 5) How will it be installed? we intend to use C.J. Burdwell Construction LLC.
- 6) Are you reusing any historic materials? 1st floor brick walls will remain
- 7) If so, what and how?
- 8) What were the old dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 9) What are the new dimensions? Height: \_\_\_\_\_ x Width: \_\_\_\_\_ x Depth: \_\_\_\_\_
- 10) What were the old colors? grey
- 11) What do you propose for the new colors? grey & white
- 12) Why do you want to make these changes? to secure the building

*wood windows*

*new changes*

---

Proposal for Carriage House at 138 East Gay Street.

Exterior plans:

- Maintaining all original bricks in the building
- Restoring the façade which is currently T 1-11 to resemble historical Board and Batten
- All T-111 on four sides to be replaced with Board and Batten – hoping to use CertainTeed – see attached
- Colors – Granite Gray and white trim – same as is
- Foot print or design not to change
- Windows to be replaced, placement will remain the same

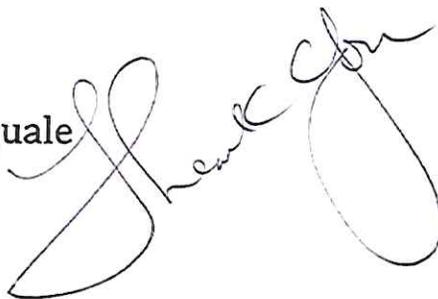
Interior plans:

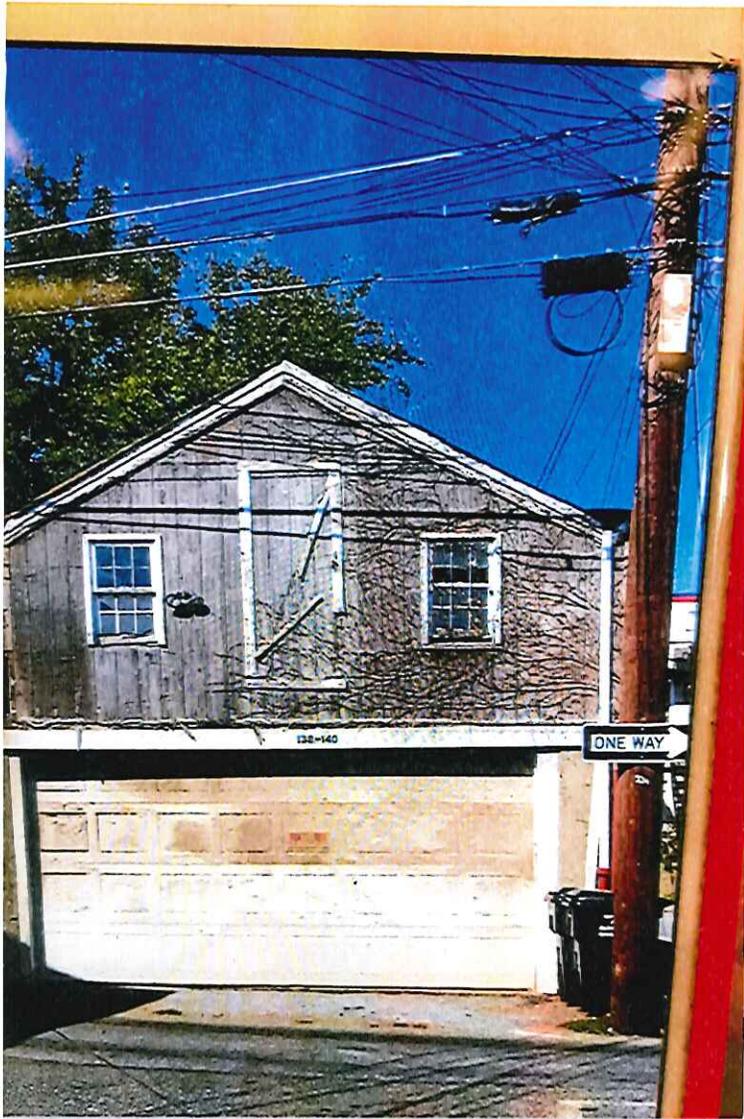
Proposal from contractor is also included in application incorporating recommendations from HARB Board Members visit and Greg Radford.

Thank you for your consideration.

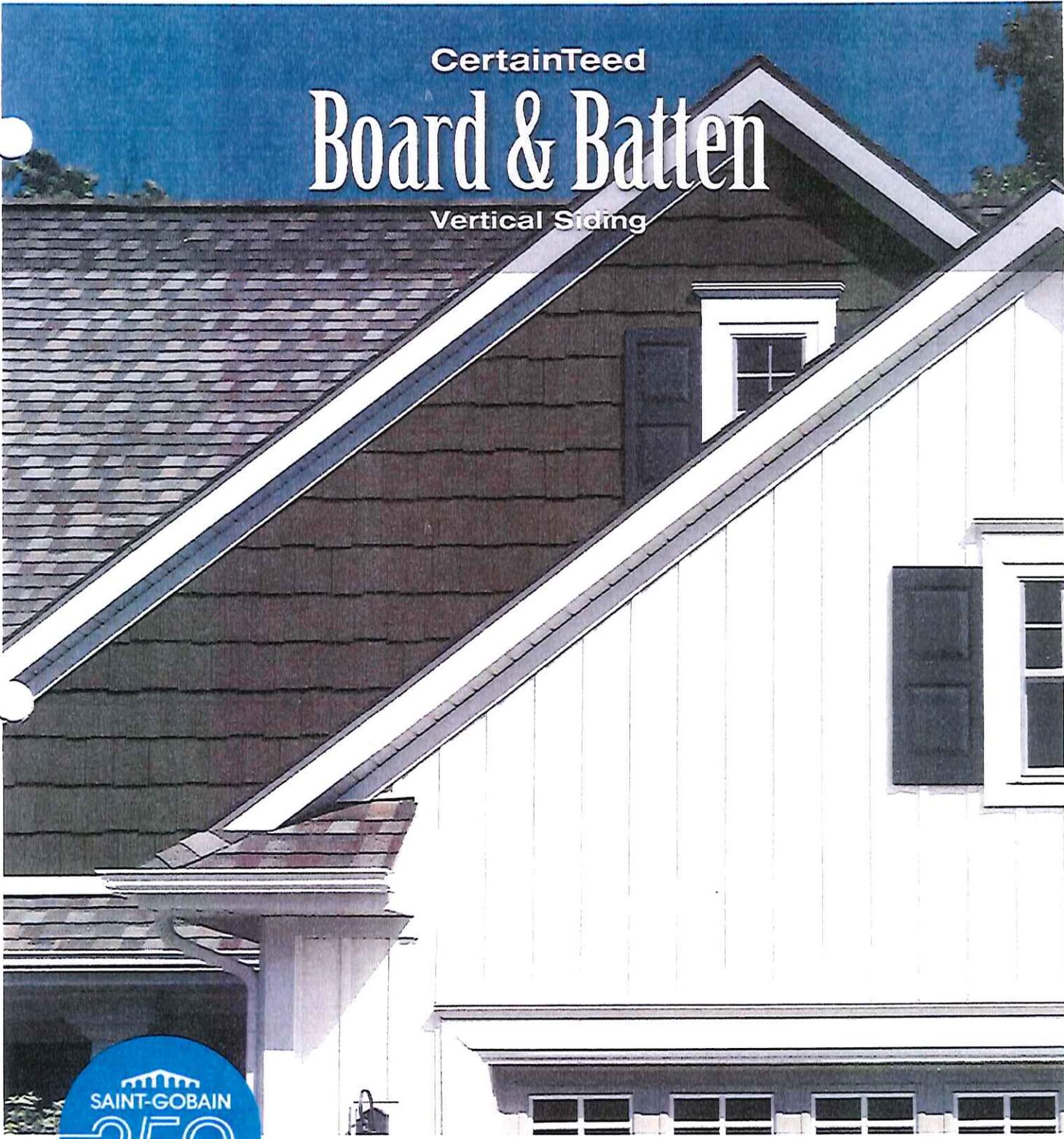
Sincerely,

John & Tonda DiPasquale

A handwritten signature in black ink, appearing to read "John & Tonda DiPasquale". The signature is written in a cursive, flowing style with large loops and a long tail on the final letter.



