



Borough Council Meeting Voting Session
June 18, 2025 @ 6:30 PM
This meeting is recorded for public record.

Patrick McCoy, President	Member, 1st Ward	Term Expires: 12/31/25
Nicole Scimone, Vice President	Member, 4th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/25
Sheila Vaccaro	Member, 5th Ward	Term Expires: 12/31/25
Bernie Flynn	Member, 6th Ward	Term Expires: 12/31/27
Lisa Dorsey	Member, 7th Ward	Term Expires: 12/31/25

Mayor: Lillian L. DeBaptiste

Borough Manager: Sean Metrick

Borough Council Meeting:

I. Public Hearing @ 6:30 PM

- A. An Ordinance amending the Code of the Borough of West Chester, Chapter 54, titled Electrical Standards, Chapter 72, titled Mechanical Standards, and Chapter 82, titled Plumbing, by amending the licensing requirements for electrical contractors, mechanical contractors, and plumbing contractors performing work in the Borough of West Chester.

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

- A. The Borough Administrative offices will be closed on Thursday, June 19th in honor of Juneteenth.
- B. Vacancies on the Borough of West Chester Planning Commission and Transportation Advisory Committee. Please see the following link for further information:
<https://westchester.com/DocumentCenter/View/29687/Boards-and-Commissions-Vacancies--PC-andTAC>

V. Comments

Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda. Please be advised that all public comment has a 5-minute time limit.

VI. Comments by the Borough Council and the Mayor

- A. Citation of Appreciation to former Rail Restoration Committee Members – Presented

by Mayor Lillian DeBaptiste

- Jo Ann Kelton
- Thomas R Hickey

VII. Reports/Presentations

- A. West Chester Community Campus Committee, Academic Year Report to Council Dr. Julie Dietrich – West Chester University

VIII. New Business

IX. Old Business - Discussion

- A. Motion to approve letter of support to Safe Harbor of Chester County for their proposed building project (attachment) *Issue: Provide requested letter of support for grant funding opportunities*
- B. Motion to schedule a Public Hearing, July 16 @ 6:30 PM, to approve the five-year business plan with the West Chester Business Improvement District.
Committee Recommendation 3-0
- C. Motion to approve Flash Express Pay Parking agreement
Issue: Flash will provide one year of free payment enhancement technology for both Borough garages to allow registered parkers easy in and out access at all Flash locations.
Committee Recommendation 3-0
- D. Motion to temporarily amend memorandum of understanding with Hotel Indigo for overage of allotted monthly parkers in the amount of \$7 per day per car.
Issue: Amend MOU in the amount of \$7 per day per car for overages temporarily; and revisit costs when additional data is collected
Committee Recommendation 3-0
- E. Motion to approve updated resolution for Brandywine Valley Wayfinding Project
Issue: Resolution required for project
Committee Recommendation 3-0
- F. Motion to approve Resolution regarding handicapped parking spaces
a) 708 S. Adams Street- add
b) 108 S. Adams Street- add
Issue: Add Handicapped parking spaces to indicated properties
Committee Recommendation 3-0
- G. Motion to approve sales of items on Municibid. There are two salt spreaders, three decommissioned Ford Explorers and a decommissioned PW truck (44-16).
Issue: Items over \$500 in value require Council approval for sale
Committee Recommendation 3-0
- H. Motion to reallocate capital project budget expenses for Parks and Recreation 2025 – Horace Pippin Park and John O Green Park
Issue: Costs are being adjusted due to pricing changes

Committee Recommendation 3-0

I. Motion to approve purchasing requests

- a. Eagle Point Gun for \$18,000.00
- b. Marshall Square Park repairs for \$18,980.32
- c. Adorama for \$21,136.35
- d. Motorola for \$18,750.00
- e. USALCO for \$12,835.20
- f. T2 Systems for \$15,402.00

Issue: Review and recommend the approval of purchase orders exceeding \$10,000

Committee Recommendation 3-0

J. Motion to approve candidates submitted by the Mayor to Borough Council for hire as police officers.

Issue: Borough Council approval required for candidates for hire and promotion in Police Department.

No Committee Recommendation

K. Motion to approve special events applications

- a. St Agnes Feast of the Assumption, August 10, 2025.
- b. Mount Carmel COGIC, partnering with the Mayor's, Office Block Party, July 19, 2025

Issue: Review and approve special events applications

Committee Recommendation 3-0

L. Motion to approve HARB Certificates of Appropriateness

Issue: Consider a Motion to approve the May HARB Certificate of Appropriateness

- a. 2025-10-17 N. High St-Sign
- b. 2025-16 202 W. Gay St-Convert door to retail window
- c. 2025-17-235 E. Market St-Sign

Committee Recommendation 3-0

M. Motion to approve Resolution for final subdivision plans for minor lot line change at 401 W Washington St., Elks Club *Committee Recommendation 3-0*

N. Approve request from the BID to appoint Deborah Mack to fill a vacancy on the BID Board of Directors

O. Discuss appointing Pennoni as alternate zoning officer; and, to manage all Land Development/Subdivision applications *Issue: Approve alternate zoning officer to manage Land Development/Subdivision applications*

P. Discuss Solicitor attendance at the Zoning Hearing for 400 North Penn Street, Change of Use application

Item: Discuss need for Solicitor attendance at the June 23, 2025 Hearing

X. Other Business

XI. Adjournment

Visit www.west-chester.com for access to all attachments.

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.



Borough of West Chester

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www.west-chester.com

Borough Council

Patrick McCoy, President
Nicole Scimone, Vice President
Bernie Flynn
Lisa Dorsey
Brian McGinnis
Sheila Vaccaro
Bryan Travis

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

June 2, 2025

Notice of Public Hearing to Consider the Re-Authorization and Five-Year Plan of the West Chester Business Improvement District Authority

Wednesday, July 16th at 6:30 p.m.

The Borough Council of West Chester, at the request of the West Chester Business Improvement District Board of Directors, will hold a public hearing to consider action to extend the West Chester Business Improvement District (BID) for a period to end on December 31, 2030. In accordance with Pennsylvania state law governing special assessment districts and found in P.L. 949 No. 130, the Borough of West Chester is providing you with the enclosed preliminary/final plan for your review and comment.

The term of the current Business Improvement District was set for the period beginning January 1, 2021, and continuing through December 31, 2025, at which time it is due to sunset if no action is taken to extend it. During the past five years, the West Chester BID has provided programs, services, and benefits described in a five-year plan created by the downtown community and approved by the BID. Enclosed you will find the updated **Downtown West Chester Five-Year Plan for 2026 through 2030** that has been developed by the West Chester BID Board of Directors for you to review. This plan will continue to direct downtown revitalization activities for the BID.

This new plan **does not** have a rate change from the previous BID. This plan does include an expansion of the current business district boundaries. You may also see the complete and up-to-date plan at DowntownWestChester.com.

Public comments concerning this plan may be given at the public hearing.

WEST CHESTER BUSINESS IMPROVEMENT DISTRICT

FIVE YEAR PLAN

2026-2030



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LETTER FROM THE EXECUTIVE DIRECTOR

It has been a privilege and an honor to lead the West Chester Business Improvement District (BID), otherwise known as Downtown West Chester, over the last five years. When I came to the organization in July 2020, we were in the middle of the COVID-19 pandemic, which was ravaging our small businesses. Through hard work and perseverance, we came out of this generational disruption stronger and more dynamic. The West Chester Business Improvement District worked hard to give our small businesses a chance to thrive, and the continued growth of our beloved West Chester is a testament to that hard work.

Our mission at the West Chester Business Improvement District is to enhance the economic viability of our commercial property owners and businesses in the business district. We focus on recruiting and supporting small businesses in the district, marketing West Chester as a place to “Stay, Shop, Dine, Explore”, implementing new events to increase foot traffic in the town, serving as advocates for small businesses and property owners between local, state, and federal government, and finally enhancing the beauty and cleanliness of our town by implementing a Clean and Green Strategy.

A unique aspect of this plan is the expansion of the business district into more areas of the Town Center and Commercial Services zoning maps. We want to take the success we have had in our current district and broaden that to a wider area. This direction was taken based on feedback we have received over the last five years from commercial property owners and business owners outside of our district and from current and former members of the Borough Council.

The West Chester Business Improvement District has a record of success in helping improve the economic vitality and quality of life that our residents, business owners, and property owners have come to enjoy. As we look to the future, we want to continue to build on our record of success by driving more customers to West Chester, increasing the number of events we host, expand our efforts to keep the town clean, increase public art and greenery, and continue to give property and business owners the tools and resources they need to grow and thrive.



**JOHN
O'BRIEN**

Executive Director

3

MISSION AND VISION

MISSION

Our mission is to enhance the economic, cultural, and infrastructural vitality of downtown West Chester through an active public-private partnership between the Borough government, the West Chester community, and the business and property owners in the Business Improvement District. Vitality is achieved by attracting and retaining customers to West Chester, responding to the needs of our community including business owners, residents, and visitors, preserving our historic assets, and marketing our unique qualities to the Delaware Valley region and beyond.

VISION

We seek to sustain the sense of community in West Chester by fostering strong bonds between residents, business owners, property owners, and visitors to our town. We will focus on maintaining a healthy, vibrant, and diverse community that values and preserves its history while evolving to keep West Chester a special place.





ABOUT THE BUSINESS IMPROVEMENT DISTRICT

The West Chester Business Improvement District (BID), is a Municipal Authority and serves as the Neighborhood District Management Act (NIDMA) for the Business District. The statutory authority for the BID is the Municipal Authorities Act of 1945, approved May 2, 1945, P.L. 382 and the Neighborhood Improvement District Act, approved December 20, 2000, P.L. 949, No. 130, also known as the NID Law, Act 130 of 2000.