CertainTeed  
**Board & Batten**  
Vertical Siding



1665 - 2015

**CertainTeed**  
SAINT-GOBAIN

# FEATURES

*Used on Historical Property*

**W**ith Board & Batten, CertainTeed has recreated a siding favored by early settlers to protect and beautify homes and outbuildings. Alternating wide and narrow vertical panels combine in a simple, yet beautiful, design well suited to distinctive architectural styles.



## Two Convenient Panel Lengths

10' ..... A full 2'6" longer than most competitive panels, the 12'6" panel helps reduce sea and transitions on walls up to 12'6". For traditional-height walls, the extra panel length can be used under windows, on gables, or in other areas requiring short panels – or use the 10' length panel.

## Wider Panels

With a 6-1/2" board and a 1-1/2" batten CertainTeed Board & Batten siding is also the industry's widest, providing a realistic natural cedar look.

- ◆ Available in two lengths: 12'6" or 10'.
- ◆ Ideal for whole house or accent applications.
- ◆ 6-1/2" board with a 1-1/2" batten creates an 8" wide panel with the widest vinyl board span.
- ◆ Flat face board design results in a straight, even surface.
- ◆ Straight-edged battens for a sharp, carpentered look.
- ◆ TrueTexture™ rough cedar finish molded from real cedar boards.
- ◆ 1/2" batten height.
- ◆ 12'6" panels are 2'6" longer than competitive panels, offering installation and aesthetic advantages.
- ◆ 12 low-gloss colors with a wide variety of coordinating trim.
- ◆ .048" premium thickness.
- ◆ Virtually maintenance free, never needs painting.
- ◆ Class 1(A) fire rating.
- ◆ Lifetime limited warranty.



Tel:

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845-986-3236 | info@whsny.org

 CART ▾



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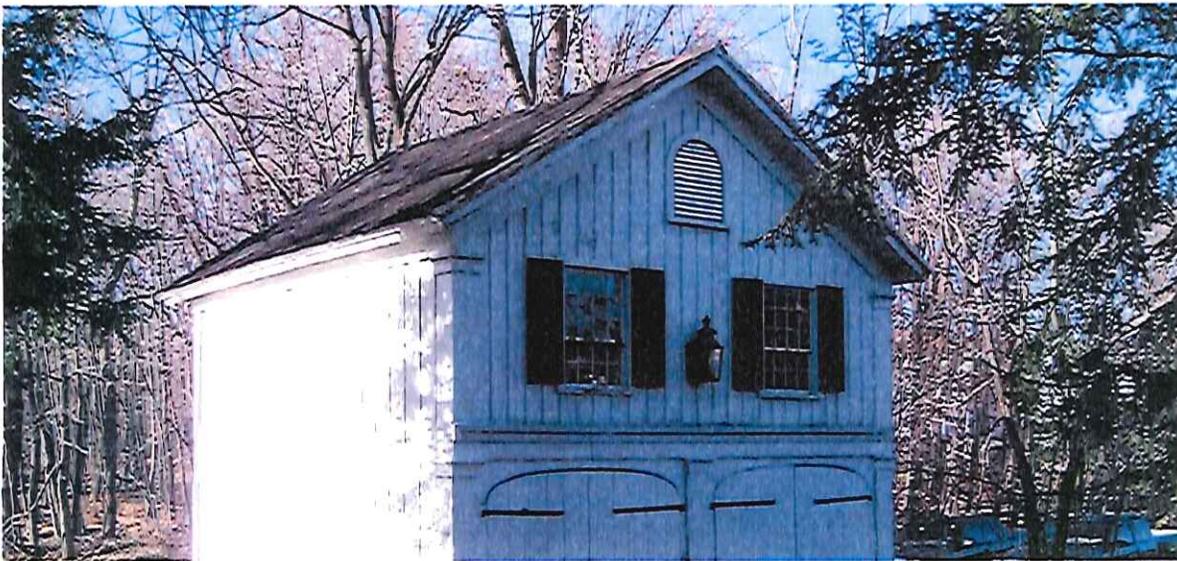
Tours ▾

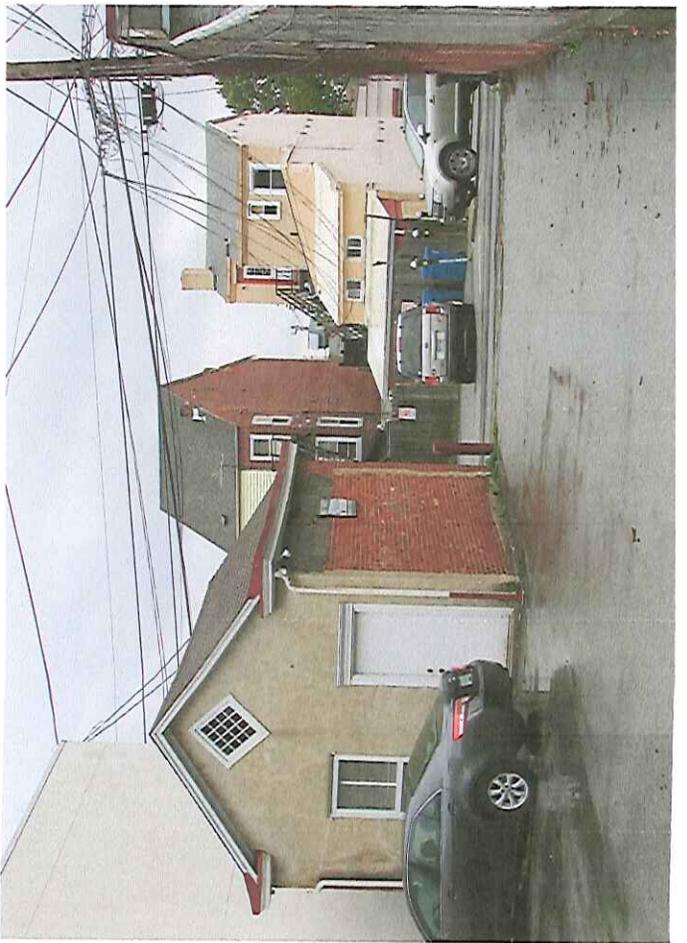
Weddings

Contact+Map



*Picture of carriage house -  
hoping to use materials to replicate  
the vertical board, basket*







Color performance, impact-resistance and durability are assured through our exclusive PermaColor™ System, a blend of our own Certavin™ resin, superior micro-ingredients and state-of-the-art pigment chemistry.

	Board & Batten 10"	Board & Batten 12 1/2"
Granite Gray	●	●
Sterling Gray	●	●
Cypress	●	●
Herringbone	●	●
Sandstone Beige	●	●
Desert Tan	●	●
Natural Clay	●	●
Savannah Wicker	●	●
Light Maple	●	●
Heritage Cream	●	●
Snow	●	●
Colonial White	●	●



Start exploring preset color combinations and create your own custom exterior with on-line, interactive tools, designed to help you "Visualize Your Home".  
Start now at [certainteed.com/colortools](http://certainteed.com/colortools)



NOTE: Colors throughout this brochure are simulated. Consult product samples before making final selection.



**Sharp Batten Edge**  
The straight-edged design of the batten creates a finely crafted, real-wood look.

**Flat Face, 6-1/2" Board**  
CertainTeed's 6-1/2" board span is the industry's widest, and is designed to have a straight, even face with a flat surface for a true cedar board appearance.

**Premium .048" Thickness**  
Board & Batten panels have a thickness of .048" for the ultimate in strength and durability.

**Rough Cedar Finish**  
CertainTeed was the first to utilize a direct transfer system from real cedar boards creating a natural woodgrain texture.