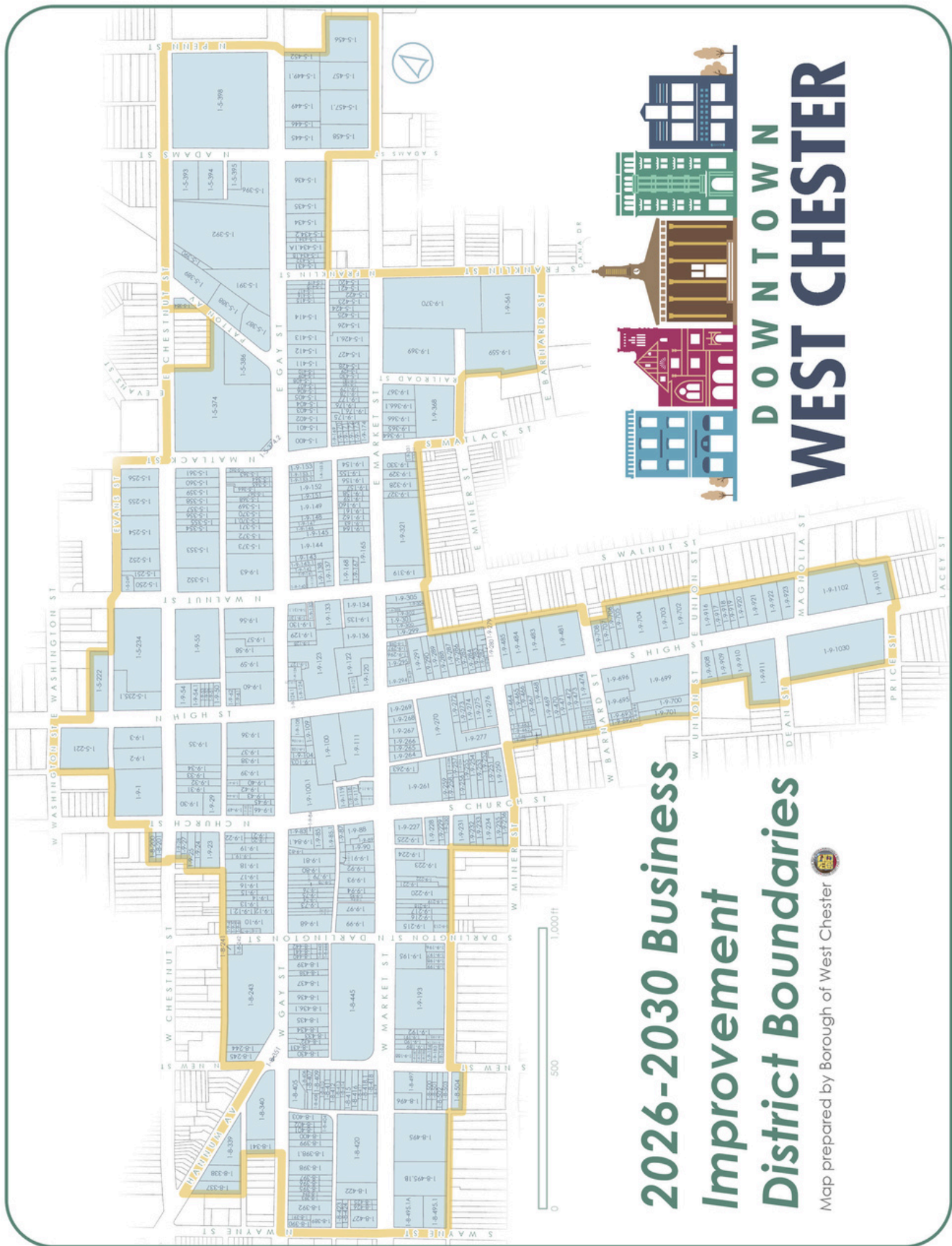
The Board of Directors of the BID Authority is the governing administrative body. Each board member is appointed for a five-year term by the West Chester Borough Council from a suggested slate provided by the current board. As per the Bylaws of the BID Authority, reasonable efforts are made to ensure that the board members adequately represent the diverse interests and organizations located in the Borough, including but not limited to: commercial property owners, retail business operators, restaurant operators, personal service providers, financial service providers, legal offices, Borough government, Chester County government, non-profit organizations, residents, and institutions of higher learning. The board consists of 15 members.

The BID Authority has a municipal services/cooperative agreement with the West Chester Borough that states that the BID Authority and West Chester Borough may cooperate in implementing certain projects, programs or services in the BID plan, that the Borough will maintain the same level of programs and services within the BID as before the BID designation, and the Borough will maintain at least one Council member on the Board. A copy of the agreement may be examined at the Borough Manager's office, 401 East Gay Street, West Chester, PA 19380 and the Business Improvement District office, 137 North High Street, West Chester, PA 19380.

BOARD OF DIRECTORS

- **Mike Reese, Chair**, Fulton Bank
- **Kevin Finn, Vice Chair**, Iron Hill Brewery
- **Andrew Braun, Treasurer**, Northwestern Mutual
- **Jonathan Long, Secretary**, Bellowar Kelly LLP
- **Dr. Julie Dietrich**, West Chester University
- **Michael Galey**, Borough Resident
- **Malena Martinez**, Malena's Vintage Boutique
- **Josh Maxwell**, Chester County Commissioner
- **Brian Forgue**, MacElree Harvey, Ltd
- **Austin Piona**, Mayday Coffee & Shop
- **Tyrone Taylor**, Anchor Property Investment Solutions
- **Shelia Vaccaro**, Borough Council
- **Adam Wetzel**, Side Bar & Restaurant
- **Scott Zukin**, Zukin Realty

MAP OF THE DISTRICT



MAP OF THE DISTRICT

Map and Benefited Property Definition of the BID for 2026-2030

This map demonstrates the exact boundaries of the BID. Properties with commercial and industrial uses within these boundaries are considered to be benefited properties and will share the costs of the program by paying an annual assessment fee. These are properties classified by Chester County Assessment Office Land Use Codes as “Commercial” (C-10 through C-97), “Industrial” (M-10 through M-30), “Vacant Commercial” (V-11), “Dwelling with Commercial Use” (R-60 and R-61) and “Apt. Complexes (20 or more units)” with a mix of commercial and apartment use (R-90). Properties excluded from assessment are tax-exempt, purely residential, or utility properties. These are properties classified by Chester County Assessment Office Land Use Codes as “Tax-Exempt” (E-10 through E-90), purely “Residential” (R-10 through R-95, except R-60, R-61 and R-90), “Vacant Residential” (V-10) and “Public Utility” (U-03, U-04).

Description of the BID Boundaries for 2026-2030

The following is a detailed description of the BID service area boundaries. The boundaries include center street lines as well as parcel boundaries between streets as described here and shown on the Map. The boundaries are: W Washington St starting at School Aly to N High St; north boundary of parcel 1-5-222 to east boundary of 1-5-222 to Evans St; N Matlack St to E Chestnut St; east boundary of parcel 1-5-374 (adjacent to 1-5-376) to northeast boundary of parcel 1-5-374; Patton Ave to west boundary of parcel 1-5-384; E Chestnut St to N Penn St; east boundary of parcel 1-5-452 to north boundary of parcel 1-5-456; east boundary of parcel 1-5-456 to E Market St; N Adams St to Middle Aly; N & S Franklin St to E Barnard St; west boundary of parcel 1-9-559 and paper right-of-way to E Miner St; S Matlack St to Cedar Aly; Sharon Aly to E Barnard St; east boundary of parcels 1-9-708 & 1-9-707 to north boundary of parcel 1-9-706; Sharon Aly to east boundary of parcel 1-9-1102 to Sharon Aly; south boundary of parcel 1-9-1101 to S High St; Price St to west boundary of parcel 1-9-1030; Dean St to west boundary of parcel 1-9-911; north boundary of parcel 1-9-911 to west boundary of parcels 1-9-910, 1-9-909 & 1-9-908; W Union St to west boundary of parcel 1-9-701; Wilmont Mews Aly to W Miner St; Woodbine Aly to Wollerton Aly; S New St to south boundary of parcel 1-8-504; Potter Aly to Wollerton Aly; S & N Wayne St to W Gay St; west Boundary of parcel 1-8-341 to Granite Aly; west Boundary of parcel 1-8-337 to Hannum Ave; N New St to W Prescott Aly; Mohawk Aly to north boundary of parcel 1-9-25; west boundary of parcels 1-9-27, 1-9-28, 1-8-201 & 1-8-200 to north boundary of parcel 1-8-200; N Church St to Patton Aly; School Aly to W Washington St.

PERFORMANCE OVERVIEW

Since the last reauthorization in 2020, the BID has been diligently executing the items listed in our 2020-2025 Strategic Plan. We are happy to report that nearly all of the objectives in our 2020-2025 Strategic Plan were achieved.. Below are some of the accomplishments that we have achieved over the last five years.

RESPONDING TO COVID-19

During our last reauthorization, we were in the middle of the COVID-19 Pandemic. The economic effects of the shutdowns were difficult for Main Streets throughout the country. As we reflect, we are proud to see our downtown emerge stronger than ever. To support our businesses during this time we helped implement the Open-Air Market, added additional events to drive foot traffic, worked with restaurants to allow street dining for areas off of Gay Street, connected small businesses to grant opportunities, helped guide them through the process, and educated businesses on the importance of having an e-commerce presence. All of this while strategically following an aggressive marketing plan to reinforce the need to shop small.

The results? We have more thriving businesses than ever and our foot traffic continues to grow. The Delaware Valley Regional Planning Commission studied eighty small towns and neighborhoods throughout Southeastern Pennsylvania and Southern New Jersey and found that West Chester ranked in the top 10 of those who best weathered the economic effects of the pandemic.

ATTRACTING NEW BUSINESSES

Since 2020, ninety-three businesses opened in Downtown West Chester and forty-four businesses closed. This is a net of forty-nine new businesses. At the end of 2020, our commercial vacancy rate was 9.5%. Now that rate is 3.14%, a decrease of 67%! We focus on partnering with realtors, SCORE of Chester County, the Greater West Chester Chamber of Commerce, the County Chamber of Business and Industry, and the Chester County Economic Development Council to drive more businesses to West Chester.

But it isn't enough to just have businesses set up shop in West Chester. We value our entrepreneurial community and we want to see new businesses celebrate their five, ten, and fifteen-year anniversaries in West Chester. To accomplish this we work with our businesses to ensure they have an up-to-date business plan, a marketing plan, and an e-commerce presence, connect them to low-cost financing options, provide information about free seminars and webinars to expand business knowledge, and more. For new businesses, we also deploy a paid social media campaign to help get the word out. All of this is done to ensure our businesses have the opportunity to grow and thrive in West Chester!

3.14% Vacancy Rate

Was 9.5% at the end of 2020

93 New Businesses!

PERFORMANCE OVERVIEW

BRINGING NEW CUSTOMERS TO TOWN

To attract more customers, we deploy an aggressive media strategy to reach every age, racial, and socio-economic demographic looking to visit towns like West Chester. We have branded West Chester as a place to “Stay, Shop, Dine, and Explore” and focus on hyper-targeting consumers in the Greater West Chester area who will regularly engage with our small business community. We also seek to attract people from a larger geographic footprint who want to come to West Chester for a day trip or overnight stay. Since our last reauthorization, we have grown our social media presence across Instagram, Facebook, LinkedIn, and TikTok. In the past year, our Instagram has grown to over 26,000 followers, reaching more than 1 million people through engaging posts, stories, and targeted ads. Our Facebook community is approaching 40,000 followers, reaching over 1.2 million this year alone. On TikTok, we’ve steadily built an audience of 3,500+ followers and more than 82,000 likes across all our videos. We use our social media outreach to amplify West Chester as a whole and highlight individual small businesses in the Downtown.

Since our last reauthorization, we have expanded the number of events that we host in the Downtown. These events are designed to drive more foot traffic in town to bring more customers to our small businesses. Since 2020, we have launched Restaurant Week, Gallery Walk, the Gay Street Open-Air Market, West Chester TAPS, Yoga in the Street, World Music Day, Oktoberfest, Turkey Trot, Small Business Weekend, and the Christkindlmarkt. We have also focused on enhancing First Fridays by creating an Adult Easter Egg Hunt, having a Summer Concert Series, bringing in the Budweiser Clydesdales, and having events such as Irish Step Dancers.