# C.J. Burdsall Construction, LLC

General Contractor, Carpenter & Builder

5822

*Interior work in  
also on proposal*

Complete Carpentry Work  
New Kitchens - Bathrooms  
Basement Renovations  
Doors, Windows, Capping  
Roofing, Siding, Gutters  
Decks and Porches  
Electrical and Plumbing  
Concrete, Paving & Excavation  
Trucking, Transport & Logistics



320 Prospect Avenue  
Clifton Heights, PA 19018  
Phone: 610-496-6180  
Fax 610-622-1272  
e: cjburdsallconstuction@msn.com  
Lic: PA038829  
Since 1887

Estimate       Proposal       Invoice       Contract

Submitted to: <i>TISH BOUTIQUE</i>	Contact: <i>TONDA &amp; JOHNNY</i>	Date: <i>7-13-16</i>
Street Address: <i>138 E. GAY STREET</i>	Job Name:	
City, State and Zip Code: <i>WEST CHESTER, PA 19380</i>	Job Location:	
Job Description: <i>GARAGE BUT REPAIR</i>	Phone Number:	

We hereby propose to furnish material and labor necessary for the completion of:

- *SURE UP EXISTING ROOF AND SECOND FLOOR*
- *INSTALL HEADER AT REAR END (GABLE) OF GARAGE*
- *REPAIR EXISTING PERSONNEL DOOR*
- *REMOVE & REPLACE ALL 1x8 FACIA ALONG PERIMETER*
- *ADD NEW FACIA WITH WHITE ALUMINUM*
- *REPLACE 20' OF REAR SOFFIT OF GARAGE REAR ADDITION*
- *REPLACE SMILE GUTTER & DOWN SPURT*
- *INSTALL NEW DOWN SPURTS TO ALLEY SIDE OF GARAGE*
- *REPAIR & REBUILD LEFT REAR GABLE SIDE OF REAR ADDITION*
- *DEMOLISH WOODEN CLOSET ROOM JUST INSIDE REPAIRED GABLE*
- *REPAIR ALL EXISTING W/ THAT IS DEAD*
- *REPAIR ROT ON 2 WINDOW FRAMES (2ND FLOOR ALLEY SIDE OF GARAGE)*
- *REPAIR DOOR & FRAME (2ND FLOOR ALLEY SIDE OF GARAGE)*

ESTIMATED COST ~~11,000~~ <sup>00</sup>

OPTIONS BELOW (NOT IN ESTIMATE ABOVE)

- \*NOTE - EXTERIOR BRICKS SHOULD BE POINTED - MAYBE INSIDE BRICK TOO
- WATER TABLE ABOVE DOOR FRAME IS ROTTEN.
- T-111 IS ROTTEN ABOVE LEFT CORNER OF GARAGE
- COULD ESTIMATE FLOOR BOARD IN A P.V.C. MATERIAL

All work to be completed in a workmanlike manner according to specifications submitted per standard construction practices. Any alterations or deviations from the above specifications or requests for alterations or unforeseen additional work required to complete the proposed project, may generate an additional cost to the below proposed sum of:

dollars \$

Payment to be made as follows:

Terms are 1/2 at the time of start,  
1/4 at halfway point and  
balance due upon completion

20% Interest will be applied monthly to any  
outstanding balance. \$35 charge will be applied  
to Returned Checks.

Signature of Customer: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Proposal valid for 30 days, at which time pricing will be re-evaluated.



## Department of Building, Housing & Codes Enforcement

Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street ▪ West Chester, Pennsylvania 19380  
610-696-1773 ▪ Fax: 610-692-7958 ▪ web: www.west-chester.com

November 3, 2016

**NOTICE IS HEREBY GIVEN** that the Zoning Hearing Board of the Borough of West Chester, Pennsylvania has scheduled a Meeting at **5:30 pm, December 12, 2016** to be held in Room 240, 401 East Gay Street, West Chester, Pennsylvania. The purpose of this meeting is to hear the following appeal(s).

APPEAL #924	<i>Applicant:</i>	22 East Market St LLC Zukin Inc
	<i>Property Address:</i>	22 East Market St
	<i>Zoning District:</i>	TC

Applicant is proposing to convert the 2<sup>nd</sup> and 3<sup>rd</sup> floors from office use into two dwelling units. A parking variance is required from Section 112-73;C(2) for 4 parking spots, and alternatively variances from Sections 112-74 and 112-76.

APPEAL #925	<i>Applicant:</i>	Penn Medicine
	<i>Property Address:</i>	701 East Marshall St
	<i>Zoning District:</i>	IS

Applicant is proposing to install a ground sign at the south entrance, 63.06 square feet in area, 9.5" in height. Variances are requested from Section 112-81;B(2)(h) and 112-83;C(2)(a) to exceed the 6' height and maximum area of 24 square feet.

The application(s) are available for public review at the Department of Building & Housing at 401 East Gay Street, West Chester, Pennsylvania. The above appeal(s) will not necessarily be heard in the order listed. All interested persons will be given an opportunity to be heard at this Public Meeting.

Respectfully,

Michael A. Perrone, C.B.O  
Zoning Officer

MAP/dcd

LAW OFFICES  
**STIVALE LAW OFFICES, PLLC**  
ATTORNEY AND COUNSELOR AT LAW

MILLS OF VICTORIA, SUITE 103  
1489 BALTIMORE PIKE  
SPRINGFIELD, PENNSYLVANIA 19064  
(610) 543-8800  
(610) 543-8803 fax  
lstivale@stivalelaw.com

LEE A. STIVALE+  
JONATHAN A. SENKER\*

\*ALSO MEMBER OF NY AND NJ BAR  
+LLM TAXATION

October 14, 2016

Michael Perrone, Director  
Department of Building, Housing and Zoning Regulations  
West Chester Borough  
401 East Gay Street  
West Chester, PA 19380

Re: Owner: 22 East Market Street, LLC  
Property: 22 East Market Street  
Zoning Hearing Board Application

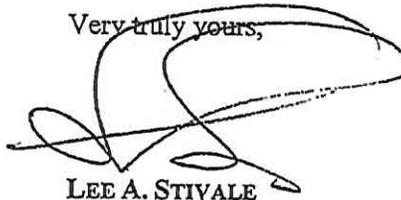
Dear Mr. Perrone:

This office is counsel to the property owner above captioned and submit aa application to the Zoning hearing Board, building plan attached as Exhibit "A" thereto and filing fee of Six Hundred (\$600.00) Dollars.

A copy of the application is enclosed. Please date stamp the copy and return to the courier.

Please process and advise.

Very truly yours,



LEE A. STIVALE

LAS/mtf

cc: Zukin Realty

**BEFORE THE ZONING HEARING BOARD FOR WEST CHESTER BOROUGH  
APPLICATION FOR VARIANCE**

- **Name and Address of the Applicant.**  
22 East Market Street, LLC  
c/o Zukin Realty Inc., 121 East Gay Street, West Chester PA 19380
- **The name and address of the Owner or Real Estate to be affected by the Appeal or the proposed Special Exception or Variance.**

22 East Market Street, LLC  
c/o Zukin Realty Inc.  
121 East Gay Street  
West Chester PA 19380

- **A brief description and location of the Real Estate to be affected by the Application or Appeal.**

The real property involved in this zoning appeal is located at 22 E. Market Street; located on the south side of East Market Street at the intersection of E. Market Street and Sharon Alley (the "Property"). The Property is improved with a singular structure having three stories. The Property was most recently occupied for commercial office space on all three stories.

The street level floor is currently occupied by commercial office and personal service forms of business. The upper two stories are vacant and have been unoccupied for many years. The Applicant has been unable despite commercially reasonable efforts to lease the upper two floors for commercial office space. The Applicant intends to add an addition to the second and third floors and convert the interior use of the second and third floors to two (2), two (2) bedroom residential apartments.

The Property does not have any available lot area for parking and has historically existed without any onsite parking.

- **A statement of the present Zoning Classification of the real estate in question, the improvements thereon and the present use thereof.**

Town Center

As stated above, the existing improvements are a singular structure having three stories. The last use of the property was for commercial office.

- **A Statement of the Section of the West Chester Code under which the Variance or Special Exception requested may be allowed, and reasons why it should be granted. The Board may decline to consider any ground or reason for the relief sought which is not stated in the Notice of Appeal or Application.**

The prior commercial office uses were nonconforming when the same did not provide for any onsite parking pursuant to Zoning Ordinance Article 112. The prior commercial office use would require four (4) parking spaces under Article 112. The Applicant, by converting the commercial office use on the second and third stories would increase by two (2) parking spaces when Article 112-74 (A) would require six (6) total parking spaces, in the aggregate, for the commercial and residential uses.

Article 112-73 requires that required parking spaces shall be on the same lot as the principal use. Article 112-76 provides for relief to the on-site parking requirement permitting required parking to be located on a separate parcel within three hundred (300) feet of the building entrance on the Property. Upon information, there is no available parking within 300 linear feet of the building entrance of the Property.