All of this is done to drive more customers to support our small business community.



PERFORMANCE OVERVIEW

SERVING AS YOUR ADVOCATE

Downtown West Chester serves as the advocate for commercial property owners and small businesses between local, state, and federal governments. On a local level, we have helped our constituents get resolutions on issues involving the parking department, building permits, construction of dining platforms, petty crime, trash mitigation, and more. We have worked with the Borough Council to advocate for policies that allow our businesses to grow. This includes advocating for smart changes to the town's zoning code to ensure West Chester grows healthily and vibrantly.

On a state level, we have helped to connect our building owners and small business owners with state grant opportunities through programs like the Alternative and Clean Energy Program, Building PA, Building Site Grants/ Loans, Community Block Grants, Main Street Matters, and more. In 2023, we secured a \$50,000 grant from the DCED for Facade Improvement Grants to building owners in the business district. We also advocated to our state-elected officials for policies including additional grant funding, allowing to-go cocktails, and expanded outdoor dining policies.

On a federal level, we have worked to connect businesses with grant opportunities administered by the Small Business Administration. Last year, we held a walking tour with officials from the SBA to highlight small businesses. We also worked extensively with local officials and our congresswoman to make long-needed repairs to the West Chester Post Office.

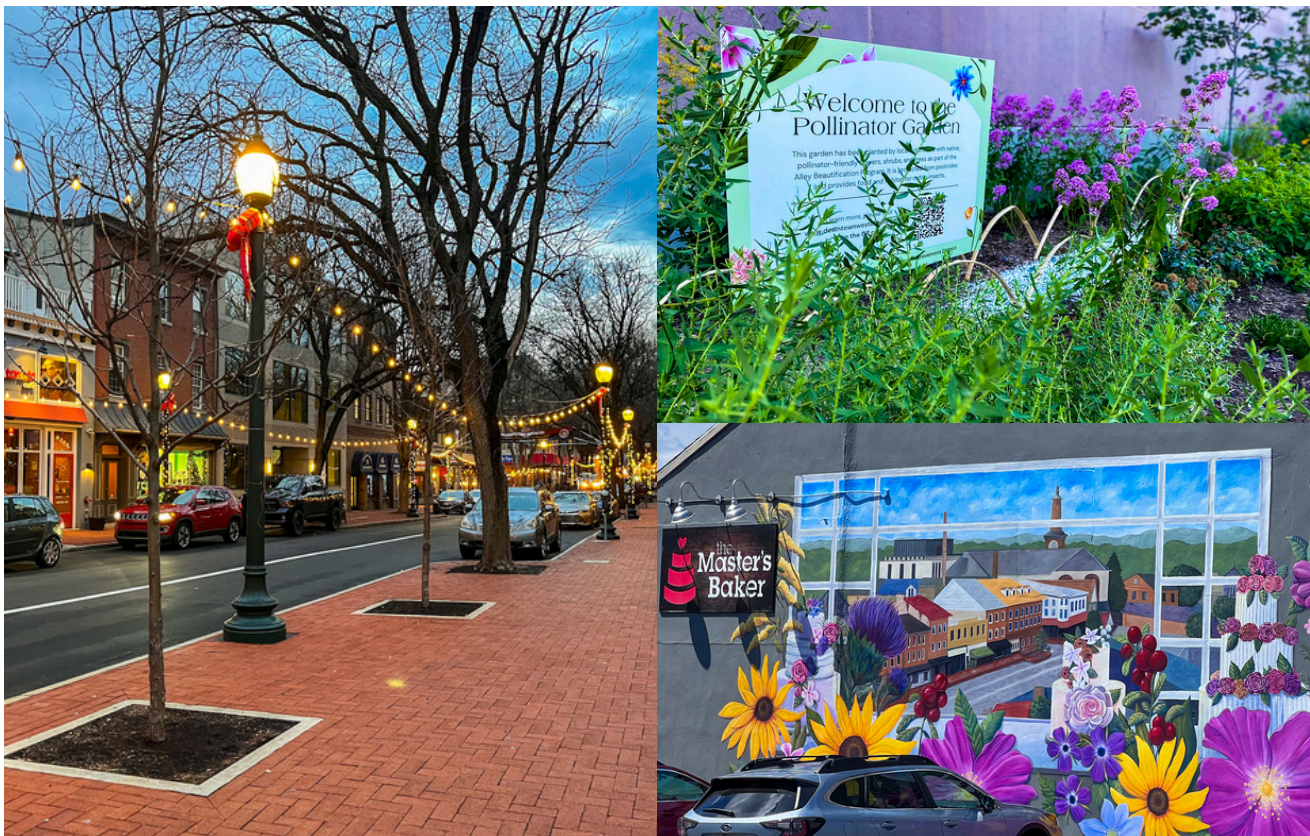
Finally, we have also worked extensively with utility companies such as PECO and Aqua to proactively let the properties in the district know about upcoming work and to help mitigate issues.

PERFORMANCE OVERVIEW

ENHANCING THE BEAUTY OF WEST CHESTER

West Chester is a beautiful town, and Downtown West Chester works to help enhance that beauty. We pay for and maintain many of the planters and garden beds that you see throughout the business district. In 2022, in partnership with the West Chester Green Team, we helped to create the Chestnut Street Community Pollinator Garden. The garage serves as a jumping-off point for many visitors to our town, and we want them to be blown away the moment they first leave their car. In 2023, we helped implement the mural that you see on the side of the Master's Baker. Since 2020, Downtown West Chester has partnered with the Greater West Chester Chamber of Commerce to light the town up with festive decorations during the holiday season.

To help keep the town clean, we deploy a robust program that focuses on picking up litter from the sidewalks, cleaning up graffiti, watering our gardens, weeding flower beds and sidewalks, and washing benches & trash cans. Since 2021, we have managed over 4,000 hours of community service to help accomplish this. In 2024, we hired a part-time associate to focus specifically on keeping our town clean.



STRATEGIC PLAN

ORGANIZATIONAL GOALS

- The BID aims to maintain good fiscal stewardship of assessment dollars. The dollars entrusted to the organization are for the advancement of the downtown, and the organization will work to be efficient in spending to prevent the need for an increase in the assessment rate.
- The five-year plan will maintain the same 3-millage assessment rate that has been in place since 2015. This will mean 15 years of financial discipline leading to no rate increase.
- The organization will continue to evaluate the staff complement and make adjustments where needed to fulfill the needs of the organization. The BID will seek to add an additional part-time employee to our Clean and Green program to support our work in keeping the downtown clean and beautiful.
- On an annual basis, the Board of Directors and staff will review and update the bylaws, staff policies, and job descriptions that govern the organization. The Board of Directors will continue a board-led program to review the progress of the five-year plan on an annual basis.
- The Board of Directors will look to recruit board members who are reflective of the community and business makeup of the downtown. This includes having a mixture of different business owners and property owners from different areas of the business district.
- The organization will continue the advisory committee model to provide maximum opportunity to property owners, business owners, residents, and visitors to West Chester to offer input on the policies, events, and direction of the BID.
- The executive officers of the Board of Directors will identify future board members for leadership positions and work on developing a leadership succession plan.
- As representatives of property owners and businesses to local, state, and federal agencies, the BID will continue to foster strong relationships with elected leaders to help advocate for policies important to small businesses.
- The BID will seek to leverage opportunities to enhance the downtown through various state, local, federal, and charitable grant opportunities. The organization will work to share grant opportunities that are available to property owners and business owners.
- The BID will continue to partner with and promote the mission of the West Chester Downtown Foundation (WCDF).

STRATEGIC PLAN

ENHANCING THE ECONOMIC VITALITY OF DOWNTOWN

- The BID will continue to gather data on the economic vitality of the Downtown business community, including tracking the vacancy rate, sales data, and surveying businesses on their business success.
- Those data metrics will be used to inform decision-making to support the mission of the BID.
- Look for new ways to partner with organizations that focus on economic vitality. Examples include the Greater West Chester Chamber of Commerce, WCU, Chester County Chamber of Business & Industry, Chester County Economic Development Council, Transportation Management Association of Chester County, Chester County Brandywine Valley, the PA Downtown Center, the Delaware Valley Regional Planning Commission, and the Pennsylvania Department of Community and Economic Development.
- Develop new ways to grow and support the retail community in Downtown West Chester, including retail shop recruitment and retention programs.
- Prioritize recruiting small businesses to towns over large corporations.
- Provide mentorship, networking opportunities, and workshops for local business owners to help them succeed.
- Work diligently to recruit a strong mix of businesses in Downtown West Chester. That includes a mixture of restaurants, retail stores, personal care services, and professional office workers.
- Work with local realtors and property owners to help sell new business on why they should set up or relocate to West Chester.
- Connect business owners with local, state, and federal grant opportunities. Leverage opportunities to offer direct grants to property owners to make physical improvements to their buildings.
- Provide learning opportunities to small business owners by partnering with organizations such as West Chester University, the Small Business Administration, and SCORE of Chester and Delaware Counties.
- Attract residents to the downtown district by making the area attractive for people looking for walkable, convenient living spaces close to work, dining, and culture.
- Promote the development of buildings that combine residential units with retail, dining, or office space. This creates a vibrant, active environment at all times of the day.

STRATEGIC PLAN

MARKETING AND EVENT PROMOTION

- Continue to host events that focus on bringing new customers into town with a balance of experiences for all age groups. Examples include Restaurant Week, First Fridays, Galley Walk, West Chester TAPS, World Music Day, Oktoberfest, Small Business Weekend, the Christkindlmarkt, and more.
- Focus on branding West Chester as a place to “Stay, Shop, Dine, and Explore”.
- Find new ways to enhance retail businesses through targeted marketing efforts and events. This will create a symbiotic relationship between retail stores and restaurants, where visitors who come to shop will patronize downtown restaurants for lunch and dinner.
- Promote West Chester as a dining destination featuring a wide variety of culinary options. Encourage new eateries to provide unique offerings to ensure the market is not oversaturated in any one food category.
- Use social media channels to individually promote the sales, events, and character of small businesses in the district. The BID will work with individual businesses to educate them about marketing channels and content creation.
- Continue to highlight individual businesses through the “Business Spotlight” program.
- Work with small business owners to help them develop and utilize a marketing plan to gain more customers for their business.
- Use data-driven metrics to ensure that marketing efforts are effective in driving foot traffic to town.
- Ensure a mixture of advertising across various digital and print mediums. Push to expand the reach of digital marketing.
- Consistently update and improve the DowntownWestChester.com as the landing page for digital marketing efforts and to serve as the prime resource page for what is going on in West Chester.
- Ensure that marketing materials and strategies are inclusive and diverse to help capture a wide range of customers across socio-economic, age, and racial demographics.
- Strengthen local cultural institutions such as the Chester County History Center, Uptown! Knauer Performing Arts Center, and the West Chester Public Library. Promote these organizations as anchors to attract more visitors to town.

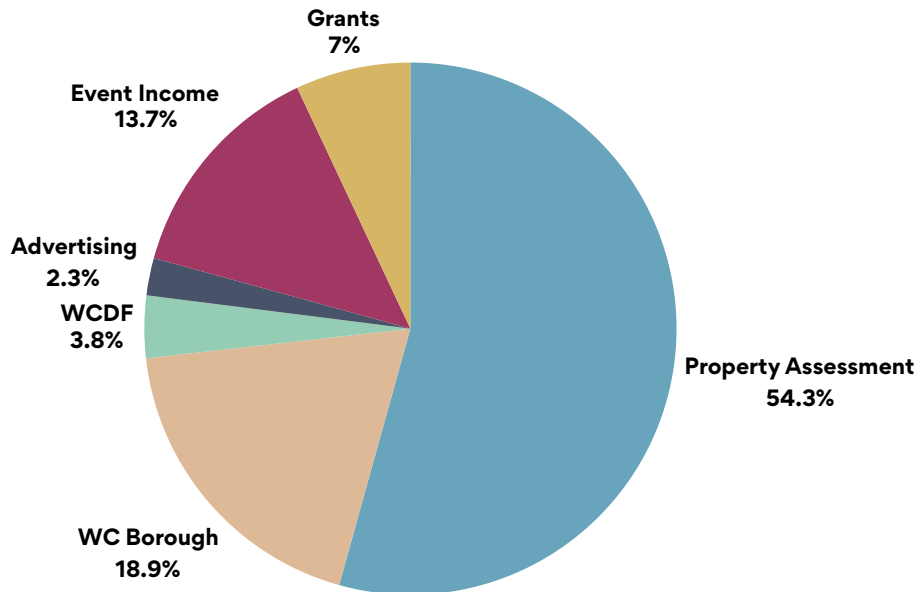
STRATEGIC PLAN

DESIGN AND APPEARANCE

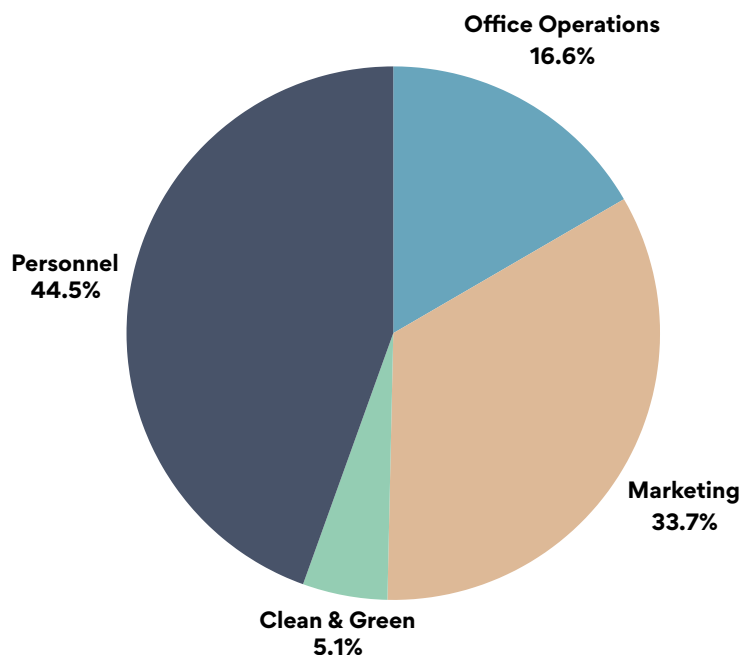
- Expand ongoing beautification efforts and expand the footprint of planters throughout the BID district. This includes additional benches, public art, and greenery.
- Continue efforts to enhance the graffiti removal clean-up program.
- Grow the trash mitigation programs currently implemented by the BID with a focus on weekend litter removal from the sidewalks. Find ways to partner with the Borough to add additional trash cans and educate the public on keeping the streets and sidewalks clear of litter.
- Explore adding a street banner program on lamp posts in the downtown.
- Expand the location and number of holiday decorations in the business district with particular attention to the expansion area.
- Partner with property owners to ensure that sidewalks are clean and well-maintained. Explore the creation of grant programs to encourage property owners to repair and clean sidewalks.
- Address traffic flow, parking shortages, and public transportation options. Consider bike lanes, pedestrian-only zones, or expanded transit routes to make the area more accessible.
- Work on new ways to engage with visitors, workers, and residents of the Borough to ensure that each has ample information about the various parking options in the downtown.
- Implement improvements such as wider sidewalks, additional benches, better lighting, green spaces, additional trash cans, and attractive landscaping to make the area more pedestrian-friendly.
- Incorporate art into public spaces to add character and encourage a sense of community pride.

2025 FINANCIAL SNAPSHOT

Revenues \$538,978



Expenses \$538,978



FINANCIAL OUTLOOK 2026-2030

* ASSESSMENT RATE

For the 2026-2030 reauthorization, the proposed assessment rate is 3 mils with a discount for apartment uses in mixed use properties . **This rate has not changed since 2015.** The BID has been committed to financial discipline and has not raised the assessment rate since 2015.

The organization has aimed to supplement efforts to help small businesses through event and rental income. Since 2020, the organization now gets 16% of our budget from these two revenue streams. Prior to 2020, that was 0%.

* EXPENSES

Since 2020, the BID has focused on being proper stewards of the dollars entrusted to the organization to make the downtown a great place to Stay, Shop, Dine, and Explore.

Compared to 2020, personnel costs have decreased by 14%, Marketing has increased by 100%, Clean and Green efforts have increased by 8% and Office Operations have increased by 10%.

The majority of improvements are ongoing programs. Capital projects in the budget will be implemented over the five-year period of the Plan

2026 PROPOSED BUDGET

Assessment **\$354K**

Borough Contribution **\$100K**

Event Income **\$73K**

WCDF Contribution **\$20K**

Rental Income **\$12K**

Personnel **\$235K**

Marketing **\$195K**

Office Operations **\$89K**

Clean & Green **\$40K**

The Assessment is calculated as .00300 on total assessed value as determined by the Chester County Assessment Office (CCAO). Properties with mixed commercial and residential uses have the payment discounted by the percentage of net leasable square footage used as apartments, also determined by the CCAO. Billing will be annual through December 31, 2030. Voluntary payments / payments in lieu of an assessment fee or in-kind services from tax-exempt organizations within the BID are also requested annually.

LIST OF PARCELS

This is the list of benefited properties with Land Use Codes as defined in plan section MAP OF THE DISTRICT, using Chester County Assessment Office (CCAO) data as of March 5, 2025. This list is subject to change over the five-year period based on changes in land use classification by CCAO.