The Applicant requires a variance, in the alternative:

- (1) Variance to parking regulations, generally, to permit the conversion and expansion of the second and third floor of the subject property without requirement that additional off-site parking be derived in compliance with Section 112-74; or,
- (2) Variance to Articles 112-74 and 112-76 to allow accessory parking (for conditional use application purposes) for parking spaces at a lot owned by Applicant located at 347 W. Market Street which is approximately 1,300 linear feet from the entrance to the Property structure; or,
- (3) Variance to Article 112-76 to allow accessory parking (for conditional use application purposes) for parking spaces upon off-lot parking spots upon land not less than 300 feet but not more than 1,050 feet of the entrance to the Property structure.

The relevant sections of the Zoning Ordinance from which relief is being sought is Article VII, Town Center, Section 112-74 *et seq.*

The Applicant respectfully suggests that the unique physical conditions related to the development of the Property, and the Town Center generally, preclude the Applicant from complying with the Parking regulations under Article 112. The hardship is not self-created and has been incurred because of the historical development of the subject Property for commercial uses which existed before parking regulations were imposed by zoning ordinance. Despite commercially reasonable efforts, the second and third floors of the subject Property have remained vacant for many years; and therefore has been made practically worthless by the parking regulations which would preclude conversion for a productive use. The grant of the variance would not alter the essential character of the neighborhood; and in fact, is consistent with the development objectives articulated by the Borough planning boards to provide residential uses on floors above street-front commercial uses in the Town Center.

**A reasonably accurate description of the present improvements and the additions intended to be made under the Appeal or Application, indicating the size of such proposed improvements, material and general construction thereof. In addition, there shall be attached a Plot Plan of the Real Estate to be affected, prepared (except where otherwise authorized by the Zoning Officer) by a Registered Engineer or Land Surveyor, indicating the location and size of the lot and the size of improvements now erected and proposed to be erected thereon.**

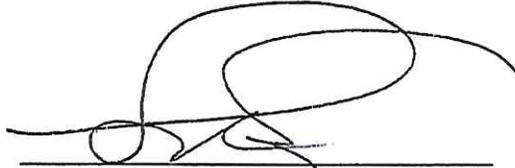
Plans depicting the improvements to the Property and the parking load calculation area attached to this Application. Those plans and materials are incorporated herein by reference.

- **Minimum two (2) copies of the above application and all plans associated with the application.**

- A PDF copy of the application and plans on disk.

FORTHCOMING

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lee A. Stivale", written over a horizontal line.

LEE A. STIVALE, ESQUIRE  
Attorney for Applicant  
22 E. Market Street, LLC



Gregory J. Davis  
Phone: (610) 251-5065  
Fax: (610) 408-4408  
gdavis@saul.com  
www.saul.com

November 3, 2016

VIA HAND DELIVERY

Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380  
Attn: Mr. Michael Perrone, Zoning Officer

**RE: Penn Medicine, Chester County Hospital  
701 East Marshall Street  
Zoning Hearing Board Application**

Dear Mr. Perrone:

I represent Penn Medicine, Chester County Hospital (the "Hospital") in connection with its appeal to the Zoning Hearing Board (the "Application") for signage at the Hospital's property located at 701 East Marshall Street (the "Property").

In support of the Application, I am herewith enclosing the following:

- 1) Two (2) copies of the Application;
- 2) Two (2) copies of the Deed evidencing Applicant's ownership of the Property;
- 3) Two (2) copies of the following Plan Sheets/Renderings:
  - a. Zoning Exhibit Plan (A.1-01), prepared by SSM Group, Inc., dated 11/1/16;
  - b. Rendering titled "Marshall Street Messaging Requirements", prepared by Two Twelve;
  - c. Rendering titled "Sign Type BB1", prepared by Two Twelve;
- 4) One (1) CD containing the Application and supporting documents; and
- 5) Application Fee check payable to "West Chester Borough" in the amount \$600.00.

**Description/Location of the Real Estate**

Chester County Hospital Campus – 701 East Marshall Street  
Tax Parcel Nos. 1-2-70 and 1-2-102

The Hospital's campus consists of 11.71 acres of land in West Chester Borough, and 23.11 acres of land in West Goshen Township, and is currently improved with buildings and

parking serving the existing hospital use. The portion of the Property located within West Chester Borough is zoned IS-Institutional.

**Applicable Sections of the West Chester Borough Zoning Ordinance and Basis for Request**

As part of the Hospital's ongoing redevelopment project, the Hospital is proposing a new monument/ground sign at the to-be reconfigured south entrance to the campus, off of East Marshall Street. The Borough's Zoning Ordinance limits the height of ground signs to six feet (Section 112-81.B(2)(h)), and limits the size of such signs in the IS District to 24 square feet (Section 112-83.C(2)(a)). In order to provide patients and visitors of the Hospital sufficient notice of the location of the south entrance to allow them to react and safely maneuver onto the south entrance driveway, the Hospital's proposed monument/ground sign is proposed to be 9'-5 1/2" in height, and 63.06 square feet in area (*see* enclosed exhibits).

Importantly, under Section 112-83.C(2)(a), the Hospital would be permitted two 24 square feet ground signs on East Marshall Street, totaling 48 square feet; whereas, by way of this Application, the Hospital is requesting only one ground sign at this location. The Hospital submits that the proposed sign, if permitted, will not alter the essential character of the neighborhood, impair the use or development of adjacent property, or be detrimental to the public welfare. Further, the requested variances represent the least possible modifications of the Zoning Ordinance.

At your earliest convenience, please confirm that the Zoning Hearing Board will hold a hearing on the Hospital's Application on December 13, 2016. Thank you for your help.