<u>Parcel Number</u>	<u>Street Address</u>
0105 04580000	5 N ADAMS ST
0105 03940000	120 N ADAMS ST
0105 03950000	130 N ADAMS ST
0105 02500000	101 E CHESTNUT ST
0105 02520000	107 E CHESTNUT ST
0105 03530000	112 E CHESTNUT ST
0105 02540000	117 E CHESTNUT ST
0105 02560000	127 E CHESTNUT ST
0105 03840000	250 E CHESTNUT ST
0105 03890000	300 E CHESTNUT ST
0105 03930000	314 E CHESTNUT ST
0109 00340000	14 W CHESTNUT ST
0109 00330000	16 W CHESTNUT ST
0109 00320000	18 W CHESTNUT ST
0109 01150000	1 N CHURCH ST
0109 01170000	7 N CHURCH ST
0109 00880000	10 N CHURCH ST
0109 01180000	11 N CHURCH ST
0109 01190000	15 N CHURCH ST
0109 00870000	18 N CHURCH ST
0109 00850100	22 N CHURCH ST
0109 00850000	30 N CHURCH ST
0109 00840000	32 N CHURCH ST
0109 00210000	100 N CHURCH ST
0109 00470000	107 N CHURCH ST
0109 00480000	109 N CHURCH ST
0109 00490000	111 N CHURCH ST
0109 00220000	118 N CHURCH ST
0109 00230000	120 N CHURCH ST
0109 00290000	123 N CHURCH ST
0109 00300000	125 133 N CHURCH ST
0109 00240000	126 N CHURCH ST
0109 00250000	128 N CHURCH ST
0109 00270000	134 N CHURCH ST
0109 00280000	136 N CHURCH ST
0108 02010000	200 N CHURCH ST
0108 02000000	202 N CHURCH ST
0109 02280000	10 S CHURCH ST
0109 02590000	11 S CHURCH ST
0109 02580100	13 S CHURCH ST
0109 02290000	14 S CHURCH ST
0109 02570000	15 S CHURCH ST
0109 02300000	16 S CHURCH ST
0109 02560000	17 S CHURCH ST
0109 02310000	18 S CHURCH ST
0109 02550000	19 S CHURCH ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0109 02540000	21 S CHURCH ST
0109 02320000	22 S CHURCH ST
0109 02530000	23 S CHURCH ST
0109 02330000	24 S CHURCH ST
0109 02520000	25 S CHURCH ST
0109 02340000	26 S CHURCH ST
0109 02510000	27 S CHURCH ST
0109 02500000	29 S CHURCH ST
0109 02350000	30 S CHURCH ST
0109 02360000	32 S CHURCH ST
0109 00870100	112 W COURTHOUSE ALY
0108 04440000	20 N DARLINGTON ST
0108 04430000	22 N DARLINGTON ST
0108 04420000	24 N DARLINGTON ST
0109 01960000	28 S DARLINGTON ST
0109 02130000	29 S DARLINGTON ST
0109 05610000	100 S FRANKLIN ST
0109 01250000	8 E GAY ST
0109 01260000	10 E GAY ST
0109 00590000	15 E GAY ST
0109 01270000	16 E GAY ST
0109 00580000	17 E GAY ST
0109 01280000	20 E GAY ST
0109 01290000	26 E GAY ST
0109 00570000	29 E GAY ST
0109 01300000	36 E GAY ST
0109 01310000	38 E GAY ST
0109 00560000	39 E GAY ST
0109 01310100	42 E GAY ST
0109 01400000	100 E GAY ST
0109 01410000	104 E GAY ST
0109 01420000	106 E GAY ST
0109 01430100	110 E GAY ST
0109 01430000	112 E GAY ST
0109 01440000	116 E GAY ST
0105 03730000	119 E GAY ST
0105 03720000	121 E GAY ST
0109 01450000	122 E GAY ST
0105 03700100	123 E GAY ST
0105 03710000	123 E GAY ST
0109 01460000	124 E GAY ST
0109 01470000	126 E GAY ST
0105 03700000	127 E GAY ST
0109 01480000	128 E GAY ST
0105 03690000	129 E GAY ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0109 01490000	132 E GAY ST
0105 03680000	133 E GAY ST
0105 03670000	135 E GAY ST
0109 01510000	138 E GAY ST
0109 01520000	142 E GAY ST
0105 03620000	145 E GAY ST
0109 01530200	148 E GAY ST
0109 01530100	150 E GAY ST
0109 01530000	152 E GAY ST
0105 03740000	201 E GAY ST
0105 04000000	202 E GAY ST
0105 04030000	208 E GAY ST
0105 04120000	234 E GAY ST
0105 04130000	236 E GAY ST
0105 03860000	237 E GAY ST
0105 03870000	241 E GAY ST
0105 04310000	300 E GAY ST
0105 043401A0	308 E GAY ST
0105 04340100	310 E GAY ST
0105 04340200	312 E GAY ST
0105 04340000	316 E GAY ST
0105 04350000	320 E GAY ST
0105 03920000	323 E GAY ST
0105 03960000	329 E GAY ST
0105 04360000	330 E GAY ST
0105 04450000	400 E GAY ST
0105 03980000	401 E GAY ST
0105 04460000	408 E GAY ST
0105 04490000	420 E GAY ST
0105 04490100	430 E GAY ST
0105 04520000	440 E GAY ST
0109 00360000	1 W GAY ST
0109 01080000	2 W GAY ST
0109 01060000	8 W GAY ST
0109 00370000	13 W GAY ST
0109 01050000	14 W GAY ST
0109 00380000	15 W GAY ST
0109 00390000	17 W GAY ST
0109 01040000	18 W GAY ST
0109 01030000	20 W GAY ST
0109 00400000	27 W GAY ST
0109 00420000	31 W GAY ST
0109 00430000	37 W GAY ST
0109 00450000	39 W GAY ST
0109 00460000	41 W GAY ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0109 01000100	44 W GAY ST
0109 00830000	100 W GAY ST
0109 00200000	105 W GAY ST
0109 00840100	106 W GAY ST
0109 00190100	113 W GAY ST
0109 00820000	114 W GAY ST
0109 00190000	115 W GAY ST
0109 00810000	116 W GAY ST
0109 00180000	123 W GAY ST
0109 00800000	124 W GAY ST
0109 00790000	128 W GAY ST
0109 00170000	129 W GAY ST
0109 00160000	131 W GAY ST
0109 00780000	132 W GAY ST
0109 00150000	135 W GAY ST
0109 00770000	136 W GAY ST
0109 00760000	138 W GAY ST
0109 00140000	139 W GAY ST
0109 00750000	140 W GAY ST
0109 00130000	141 W GAY ST
0109 00740000	142 W GAY ST
0109 00120000	145 W GAY ST
0109 00730000	146 W GAY ST
0109 00720000	148 W GAY ST
0109 00710000	150 W GAY ST
0109 00100000	151 W GAY ST
0109 00680000	158 W GAY ST
0108 04380000	210 W GAY ST
0108 04370000	212 W GAY ST
0108 04360000	220 W GAY ST
0108 04360100	222 W GAY ST
0108 04350000	228 W GAY ST
0108 03410000	319 W GAY ST
0108 03920000	344 W GAY ST
0108 03900000	348 W GAY ST
0108 03380000	340 HANNUM AVE
0108 03370000	344 348 HANNUM AVE
0109 01200000	1 N HIGH ST
0109 01210000	5 N HIGH ST
0109 01220000	9 N HIGH ST
0109 01000000	10 N HIGH ST
0109 01230000	15 N HIGH ST
0109 01090000	18 N HIGH ST
0109 01240000	23 N HIGH ST
0109 01240100	29 N HIGH ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0109 00600000	111 N HIGH ST
0109 00610000	115 N HIGH ST
0109 00350000	118 N HIGH ST
0109 00620000	119 N HIGH ST
0109 00510000	123 N HIGH ST
0109 00500000	123 N HIGH ST
0109 00520000	127 N HIGH ST
0109 00540100	131 N HIGH ST
0109 00540000	137 N HIGH ST
0109 00030000	200 N HIGH ST
0109 02940000	1 S HIGH ST
0109 02910100	7 S HIGH ST
0109 02910000	15 S HIGH ST
0109 02900000	19 S HIGH ST
0109 02890000	21 S HIGH ST
0109 02700000	22 24 S HIGH ST
0109 02880000	25 S HIGH ST
0109 02720000	26 S HIGH ST
0109 02870000	27 S HIGH ST
0109 02730000	28 S HIGH ST
0109 02860000	29 S HIGH ST
0109 02740000	30 S HIGH ST
0109 02850000	31 S HIGH ST
0109 02840000	33 S HIGH ST
0109 02750000	34 S HIGH ST
0109 02830000	35 S HIGH ST
0109 02820000	37 S HIGH ST
0109 02760000	38 S HIGH ST
0109 02810000	39 S HIGH ST
0109 04640000	100 S HIGH ST
0109 04650000	102 S HIGH ST
0109 04850000	103 S HIGH ST
0109 04660000	104 S HIGH ST
0109 04840000	105 S HIGH ST
0109 04670000	106 S HIGH ST
0109 04680000	108 S HIGH ST
0109 04700000	112 S HIGH ST
0109 04710000	116 S HIGH ST
0109 04720000	120 S HIGH ST
0109 04730000	122 S HIGH ST
0109 04740000	128 S HIGH ST
0109 06960000	200 S HIGH ST
0109 07070000	203 S HIGH ST
0109 07030000	227 S HIGH ST
0109 07020000	229 S HIGH ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0109 09080000	300 S HIGH ST
0109 09160000	301 S HIGH ST
0109 09170000	303 S HIGH ST
0109 09090000	304 S HIGH ST
0109 09100000	314 S HIGH ST
0109 09200000	319 S HIGH ST
0109 09110000	320 S HIGH ST
0109 09210000	321 S HIGH ST
0109 09220000	327 S HIGH ST
0109 09230000	329 S HIGH ST
0109 11020000	401 S HIGH ST
0109 11010000	401 S HIGH ST
0109 10300000	410 S HIGH ST
0109 02950000	14 E MARKET ST
0109 02960000	16 E MARKET ST
0109 02970000	20 E MARKET ST
0109 01360000	21 E MARKET ST
0109 02980000	22 E MARKET ST
0109 02990000	24 E MARKET ST
0109 03000000	26 E MARKET ST
0109 03010000	30 E MARKET ST
0109 01350000	31 E MARKET ST
0109 03020000	34 E MARKET ST
0109 03030000	36 E MARKET ST
0109 01340000	37 E MARKET ST
0109 03040000	38 E MARKET ST
0109 03050000	40 E MARKET ST
0109 03190000	102 E MARKET ST
0109 01620000	121 E MARKET ST
0109 01610000	123 E MARKET ST
0109 03210000	124 E MARKET ST
0109 01590000	127 E MARKET ST
0109 03270000	130 E MARKET ST
0109 01560000	133 E MARKET ST
0109 03280000	134 E MARKET ST
0109 03290000	138 E MARKET ST
0109 03300000	142 E MARKET ST
0109 03640000	200 E MARKET ST
0109 03660000	206 E MARKET ST
0109 01750000	209 E MARKET ST
0109 01760100	211 E MARKET ST
0109 03660100	212 E MARKET ST
0109 03670000	216 E MARKET ST
0109 01790000	225 E MARKET ST
0105 04280000	235 E MARKET ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0105 04260100	239 E MARKET ST
0105 04270000	239 E MARKET ST
0105 04260000	247 E MARKET ST
0105 04250000	249 E MARKET ST
0109 03700000	250 E MARKET ST
0105 04230000	253 E MARKET ST
0105 04220000	255 E MARKET ST
0105 04570100	411 E MARKET ST
0105 04570000	421 E MARKET ST
0105 04560000	515 E MARKET ST
0109 02690000	2 W MARKET ST
0109 02680000	6 W MARKET ST
0109 02670000	12 W MARKET ST
0109 02660000	14 W MARKET ST
0109 02650000	20 W MARKET ST
0109 02640000	22 W MARKET ST
0109 01140000	39 W MARKET ST
0109 02610000	50 W MARKET ST
0109 02270000	100 W MARKET ST
0109 00890000	107 W MARKET ST
0109 02250000	108 W MARKET ST
0109 02240000	110 W MARKET ST
0109 00900000	111 W MARKET ST
0109 00910000	113 W MARKET ST
0109 02230000	118 W MARKET ST
0109 02220000	120 W MARKET ST
0109 00920000	121 W MARKET ST
0109 00930000	123 W MARKET ST
0109 02210000	126 W MARKET ST
0109 02200000	128 W MARKET ST
0109 00940000	129 W MARKET ST
0109 00950000	131 W MARKET ST
0109 00960000	133 W MARKET ST
0109 00970000	135 W MARKET ST
0109 02180000	136 W MARKET ST
0109 02170000	138 W MARKET ST
0109 00990000	139 W MARKET ST
0109 02150000	142 W MARKET ST
0109 01950000	200 W MARKET ST
0109 01920000	226 W MARKET ST
0109 01910000	228 W MARKET ST
0109 01900000	230 W MARKET ST
0109 01890000	232 W MARKET ST
0109 01880000	236 W MARKET ST
0108 04970000	300 W MARKET ST

LIST OF PARCELS

<u>Parcel Number</u>	<u>Street Address</u>
0108 04190000	301 W MARKET ST
0108 04950000	322 W MARKET ST
0108 049501B0	330 W MARKET ST
0108 049501A0	342 W MARKET ST
0108 04220000	347 W MARKET ST
0108 04270000	355 W MARKET ST
0109 01740000	1 N MATLACK ST
0109 02800000	9 E MINER ST
0109 02770000	17 W MINER ST
0109 04610100	20 W MINER ST
0108 04140000	18 N NEW ST
0108 04110000	24 N NEW ST
0108 04090000	28 N NEW ST
0108 04080000	30 REAR N NEW ST
0108 05010000	18 S NEW ST
0108 05040000	24 S NEW ST
0105 03880000	105 PATTON AVE
0109 00440000	33 W PRESCOTT ALY
0109 00120100	145 PRESCOTT ALY
0109 01670000	5 N WALNUT ST
0109 01680000	9 N WALNUT ST
0109 01370000	13 N WALNUT ST
0109 01330000	14 N WALNUT ST
0109 01380000	15 N WALNUT ST
0109 01390000	19 N WALNUT ST
0109 01320000	22 N WALNUT ST
0105 03520000	121 N WALNUT ST
0105 02490000	211 N WALNUT ST
0108 03890000	21 N WAYNE ST
0108 04950100	7 S WAYNE ST
0109 02580000	14 WILMONT MEWS ALY
0109 02560100	18 WILMONT MEWS ALY

DISCLOSURES & CONTACT INFORMATION

Reauthorization is subject to a negative vote of objections in writing by persons representing ownership of 40 percent or greater, in numbers, of the benefited properties within the proposed district. Objections to the Plan and the reestablishment of the West Chester BID must be signed by the property owner and filed in writing with the Borough Manager, c/o West Chester Borough, 401 East Gay Street, West Chester, PA 19380 within 45 days of the presentation of the Final Plan.

This plan will be in effect for a period of five (5) years starting January 1, 2026. After expiration of this plan on December 31, 2030, continuation of services and of property assessments will require a new approved plan.