Very truly yours,



Gregory J. Davis

GJD/pad  
Enclosures

# MARSHALL STREET MESSAGING REQUIREMENTS

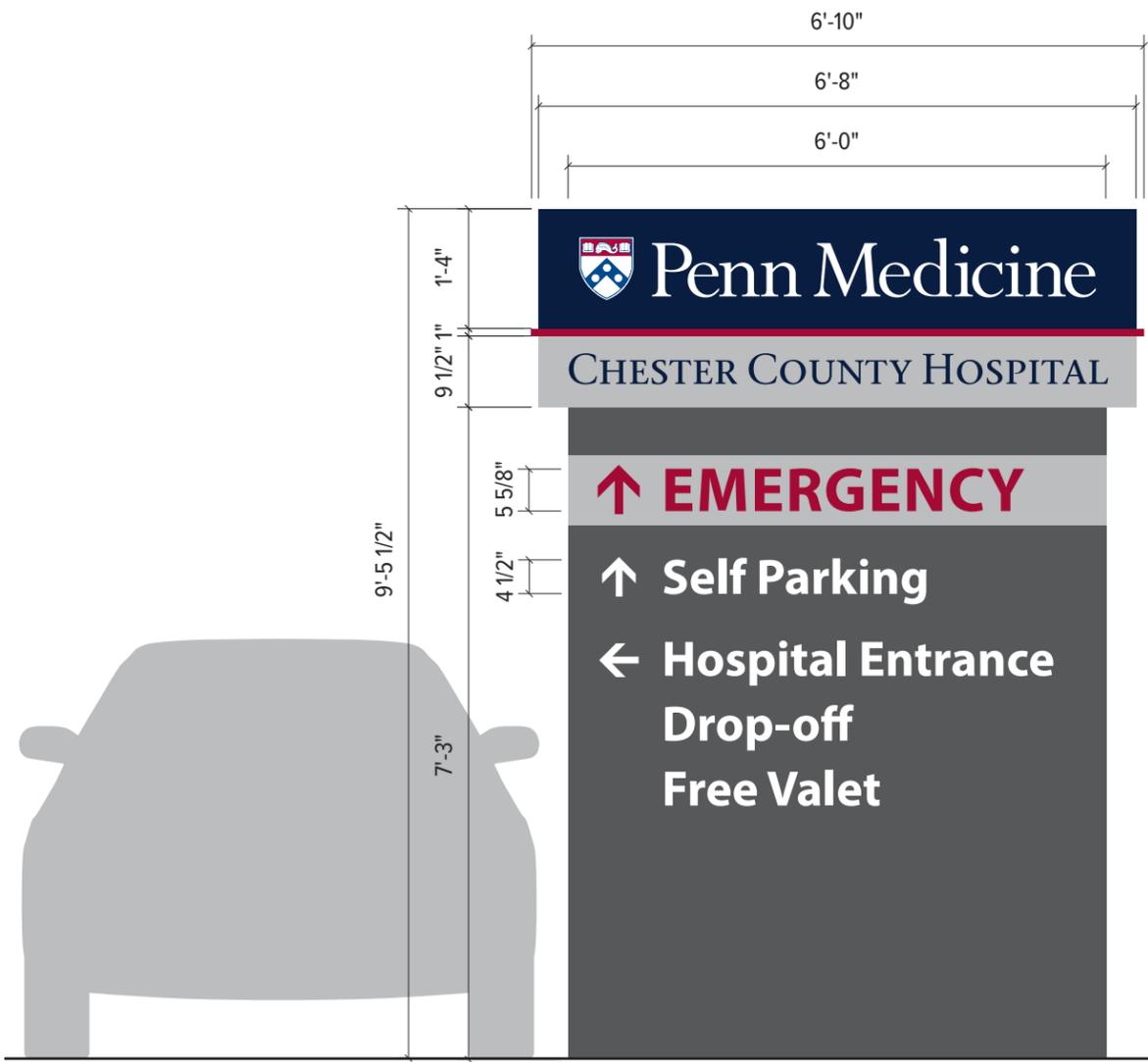


Sign Type BB1-01	
<b>SIDE A</b>	
↑	Emergency
↑	Self Parking
←	Hospital Entrance
←	Drop-Off
←	Free Valet
<b>SIDE B</b>	
→	Hospital Entrance
→	Drop-Off
→	Free Valet

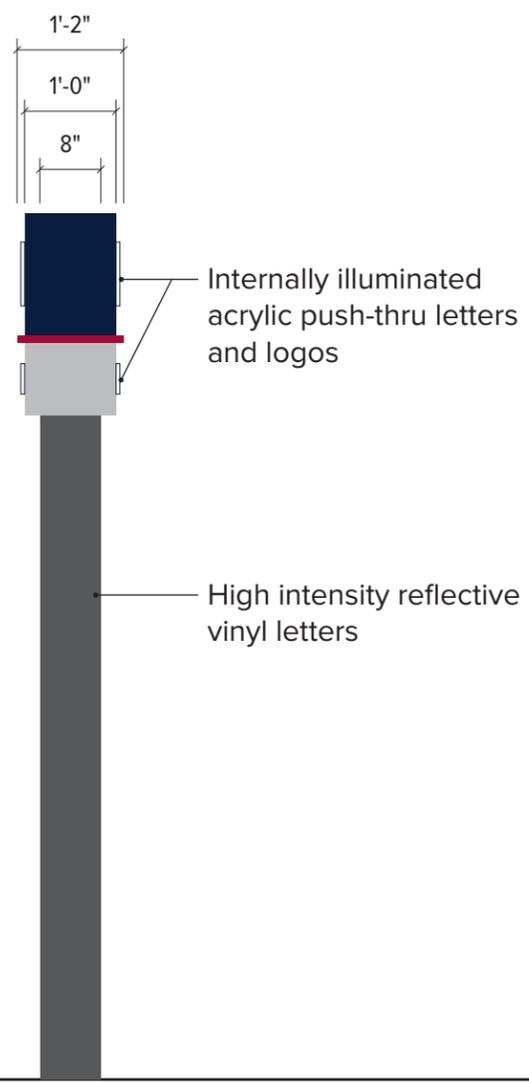
 **CLEAR SIGHT TRIANGLE:**  
No vision obstructing object permitted.

 **SIGHT DISTANCES:**  
No elements may obstruct vision above the height of 2 feet.

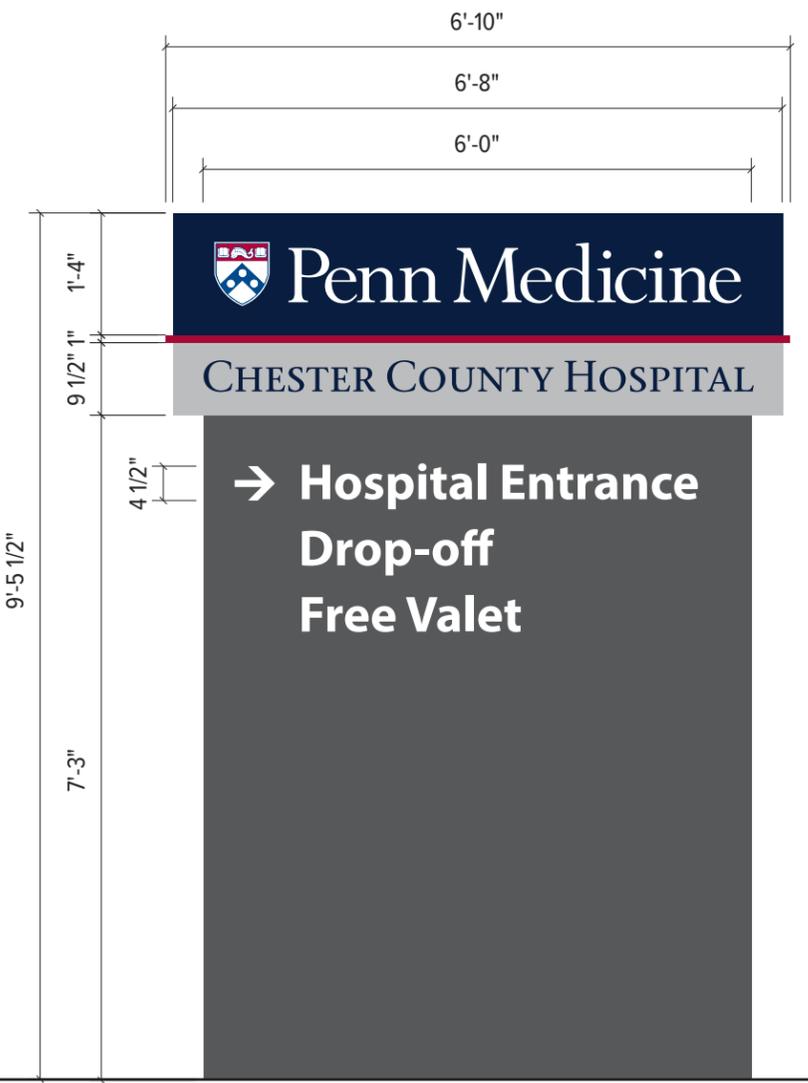
# SIGN TYPE BB1



**SIGN TYPE BB1  
NORTHBOUND ELEVATION  
SQF: 63.06**



**SIDE VIEW**



**SIGN TYPE BB1  
SOUTHBOUND ELEVATION  
SQF: 63.06**



This Deed, made this second day of October 1964

Between, MARGARET R. O'CONNELL, Widow, of Montgomery County, Maryland,  
(hereinafter called the "Grantor"),

of the one part, and CHESTER COUNTY HOSPITAL, a non-profit corporation, of the  
Borough of West Chester, Pennsylvania, (hereinafter called the "Grantee"), of the other part.

Witnesseth, That in consideration of NINETY-ONE THOUSAND AND 00/100 (\$91,000.00)  
DOLLARS in hand paid, the receipt whereof is hereby acknowledged, the said Grantor doth hereby grant and convey unto the said  
Grantee its successors and assigns.