Please Contact:

John O'Brien, Executive Director

jobrien@wcbid.com

(610) 738-3350

137 N High Street, West Chester PA 19380

Images by Timlyn Vaughan

EXPRESS PAY PROGRAM AGREEMENT

THIS EXPRESS PAY PROGRAM AGREEMENT (this “**Agreement**”), made effective as of the date of the last signature hereto (the “**Effective Date**”), is entered into by and between FlashParking, Inc., a Delaware corporation (together with its Affiliates, “**Flash**”) and [____] (together with its Affiliates, “**Customer**”).

RECITALS:

A. WHEREAS, Flash has launched its Express Pay Program (the “**Program**”) to provide certain preferred customers with Flash Vision Mark IV license plate recognition cameras (the “**Flash Cameras**”) at exclusive pricing.

B. WHEREAS, Customer desires to participate in the Program.

C. NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- 1. Obligations of Flash.** Flash will provide the following services as part of the Program:
 - (a) Flash will provide and install [] Flash Cameras at Customer’s site located at [] (the “**Site**”) at Flash’s cost and expense.
 - (b) Flash warrants that the Flash Cameras will be free from defects in materials and workmanship under normal use for a period of one (1) year from the date of installation. In the event a Flash Camera is found to be defective during this period, Flash will, at its option, repair or replace such defective Camera at its cost and expense during normal business hours.
 - (c) Flash will provide all required Express Pay related signage for motorists to pay for their parking sessions.
- 2. Obligations of Customer.** As consideration for its participation in the Program, Customer commits to the following:
 - (a) Customer will activate its applicable inventory at the Site for listing on ParkWhiz, BestParking and Flash’s third-party demand channels (the “**Reservations Services**”). Additionally, Customer will activate Flash’s express pay solution (“**Express Pay**”) at the Site. These services are subject to the agreement between the parties for the provision of Flash’s digital services (the “**Digital Services Agreement**”). Express Pay transactions shall be subject to the following fees:

Fee	Description
Base Price	The price set by Customer to park at the Site, including any applicable sales taxes.
Gross Sale Price	The amount displayed to and paid by the motorist, equal to the Base Price, minus any discounts, validations or coupons applicable to the transaction, plus the applicable Flash Transaction Fee.
Flash Credit Card Processing Fee	Four percent (4%) of the Gross Sale Price, paid by Customer to Flash.
Flash Transaction Fee	Up to 15% of the Base Price, set in Flash’s sole discretion.

Customer Proceeds	Gross Sale Price minus the applicable Flash Credit Card Processing Fee and the Flash Transaction Fee.
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- (b) Customer will allow Flash to manage and promote Customer's digital presence on all non-proprietary demand channels outlined in Section 3 below.
- (c) Customer will cooperate with Flash to allow for the installation of the Flash Cameras and required signage.

3. Management of Digital Listings.

- (a) **Grant of Authority.** Customer hereby explicitly grants Flash the authority to Co-Manage Customer's Digital Parking Listings. As used herein, "**Digital Parking Listings**" means the Customer and its Affiliates' parking facilities' business listings on third-party applications, websites or platforms, including but not limited to Google, Google Maps, Waze, Yelp, Bing, Apple Maps, Yahoo, Facebook and any similar applications, websites or platforms, whether in existence on the Effective Date or at any point during the Term, and "**Co-Manage**" means (i) to claim or re-claim a Digital Parking Listing if the applicable Digital Parking Listing is not in Customer's control, or (ii) to be added as a manager for a Digital Parking Listing by Customer if the Digital Parking Listing is in the Customer's control.
- (b) **Branding.** For the avoidance of doubt, Customer will retain control over decisions regarding branding of its Digital Parking Listings. Customer will allow Flash to include "Powered by Flash" in such branding, which shall be secondary in size and prominence to Customer's branding.
- (c) **Promotion of Digital Listings.** Where permitted by such third-party applications, Flash will promote Customer's Digital Parking Listings to drive bookings and improve the position of the Digital Parking Listing and its rating by passing all current and future positive ParkWhiz reviews to such Digital Parking Listing, adding photos and such other services.

4. Confidentiality. Each party agrees that it will not disclose to any third party any non-public, confidential or proprietary information it obtains with respect to the other party pursuant to this Agreement, including the terms of this Agreement and the Program ("**Confidential Information**") except as expressly permitted hereunder, and shall protect such Confidential Information by using the same degree of care as it uses to protect and its own Confidential Information of similar value and sensitivity, but not less than reasonable care.

5. Term. The initial term of the Agreement is twelve (12) months commencing on the Effective Date (the "**Initial Term**") and shall renew for equivalent terms upon written consent of both parties (email to be sufficient) (each, a "**Renewal Term**" and together with the Initial Term, the "**Term**"). Upon expiration of the Term, Customer may continue to utilize Express Pay and Reservations Services at the rates set forth herein and in the Digital Services Agreement. In the event that Customer opts to discontinue Reservations Services and/or Express Pay Services, Customer shall pay Flash a fee of \$25 per Flash Camera on a monthly basis in order to continue to utilize the Flash Cameras.

6. Assignment. Neither party may assign any of its rights or obligations under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld; provided, that either party may (with notice but without the prior consent of the other party) assign this Agreement: (a) by operation of law or (b) pursuant to a merger or acquisition of all or substantially all of its stock or assets. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

7. **Relationship of the Parties.** The parties are independent contractors, and, except for Section 3(a), nothing in this Agreement will be construed to constitute or appoint any party as the agent, Customer, joint venturer or representative of the other party for any purpose whatsoever, or to grant to any party any right or authority to assume or create any obligation, express or implied, for or on behalf of any other, or to bind any other in any way or manner whatsoever.
8. **Governing Law.** This Agreement, including, the performance and enforceability hereof, shall be governed by and construed in accordance with the laws of the State of Texas, without reference to the principles of conflicts of law that would cause the application of the laws of a State other than Texas and the venue of any action brought hereunder shall lie in the U.S. District Court for the Western District of Texas.
9. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be effective upon delivery and, thereafter, shall be deemed to be an original, and all of which shall be taken as one and the same instrument with the same effect as if each party had signed on the same signature page. This Agreement may be transmitted by e-mail in portable document format (“pdf”) and signatures appearing on e-mail instruments shall be treated as original signatures.

IN WITNESS WHEREOF, the Parties hereto have executed this Express Pay Program Agreement as of the date set forth below.

FLASHPARKING, INC.

CUSTOMER

By:

By:

Name:

Name:

Title:

Title:

Date Signed:

Date Signed:

VISION

The AI-enabled camera designed for parking

Vehicle recognition technology sits at the core of seamless parking experiences. As effortless License Plate Recognition (LPR) access becomes the standard, not the exception, you need a camera built for parking. Here it is.

Unrivalled parking performance

Flash has set a new standard for reliability with parking-specific engineering, delivering higher capture + accuracy rates to secure revenue by reducing mismatching and leakage.

Unprecedented resolution

48-megapixel optical sensors gather more data for every vehicle scanned, leading to higher fidelity. From smaller stacked characters on a plate to finer fonts on a temporary plate, superior resolution delivers superior accuracy.

Dual illumination

Most cameras have infrared illuminators or white light illuminators. With wide variability in lighting conditions in parking, either/or simply isn't good enough. Vision has both, and they operate with 2 different sensors simultaneously.

LPR and more

Vision detects vehicles, reads license plates, and then analyzes the vehicle to determine other characteristics such as vehicle jurisdiction, make, color, and even type. In cases where a license plate is not available, vehicles may be searched based on other characteristics.

Seamlessly power parking experiences with Vision



Easy to install with a process that has you up and running in minutes, not hours.



Real-time visual feedback with LEDs at the front of the unit to convey operational status by color and pattern.



Reduced infrastructure requirements with POE+ units that use a single connection for power and communications.



An all-new portal to monitor system status and key performance metrics from any connected device.

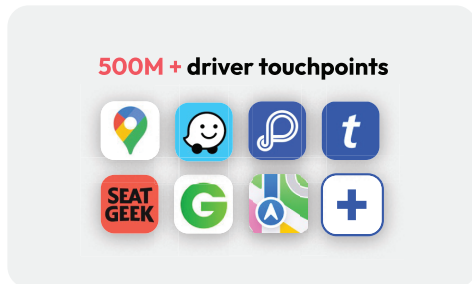
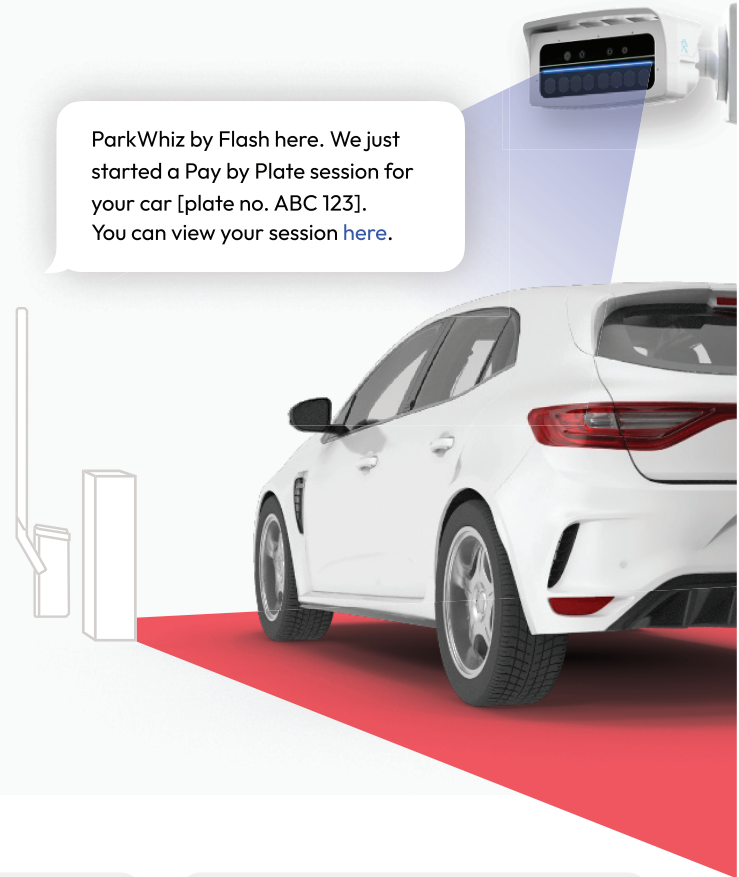


Specifications	VISION
Camera Sensors	Analytics Sensors 1X 48MP White Light Paired Sensor 1X 48MP IR Light Paired Sensor Each sensor (configurable); 3840X2160@42FPS, 4000X3000@30FPS, 5312X6000@10FPS Stereo Depth Tracking Sensors 2 sensors 1280X720 (720P)
Capture Range	4-35ft (1.2-10.7M)
Dimensions	7.25"X4"X9" (18.5cmX10cmX23cm)
Weight	3.26lbs (1480g)
Illuminator	Unit contains both 740nm and WHITE lite illumination for effective use in all light conditions including total darkness.
Context Camera sensor	48 MP with Quad Bayer Coding color filtering.
Available Color(s)	White
Operating Temperature	Operating temperature -40°F to 158°F (-40°C to 70°C) ambient Storage Temperature: -40°F to 185°F (-40°C to 85°C)
On Board Vehicle Analytics	On-board AI analytics dedicated processor with 30 tera-operations per second(TOPS).On board analytics include: Vehicle plate, jurisdiction (plate state), make, color, type, and direction of travel.
Power Input	Power input PoE+ (Power over Ethernet) 802.3at : 20W, 14 W typical
Sealing	Sealing (water/dust protection) IEC 60529: IP67 ASTM B117
Still image compression	JPEG compression for ALPR and Context still images
Data Interface	Data interface LAN: 1 x 10/100/1000 Base-T Ethernet port
Video Streaming	H.264 Encoding
Mechanical Vibration	Vibration IEC 60068-2-64 ISTA 2A
Safety	IEC 62368-1
Electromagnetic immunity & emissions	Table FCC- 47 CFR 15 SP B ISSED ICES-003 I7
Mounting	Pole , ceiling and wall mount included
Order SKU	TableFVR-Mark4

EXPRESS PAY

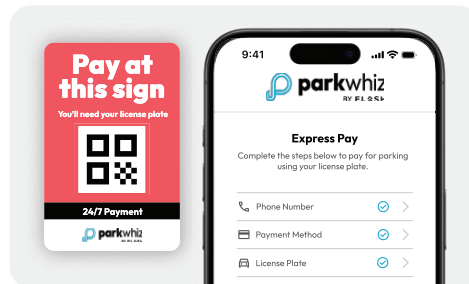
The ultimate parking experience. Simply drive in & drive out.