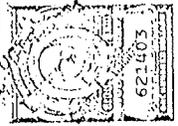
ALL THAT CERTAIN tract or piece of land situate partly in the Borough  
of West Chester and partly in the Township of West Goshen, County of Chester  
and State of Pennsylvania, bounded and described as follows:

BEGINNING at an iron pin set in Goshen Avenue a corner of land be-  
longing to Vernon L. Hoffman, et al, and also a corner of land belonging to  
Helen M. Dean; thence extending along Goshen Avenue, North 81 degrees 59  
minutes 30 seconds East, 580.69 feet to an iron pin; thence continuing along  
the middle of Goshen Avenue by land of Hoopes, Brothers & Thomas Company,  
North 81 degrees 6 minutes 10 seconds East 602.9 feet to an iron pin; thence  
leaving Goshen Avenue and extending along land of John D. Jacob, passing over  
a marble stone set on the South side of Goshen Avenue and also passing over  
a marble stone set on the North side of the Boot Road, South 23 degrees 31  
minutes 40 seconds East, 563.25 feet to an iron pin set in the middle of  
Boot Road; thence extending along the middle of Boot Road the next two courses  
and distances, to wit: South 33 degrees 1 minute 20 seconds West, 485.3  
feet to an iron pin; thence South 17 degrees 36 minutes 30 seconds West,  
298.86 feet to an iron pin; thence leaving the Boot Road and extending along  
the land of the Chester County Hospital and along a private road called  
Hemlock Drive or Nicholas Avenue, North 25 degrees 37 minutes 30 seconds  
West, 185.04 feet to an iron pin; thence leaving Nicholas Avenue and extend-  
ing along land of the Chester County Hospital passing over a marble stone  
set on the West side of said Avenue, South 64 degrees 22 minutes 30 seconds  
West, 609 feet to a marble stone; thence extending along land of the Chester  
County Hospital and land of Vernon L. Hoffman, et al, North 12 degrees 18  
minutes West, 311.02 feet to a concrete stone marker; thence continuing  
along land of Vernon L. Hoffman, et al, and passing over a marble stone set  
near the South side of Goshen Avenue, North 22 degrees 40 minutes West,  
895.90 feet to the first mentioned point and place of beginning.

CONTAINING 26.112 acres of land, more or less.

BEING the same premises which Thomas O'Connell by deed dated May  
31, 1946 and recorded in Chester County in Deed Book P-22, Vol. 537, page 105  
conveyed unto Thomas O'Connell and Margaret R. O'Connell, his wife, in fee.

AND, the said Thomas O'Connell has since died, June 19, 1964,  
 leaving his wife, Margaret R. O'Connell surviving him, in whom premises  
 vested by right of survivorship.



100.10

REAL ESTATE TRANSFER TAX  
 PAID ON 11/11/64  
*John B. Gruff*  
 Tax. Col.

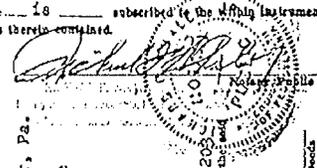


910.-

And the said Grantor do hereby covenant to and with the said Grantee that she SHALL and WILL  
 Grantor, for herself, her heirs and assigns WARRANT and forever Defend the herein above  
 described premises, with the hereditaments and appurtenances, unto the said Grantee, its successors  
 and assigns, against the said Grantor and against every other person lawfully claiming or who shall hereafter claim the  
 same or any part thereof, by, from or under her, them or any of them.  
 IN WITNESS WHEREOF, the said Grantor has caused these presents to be duly executed, the day and year first above written.  
 SEALED AND DELIVERED In the Presence of:

*Margaret R. O'Connell*  
 Margaret R. O'Connell  
 (Seal) (Seal) (Seal) (Seal)

State of Pennsylvania County of Chester  
 On this Second day of October 1964, before me, the  
 undersigned officer, personally appeared Margaret R. O'Connell, widow  
 known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument  
 and acknowledged that she executed the same for the purposes therein contained.



Oct 2 1 06 PM '64  
 RECORDER OF DEEDS  
 CHESTER CO. PA.

78-23  
 Read  
 MARGARET R. O'CONNELL,  
 WIDOW  
 -to-  
 CHESTER COUNTY HOSPITAL

The address of the Grantor is  
 Boot Road, West Chester, Pa.  
 Commonwealth Land Title  
 Insurance Company  
 C. 190-906 WC

RECORDED IN DEED BOOK A36 PAGE 204  
 GIVEN under my hand and the seal of this office, the date above written.

Recorder of Deeds

A 36 PAGE 204

35

# **Borough Council Worksession Meeting Minutes October 18th, 2016 – 7:00 pm**

## **Borough Council Chambers, Municipal Building**

### **Council Attendance:**

Michael Galey  
Donald Braceland  
James Jones  
Ellen Koopman  
William Scott  
Jordan Norley  
Mayor Comitta

1. Meeting call to order/Pledge of Allegiance.

President of the Borough Council Koopman called the meeting to order. Mr. Galey led those in attendance the Pledge of Allegiance

2. Comments by Mayor and Council.

3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda

a. Darrel Cook, South Walnut Street, asked why the south bound side of Matlack Street needs to be closed during the Chili Cook Off. Mrs. Koopman stated she was unsure of the answer and will have someone contact him with an explanation of why it is closed.

b. Malcom Johnstone, Business Improvement District, introduced the new president of the Chester Counter Historical Society, Elizabeth Laurent.

Elizabeth Laurent, Chester County Historical Society President, briefly introduced her work background. She also announced upcoming events happening at the Historical Society.

c. Mr. Johnstone also presented to council the graphics for the light post banners.

Council approved the graphics and placed this on the consent agenda.

Ms. Koopman took item #17 next.

17. Consider 147;151-55 W. Gay Street – Reverse Subdivision  
**(Smart Growth Committee recommend approval 2-1)**

Scott Zukin, owner of 147 and 151-155 W. Gay Street, explained that 147 and 151 W. Gay Street were once used as one unit. Now they are used separately. He is also looking for a safer access from Darlington Street to apartments over Saloon 151. A reverse subdivision is necessary to breach the common walls between these properties.

Council asked for this to be placed on discussion for tomorrow night's meeting.

Ms. Koopman took item #18 next.

18. Consider 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.)

Mr. Galey stated the plan is to build a 5 unit townhouse development at 632 S. Matlack Street. Currently there is a small house and garages on this lot.

4. Presentations by building renovation architectural firm final candidates:

Mr. Cotter explained the borough had received 12 RFP's for the Borough Municipal Building Renovation Project. The staff identified 3 finalists for council to choose from: The Goldstein Partnership, Architectural Concepts, and Hammel Associates Architects. Mr. Cotter stated that the Council presentation and review is the last step in the evaluation process.

a. Goldstein Partnership

Eli Goldstein and Laura Berwind presented to Council their firm's qualifications for the project, and reviewed with Council their approach to the project.

Mr. Jones asked how many of the 22 designs the firm created were constructed. Mr. Goldstein stated approximately 75% were actually built.

b. Architectural Concepts

Jim Cherry, Vice President of Architectural Concept, went over Architectural Concept qualifications for, and experience relative to, the borough's project.

Ron Thompson, Registered Architect, went over relevant project experience at Radnor Township, Mitchell Hall at West Chester University, and East Vincent Township.

Mr. Norley asked if they have done any projects with police stations that need to stay up and running.

Mr. Cherry stated yes, specifically that East Coventry and Radnor's police departments occupied spaces they designed for renovation. He then, at Mrs. Koopman's request, went into the design/workflow solution specific to Radnor.

c. Hammel Associates

Ted Vedock, Principal Architect, briefly went over the history of Hammel Associates and introduces the team members for the project, Ken Hammel the Managing Architect and Marzena Wolnikowski the Project Manager.

Ms. Wolnikowski presented the design project for the borough building.

Mr. Norley asked about change orders amounts for project the firm has worked on projects?

Mr. Vedock sees a 1% to 2% of project costs as change order cost for projects. They use these as a learning experience.

Mrs. Koopman asked about retaining the functionality of the police department through a renovation.

Mr. Hammel explained when you are looking at it as the employees making the changes it is disruptive and not the best method. Their proposal is to keep the police at the location and make it as functional as possible through the renovation.

Ms. Koopman took item #12b next.

12. Consider Banner Permits:

b. Cystic Fibrosis Foundation – W. Market St. 11-3-2016 – 11-17-2016  
(Updated info attached)

Mrs. Koopman expressed her concern for the banner size?? for the Cystic Fibrosis Foundation event banner.

Hanna Vollagason, Delta Phi Epsilon at WCU, explained that she make sure that the banner will meet West Chester's banner requirements.

Ms. Koopman took item #16 next.

16 . Consider Barclay Park Donor Sign and proposed Tree Signs  
(Public Works recommend approval 2-0)

Mr. Braceland explained the Barclay is looking to add another sign and tree signs to the park.

Chris Lang, West Ashbridge Street, stated the Barclay Grounds Preservation Alliance (BGPA) is looking to raise money to pay back the borough. They would like to put a sign in the park listing the sponsors for the project. Also, they are looking to have signs that identify the trees on the grounds and as a fundraising tool. He explained these signs would be maintained and up kept by the BGPA.