Build loyalty with drivers by activating Express Pay to deliver the most seamless experience in parking. Locations with Express Pay - made possible by Flash's state-of-the-art platform - allow millions of trusted drivers to enjoy effortless entry and exit at all active locations. On-site cameras register vehicles, gates open (if required), digital payments are processed, and drivers are notified of everything via text message. The red carpet experience for parking has arrived.



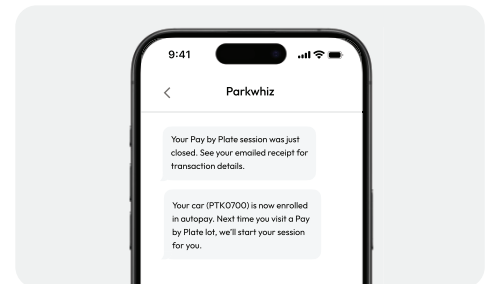
RECOMMENDATION

Flash has embedded reservable parking in the apps drivers use every day to direct digital demand to your locations.



REGISTRATION

Every reservation or digital payment is an opportunity for drivers to register for the Express Pay experience.



RECOGNITION

Flash's state-of-the-art platform, with unrivaled LPR performance, allows drivers to simply drive in and out at any Express Pay-enabled location.

Advantages of Express Pay

SPEED

Gates vend in 2 seconds or less - perfect for events and high-traffic operations.

RELIABILITY

Built on the foundation of ParkWhiz by Flash, which processes 1.6 million+ transactions every month.

SECURITY

Secure third-party wallet transactions, meaning payments never fail.

CONSISTENCY

Offer a user-friendly experience across all locations.

REVENUE PROTECTION

Revenue capture is ensured. Unpaid drivers engaged via compliance protocols.

TRANSPARENCY

Offer your drivers transparency and allow them to set their own wallet preferences.

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This First Amendment to the Memorandum of Understanding is made and entered into this ___ day of June, 2025, by and between WEST CHESTER HOTEL, LLC, a Pennsylvania limited liability company having an address at _____ (“Hotel”), and the BOROUGH OF WEST CHESTER, a home rule municipality organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania having an address at 401 E. Gay Street, West Chester, PA 19381 (“Borough”).

WHEREAS, Hotel and Borough entered into a Memorandum of Understanding dated December 18th, 2024, in which Hotel leased ~~purchased~~ 55 parking spaces on an ongoing monthly basis in the Chestnut Street parking garage (the “MOU”), and

WHEREAS, Hotel and Borough desire to amend certain provisions of the Agreement;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Hotel and Borough agree as follows:

1. **Section 2.0 Parking Rates** of the MOU shall be modified to add the following:
 - 2.3 In the event that on any calendar day, the Hotel exceeds 55 guest cars in the Chestnut Street parking garage, the Borough will charge the Hotel \$7.00 per car in excess of 55. Charges for exceeding the 55 spaces the Hotel has leased ~~purchased~~ on a monthly basis shall be billed to the Hotel in arrears and include detail for each day when the Hotel’s parking exceeded 55 ~~their~~ monthly spaces.
2. All other terms and conditions of the MOU not herein modified shall remain the same and unchanged, and by executing this First Amendment to Memorandum of Understanding, Hotel and Borough ratify and affirm all of the terms and conditions of said MOU not specifically amended herein.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Memorandum of Understanding on the day and year first above written.

BOROUGH OF WEST CHESTER

By: _____

Name: _____

Title: _____

Date: _____

WEST CHESTER HOTEL, LLC

By: _____

Name: _____

Title: _____

Date: _____

Brandywine Valley Replacement Signage Program

Sponsored by:
The Chester County Convention
& Visitors Bureau, through
Chester County, PA

WEST CHESTER

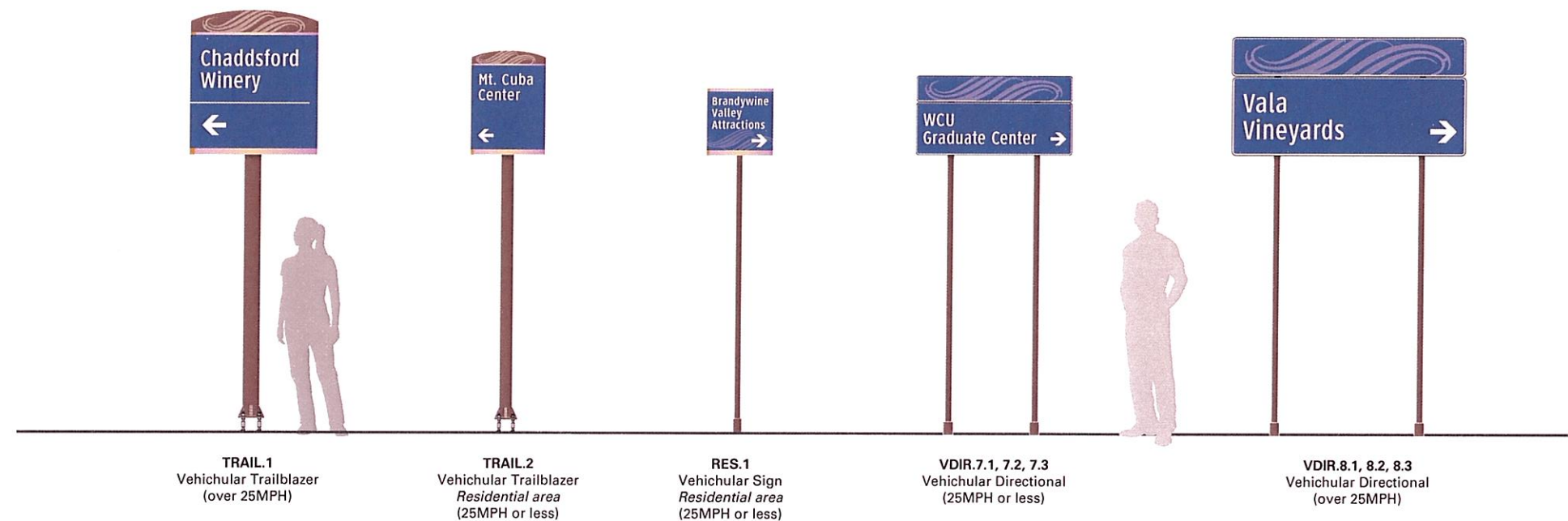
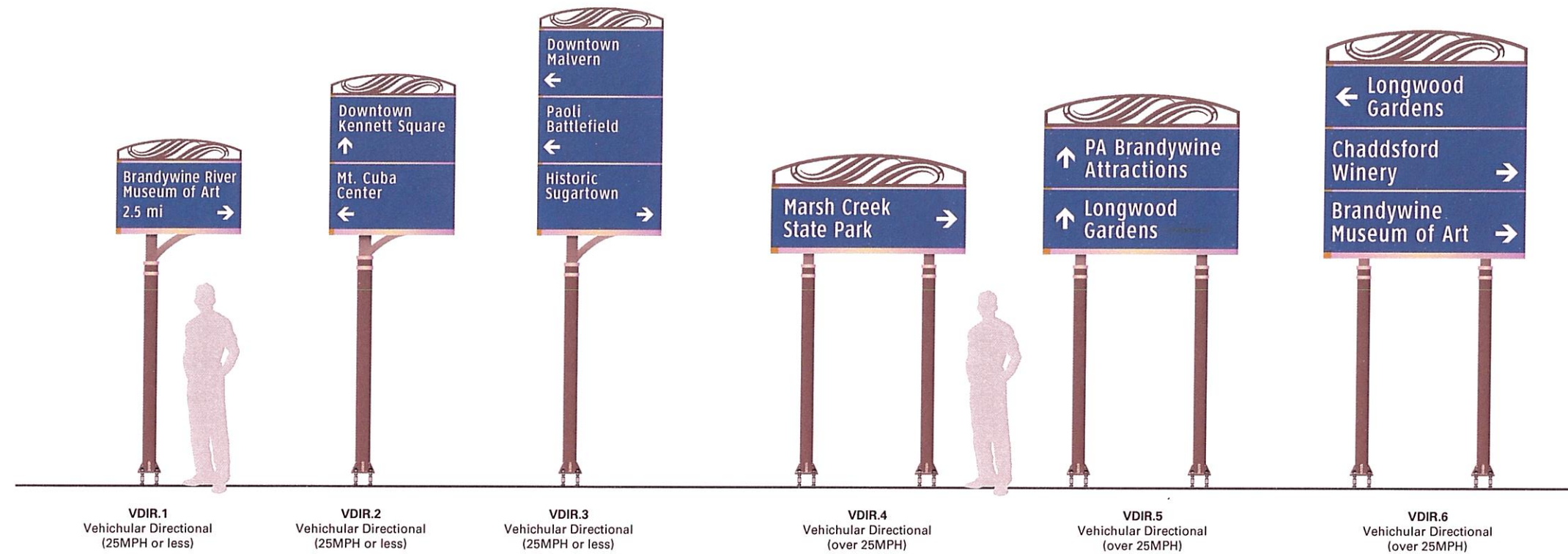
PROGRAMMING:
Sign Location Plan
Message Schedule

Revised: July 01, 2024

merJe

MERJE | ENVIRONMENTS & EXPERIENCES
5 W. Gay St.
West Chester, PA 19380
T 484.266.0648
www.merjedesign.com

1 | Sign Menu



SPECIFICATIONS

Refer to the Brandywine Valley Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Brandywine Valley Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

NOTES:

1. General sign locations are provided on these plan sheets.
2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
3. Refer to the Message Schedule for the final messages of each sign.
4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

merje

5 W. Gay St.
West Chester, PA 19380
T 484.266.0648
www.merjedesign.com

DATE	08/11/23	CLIENT / PROJECT
DRAWN BY:	LH	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		Brandywine Valley Wayfinding and Signage System WEST CHESTER
		PROJECT NO.
		SHEET TITLE
		Sign Menu
REVISIONS	07/01/24	
		SHEET NO.
		1

2 | Sign Location Plan



LEGEND

0

Destination

000

BV Replacement

000

TODs Replacement

000

Other Replacement

000

NEW SIGN

Historic District

Municipality

●

Existing BV sign (to remove)

SPECIFICATIONS

Refer to the Brandywine Valley Wayfinding and Signage System design intent documentation for sign type drawings, material call-outs and installation methods.