Mrs. Koopman asked about the committee's concern for the fonts on the signs.

Mr. Braceland stated the font will be like the Barclay Park identification sign. They believe it will be easier to read.

Mrs. Koopman stated the committee's approval was contingent on the general fundraising agreement amendment pending between the Borough and the BGPA?? to be completed before this project moves forward.

Ms. Koopman took item #7 next.

7. Consider request from Malcolm Johnstone from West Chester BID for use of some parking spaces in Lot 10 during the 5 weeks of water pipe replacement on Church Street. (Parking Committee recommend approval 2-0)

Mr. Johnstone suggested having the commuting contractors to use lot 10 parking or the borough lot to keep parking spaces on Church St. available for people who come into town.

Mr. Jones asked how many spaces are they looking for.

Mr. Johnstone stated they have about 10 commuters looking for spaces.

Mrs. Koopman asked about having a temporary parking pass.

Mr. Jones stated they didn't want to offer these parking pass.

Mrs. Koopman suggested to allow them to use the 4 spaces in lot 10 spaces for the 5 weeks.

Mr. Jones added on to have them pay full price for the parking passes.

This item went to the consent agenda.

5. Presentation regarding Campus Zoning Overlay Concept

Mr. Cotter provided council with an update on the Campus Zoning Overlay Concept. West Goshen is in support of this and West Chester University believes this process will add value for it, as well, and is therefore generally supportive. The next steps are to expand the current staff working group to include representatives from each community (elected and neighborhood) and the University to create a draft ordinance for each community to consider.

Mr. Norley asked what the need is from a council member time wise.

Mr. Cotter explained it will be about 3 or 4 meetings that will about 2-3 hours each.

Council agreed the three borough elected officials to be involved in the working group are Mr. Norley, Mr. Jones, and Ms. LeBold if she would like to be involved.

Mr. Jones suggested to amend the Borough manager's memo outlining the overlay concept, specifically item number 8 in the issues section, to not only connect the campus to the borough's town center but also connecting the different parts of campus. Council's consensus was that was an acceptable revision.

This item went to the consent agenda.

6. Consider Resolution #16-2016, PEMA Winter Storm Reimbursement (Finance Committee recommend approval 2-0)

Mr. Norley stated they need to adopt the resolution in order to be reimbursed by PEMA for the winter storm Jonas expenses.

This item went to the consent agenda.

8. Consider parking on unit block of W. Biddle St.  
(Parking Committee recommend approval 2-0 to take no action until the Master Parking Plan is finished)

Council agreed to take no action on this item.

9. Consider award to Borough Manager for 2015 Performance Bonus

Mr. Norley explained the council members drafted a evaluation process to determine the Borough Manager's work performance. Based on the evaluation, the Borough Manager would get a \$8,200 Performance Bonus for his 2015 work.

Mr. Jones asked for this item to be on the discussion agenda for the council meeting.

10. Presentation by Council person Diane LeBold concerning Dog Sheltering Ordinance

This item was tabled because Ms. LeBold was absent and staff needed time to collect more information.

11. Consider appointing Deborah Enea for vacant WC Library Board Position  
(Public Works Committee recommend approval 2-0)

Mr. Braceland explained Ms. Enea is extremely qualified for the position. The public Works Committee recommended 2-0 for approval. This item went to the consent agenda.

12. Consider Banner Permits:

a. Stanley's Dream – W. Gay St, 12-14-2016 – 1-8-2017

Mr. Jones stated this item was approved 2-0 from committee.

b. Cystic Fibrosis Foundation – W. Market St. 11-3-2016 – 11-17-2016  
(Updated info attached)

Council considered item 12b. earlier – see above. Both items went to the consent agenda.

13. 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)

Mr. Braceland all items are approved pending police approval. Since Recreation Director Keith Kurowski was not present, Council put all three items on the discussion agenda for the next evening.

14. Consider Marshall Square Park playground installation contract

This item was moved to tomorrow night's discussion agenda.

15. Consider Street Tree Planting Bids  
(Public Works recommend approval 2-0 pending execution of said addendum)

Mr. Braceland went over the Street Tree Planting Bids. Countywide won the bid. They plan to plant 200 trees this fall and the spring and fall of 2017.

Mr. Scott asked how many trees were supposed to be planted this past spring?

O.B Laing answered 50 trees.

19. Review Hickman Land Development Agreements Operation Maintenance Agreement

- a. Stormwater (3-0 approved by Smart Growth)
- b. Financial Security
- c. Land Development

Mr. Perrone explained that Stormwater agreement is a normal part of the land development process. It allows inspectors to go onto private property. The other documents will need to be approved later after he and the solicitor go through them.

Council put this item on the consent agenda.

20. Consider Certificates of Appropriateness:

- a. 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
- b. 135 E. Gay St. – Zukin, Scott  
1st floor addition; 2nd and 3rd 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.
- c. 106 W. Market St. – Zukin, Scott  
Replace damaged shingled pent roof  
Approve as presented
- d. 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
- e. 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.

- f. **Approved as presented**  
200 N. High St. – Sutton Walters  
Building mounted sign on front façade'  
**Approve as presented**
- g. 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**
- h. 9 N. Church St. – Giannaccari, Alfredo  
1st 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**
- i. 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”)**

Mr. Perrone explained items H&I were not efficient for HARB to make a recommendation. They asked the architects to revise their plans in order to get an approval. They met the conditions. All items are in good order. Council put them all on the consent agenda.

21. Zoning Appeals:

- a. Appeal #922 – Douglas Milbourne – 127 E. Miner St.
- b. 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)**

Mrs. Koopman explained that the legal issue involved in item b requires the solicitor to appear at the zoning hearing on behalf of the borough. the solicitor is not needed for item A.

Mr. Perrone explained item b was for an enforcement notice. It has been appealed.

Council agreed to send the solicitor to the hearing on Appeal #923.

22. Consider approval of September minutes

Mr. Jones stated he submitted a few corrections and they have been fixed.

Council agreed for this item to be placed on the consent agenda.

23. Public Comment

Bill Scott asked Mac Cotter to review what would be on the discussion agenda tomorrow night.

Jim Jones pointed out that both Planning Commission and the Special Finance Committee meeting are scheduled in Council Chambers at the same time on October 25. Mac Cotter said he would change the Planning Commission to Room 240.

Meeting adjourned at 9:54PM.

# Borough Council Meeting Minutes October 19th, 2016

## Borough Council Chambers, Municipal Building

### Council Attendance:

Diane LeBold  
Michael Galey  
Donald Braceland  
James Jones  
Ellen Koopman  
William Scott  
Jordan Norley

1. Meeting call to order/Pledge of Allegiance.

President of the Borough Council Ellen Koopman called the meeting to order. Mr. Scott led those in attendance the Pledge of Allegiance

Mrs. Koopman pulled item 10b from the consent agenda.

2. Comments by Mayor and Council.

Mrs. Koopman announced Borough Council had two executive sessions, one was held after Borough Council Worksession on October 18th to discuss personnel matters and on October 19th at 5:30pm to discuss legal business.

Mr. Jones announced that the WCU homecoming safety walk will be held Saturday, 22 October.

Ms. LeBold announced the dates for the ChesCo Pops concerts in October.

Mr. Braceland acknowledged the repaving of Bradford Avenue.

Mr. Scott reminded everyone about the Veterans Day parade and announced the dedication of the fountain at Marshall Square Park. He also suggested looking at making an ordinance for hanging the confederate flag in the Borough.

Mr. Norley reminded everyone to vote at the upcoming election.

Mrs. Koopman thanked the Fire Department and Sergeant O'Donnell for doing outreach programs in the community about safety.

Mr. Scott also recognized Gil Robinson for the "We Support West Chester Police" signs he created and purchased, and the article in the Daily Local News about the signs.

3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda

Sue Bayne, 726 S. Penn Street, reminded everyone about the end of daylight savings and

to replace the batteries in their smoke detectors. She asked if Council would re-instate a past practice of inviting the Fire Company to make this important public safety announcement.

Rodney Kaplan, West Chester University Student Government Senator, announced that the University will be holding a forum to talk about community issues on November 11th. He invited everyone to join the event.

4. Authorization to publish the draft Comprehensive Plan for public comment

Mr. Scott explained council has to pass a comprehensive plan by the end of the year. The draft is ready to be distributed for formal comment.

Holly Brown, Comprehensive Plan Task Force Vice Chair, explained that the Borough's new planning consultant, Dottie Ives-Dewey, has made the Comprehensive Plan much easier to read and understand.

Ms. LeBold moved to authorized the publication draft of the Comprehensive Plan for public comment. Mr. Jones seconded the motion. Motion passed 7-0.

5. Action on Municipal Building Design RFP's

Mrs. Koopman explained the Municipal Building Renovation Design RFP process. The candidates interviewed at council's worksession meeting were the final 3 picked by Mr. Cotter, Mr. Perrone, and Chief Bohn.

Mr. Norley asked if we are choosing just the firms themselves or the full renovation.

Mrs. Koopman confirmed they would only be choosing the firm, should council agree that something needs to be done to renovate the building. Should that consensus exist, council could then select a firm, and then start working on which renovation plan best serves the community.

Mrs. LeBold suggested for all council members to take a tour of the building so they can see what really needs to be done.

Mr. Norley stated after last night's presentations he believes it should either be Goldstein or Hammel.

Mr. Scott asked if Goldstein had more of an advantage since they created the original concept.

Mr. Cotter stated they did not have much of an advantage. Goldstein does have more in-depth knowledge about the building, and he has worked with them on two projects in the past. He was impressed with Hammel's presentation, knowledge and technical skills, and by demonstrating how to find an extra 1,000 square feet in the stairwell and while saving \$45,000 in renovation expense.

Mr. Galey stated the Hammel made an excellent point with the changeover. He is comfortable choosing them.

Mr. Jones said he believed all firms presented well. He went over his notes on each one and the evaluation worksheet that was provided by staff. He likes Hammel and believes Architectural Concept would be another good choice.

Mrs. Koopman stated she thought it was between Goldstein and Hammel. Hammel is her first choice. She thought they demonstrated a thorough and deep level of engagement on the project and would work towards achieving council's goals.

Mr. Scott asked which of the firms built West Whiteland Township's municipal building?

Mr. Cotter answered Goldstein.

Mr. Scott then asked if they had an advantage since they worked with Mr. Cotter in the past?

Mr. Cotter answered yes he has worked with Goldstein in the past at West Whiteland and with Architectural Concepts while serving as Westtown's manager. He knows the work both firms can do. He feels Hammel would be the best fit for West Chester.

Holly Brown stated she liked Hammel's presentation. She thought they were flexible and quick on their feet when asked a question.

Mr. Norley moved to award the Municipal Building Renovation Design Contract to Hammel Associates. Mr. Jones seconded the motion. Motion passed 6-0-1. Ms. LeBold abstained from the vote because she was not present for their presentations.

6. Consider 147;151-55 W. Gay Street – Reverse Subdivision  
(Smart Growth Committee recommend approval 2-1)

Scott Zukin, Owner of 147 and 151-155 W. Gay Street, passed out pictures to council to show what he was looking to accomplish with the reverse subdivision.

Mr. Norley expressed his concerns about making Saloon 151 a larger bar if the Star of India leaves.

Mr. Zukin stated at this time they are only looking to create a safe entrance for the tenants.

Mrs. Koopman confirmed he is looking to create access from the Star of India to 151 West Gay.

Mr. Zukin stated tenants will enter the first floor and walk up the steps, go over the Star of India and cross into the apartments over 151 West Gay Street.

Mrs. Koopman asked Mr. Cotter if there is a way to prevent the owner from expanding the bar operation on the first floor if they permit the reverse subdivision?

Mr. Cotter answered council would have to work that out with Mr. Zukin. Mr. Cotter stated there may be restrictions with the space stemming from Pennsylvania Liquor Control Board regulations.

Mr. Zukin stated the current owner of 147 West Gay is not looking to move and pays rent on time. He has no intention of terminating their lease at this time.

Mr. Norley expressed his concerns again about expanding the size of Saloon 151.

Council agreed to move this item to the November Smart Growth Committee to discuss further.

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)

Mrs. Koopman announced police have approved all of the events.

Ms. LeBold moved to approve the Special Event Permits. Mr. Braceland seconded the motion. Motion passed 7-0.

8. Consider Marshall Square Park playground installation contract

Mr. Jones moved to approve the Marshall Square Park playground installation contract subject to Mr. Cotter's final review. Ms. LeBold seconded the motion. Motion passed 7-0.

9. Consider Award of Bonus to Borough Manager for 2015 Performance

Mrs. Koopman explained last year's borough council created a point system to evaluate the Borough Manager's performance for 2015. The average score was 4.1 out of 5. The bonus, as per contract with the Manager, was not to exceed \$10,000. Given this, council applied the percentage relative to the score and recommends awarding Mr. Cotter a \$8,200 bonus.

Mr. Jones stated this will be the first bonus given in modern history to any borough employee, noted that Council recognizes the actions of firefighters and police officers without offering them bonuses, and asked exactly what Mr. Cotter did to get this bonus? Second, he noted that this is a financial decision and 2015 was not a great year financially. He urged everyone to be cautious of spending money and consuming resources that were not absolutely necessary.

Mr. Norley explained the bonus was a part of a negotiated contract when hiring Mr. Cotter as the Borough Manager. He believes the finance situation has improved tremendously since he has been here.

Mr. Scott agreed with everything Mr. Jones said. He also stated that what Mr. Norley said was true about the contract. He believes merit raises should happen.

Mr. Jones asked who negotiated the contract?

Mr. Norley answered all borough council members, the borough solicitor, and the

interim borough manager.

Ms. LeBold stated she had to leave the meeting. If she was asked to vote she would have abstained.

Sue Bayne, Penn St. read a part of Mr. Cotter's contract signed by borough council in regards to his bonus. She is concerned about a possible breach of contract, as the contract stated the decision should have been made in May and he would be paid in June.

Mrs. Koopman explained she asked for an extension. Both parties are aware of the issue and are working in good faith towards a resolution.

Ms. Bayne asked going forward will there be performance goals established?

Mrs. Koopman answered yes.

Ms. Bayne asked once the performance goals are finalized will it be added as an addendum to the contract?

Mrs. Koopman answered yes.

Mr. Norley moved to approve the \$8,200 performance bonus for the Borough Manager. Mr. Braceland second the motion. Motion passed 5-0-1. Mr. Jones abstained from the vote, citing guidance received from the Borough solicitor.

- 10b. Presentation regarding Campus Zoning Overlay Concept  
(Jordan Norley, James Jones, Diane LeBold named as elected officials for working group)

Mrs. Koopman pulled this item off the consent agenda to discuss the elected officials selected for the working group. She thought it would be more appropriate for Mr. Braceland to be a member of the working group since the University is primarily in his ward.

Mr. Jones stated that he has the expertise and knowledge for this working group. He asked council if they would rather have ward location or knowledge of the planning, zoning, history and the university be the determining factor in deciding who serves on the working group. He believes he can offer a fair amount of knowledge to help achieve results that benefit the borough.

Mrs. Koopman stated she did not want to understate Mr. Jones' knowledge and expertise. She thinks Mr. Braceland has an advantage to work with the residents directly affected by the overlay, which is important to get the community involved.

Mr. Braceland stated he can't argue with Mr. Jones in regards to his knowledge about zoning. He thinks that he will be a good buffer between the community and West Chester University.

Mr. Scott added it makes sense to have council members whose wards are directly impacted serving on the working group.

Mr. Norley moved to appoint himself, Ms. LeBold, and Mr. Braceland as the elected officials for the Campus Zoning Overlay working group. Mr. Jones seconded the motion. Motion passed 7-0.

10. Consent Agenda:

a. Approve request by Malcolm Johnstone for CCHS Banners on street poles

c. Approve Resolution #16-2016, PEMA Winter Storm Reimbursement  
(Finance Committee recommend approval 2-0)

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

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  
1st floor addition; 2nd and 3rd 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

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.  
Approve 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  
1st 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

Mr. Norley moved to approve Consent Agenda items a and c-m. Mr. Braceland second the motion. Motion approved 7-0.

11. Public Comment

Meeting adjourned at 9:00pm.