Refer to the Brandywine Valley Wayfinding and Signage System message schedule for all sign type messages, location numbers, quantities, and specific location details.

1

Downtown West Chester

2

Downtown Kennett Square

3

Downtown Malvern

6

7

8

9

10

12

18

17

19

20

24

25

26

28

29

31

55

66

32

Chester Co Conf. & Visitors Bureau

37

38

39

40

41

43

44

45

46

47

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54

56

61

63

64

NOTES

1.

General sign locations are provided on these plan sheets.

2.

3.

4.

ENVIRONMENTS & EXPERIENCES

merJe

5 W. Gay St.
West Chester, PA 19380
T 484.266.0648
www.merjedesign.com

DATE

08/11/23

CLIENT / PROJECT

Brandywine Valley
Wayfinding and Signage System
WEST CHESTER

DRAWN BY:

LH

These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.

PROJECT NO.

SHEET TITLE

Sign Location Plan

REVISIONS

07/01/24

SHEET NO.

SL.1

3 | Message Schedule

SIGN MESSAGE SCHEDULE

MERJE I ENVIRONMENTS AND EXPERIENCES
5 W. Gay St. West Chester, PA 19380
484.266.0648
www.merjedesign.com

Client: **Brandywine Valley**

Project: **Wayfinding & Signage**

Submittal: **Secondary_V2**

Date: **July 01, 2024**

Phase:	Location No:	Sign Type:	Qty:	City / Area:	Sheet No:	Message:	Comments:
1	241	VDIR.3	1	West Chester		< Downtown West Chester < Chester County History Center West Chester University >	
	Mounting	Longitude -75.600540					
	Removal No:	Latitude 39.955590					
1	242	VDIR.2	1	West Chester		Downtown Wester Chester > Chester County History Center >	Replace exisitng BV wayfinding sign
	Mounting	Longitude -75.611483					
	Removal No:	Latitude 39.950540					

4 | Location Photos

COMMENTS:

Locate 15 ft West of edge of bush
West Chester Borough



LOCATION NO.	241
SIGN TYPE:	VDIR.3
PLAN SHEET:	SL.1

COMMENTS:

Replace BV sign
West Chester Borough



LOCATION NO.	242
SIGN TYPE:	VDIR.2
PLAN SHEET:	SL.1

COMMENTS:

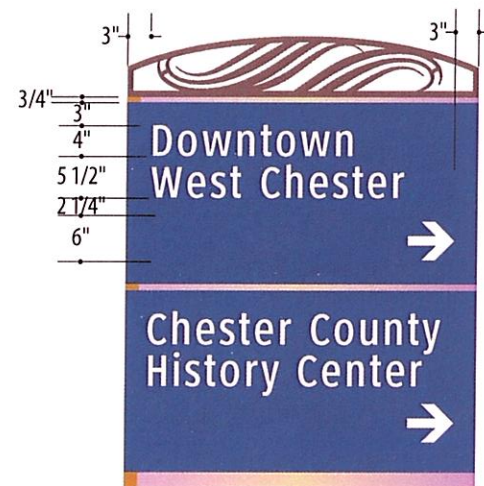
COMMENTS:

LOCATION NO.
SIGN TYPE:
PLAN SHEET:

LOCATION NO.
SIGN TYPE:
PLAN SHEET:

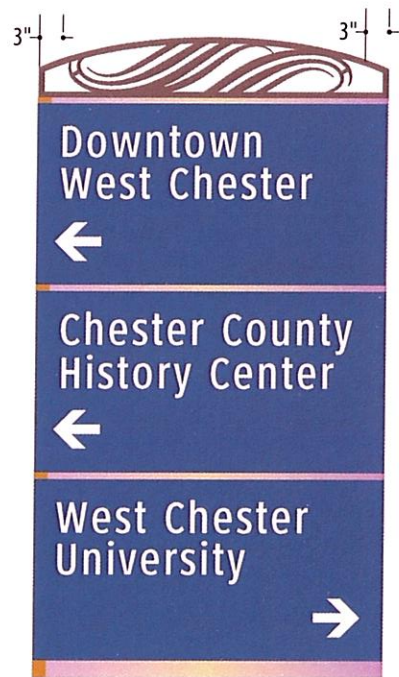
REVISIONS			ENVIRONMENTS & EXPERIENCES merJe 5 W. Gay St. West Chester, PA 19380 T 484.266.0648 www.merjedesign.com	FABRICATOR	CLIENT / PROJECT Brandywine Valley, PA Replacement Wayfinding Program Vehicular Locations		DATE: August 24, 2023 DRAWN BY: SHEET NO. LP.1
DATE	BY	DESCRIPTION					
07/01/24							

5 | Graphic Layouts



Location 242

1 Graphic Layouts: VDIR.2
SCALE: 1/2" = 1'-0"



Location 241

2 Graphic Layouts: VDIR.3
SCALE: 1/2" = 1'-0"

SPECIFICATIONS

- NOTES:
1. General sign locations are provided on these plan sheets.
 2. The Message Schedule provides more detailed guidance of sign location in the Remarks column.
 3. Refer to the Message Schedule for the final messages of each sign.
 4. Utilize the above Legend to help determine sign types, and other details of location.

ENVIRONMENTS & EXPERIENCES

merJe

5 W. Gay St.
West Chester, PA 19380
T 484.266.0648
www.merjedesign.com

DATE	08/11/23	CLIENT / PROJECT	Brandywine Valley Wayfinding and Signage System WEST CHESTER
DRAWN BY:	LH	PROJECT NO.	
These drawings are meant for DESIGN INTENT ONLY and are not for construction. Contractor shall verify and be responsible for all dimensions and conditions of the job. Contractor shall be familiar with the site and conditions it presents. This office must be notified of any variations from the dimensions and conditions shown on this drawing. Shop drawings and details must be submitted to this office for approval prior to proceeding with fabrication. All copy shall be proofread by client and legal requirements checked by legal department.		SHEET TITLE	
REVISIONS	07/01/24	SHEET NO.	GL.1

BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER
CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO 2025-

**AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR FABRICATION, INSTALLATION
AND MAINTENANCE OF WAYFINDING SIGNS WITHIN PENNSYLVANIA DEPARTMENT OF
TRANSPORTATION RIGHTS-OF-WAY WITHIN THE BOROUGH OF WEST CHESTER IN
ACCORDANCE WITH THE BOROUGH OF WEST CHESTER WAYFINDING PROGRAM AND
FURTHER AUTHORIZING THE EXECUTION OF ANY AND ALL DOCUMENTS IN
FURTHERANCE OF THE ADMINISTRATION OF AGREEMENT**

WHEREAS, The Borough of West Chester desires to undertake a Wayfinding Program (“Program”) consisting of design, planning, fabrication and installation of signs (“Signs”) for the benefit of businesses, cultural institutions, recreation areas, public facilities, destinations of interest and other attractions (“Destinations”) located in the Borough of West Chester; and,

WHEREAS, the Borough desires to install certain Signs in Pennsylvania Department of Transportation (“PennDOT”) rights-of-way located within the Borough of West Chester; and,

WHEREAS, to permit the Borough of West Chester to install certain signs in PennDOT rights-of-way, and to define the relationships, duties and obligations of PennDOT and the Borough of West Chester relative to the Program, West Chester Borough and PennDOT desire to enter into an Agreement, substantially in the form of the Community Wayfinding Program Fabrication, Installation and Maintenance Agreement attached hereto as Exhibit A (the “Agreement”), which may be amended and/or supplemented from time to time.

NOW, THEREFORE, BE IT RESOLVED, that Borough Council of the Borough of West Chester hereby authorizes the West Chester Borough Council President execute the Agreement as approved by PennDOT and found to be satisfactory by the Borough Solicitor and also execute any and all documents in furtherance of the administration of the Agreement.

Approved at the public meeting of the West Chester Borough Council held on June 18,
2025

RESOLUTION NO.

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER TO ESTABLISH THE PARKING SPACES IN THE BOROUGH THAT ARE RESERVED FOR HANDICAPPED PARKING PURSUANT TO CHAPTER 104 OF THE BOROUGH CODE TITLED, "VEHICLES AND TRAFFIC."

WHEREAS, Chapter 104 of the West Chester Borough Code, titled, "Vehicles and Traffic", Section 104-45.1 declares that no person shall park or leave unattended a vehicle at any place specifically reserved for handicapped parking, unless the parked vehicle has a state-issued plate or placard (displayed conspicuous manner) for a handicapped person or severely disabled veteran; and

WHEREAS, Borough Council desires to designate the specific locations on public streets where parking spaces shall be reserved and limited to parking for handicapped individuals;

NOW THEREFORE, be it **RESOLVED AND ADOPTED** by the Borough Council of the Borough of West Chester as follows:

1. The following are hereby established as handicapped parking spaces:

Highway	Side	Location
<u>Adams Street</u>	<u>West</u>	<u>108 South Adams Street</u>
Adams Street	East	315 South Adams Street
Adams Street	West	708 South Adams Street
Adams Street	East	717 South Adams Street
Adams Street	West	544 South Adams St.
Barnard Street	North	407 East Barnard Street
Barnard Street	North	507 East Barnard Street
Barnard Street	South	208 West Barnard
Barnard Street	South	122 East Barnard
Barnard Street	South	202 West Barnard Street
Barnard Street	North	527 East Barnard Street
Barnard Street	North	707 East Barnard Street

Biddle Street	North	11 West Biddle Street
Biddle Street	North	125 West Biddle Street
Biddle Street	South	224 West Biddle St.
Brandywine Street	East	9 South Brandywine Street
Chestnut Street	North	235 East Chestnut Street
Church Street	East	Immediately south of Lafayette Street between signs as erected
Church Street	East	Approximately 60 feet south of University Avenue as signed
Church Street	South	200 South Church Street, Sundays only from 9:00 a.m. to 12:00 noon
Church Street	West	North of Market Street
Church Street	West	First designated parking space south of Market Street
Church Street	West	310 North Church Street
Church Street	West	North of Rosedale Avenue between signs as erected
Church Street	West	200 South Church St. Sundays only 9:00 a.m. to 12:00 p.m.
Church Street	West	510 South Church Street
Church Street	West	255 feet south of University Avenue
Courthouse Alley	West	North of Market Street and east of Church Street at sign erected
Darlington Street	East	Opposite 223 North Darlington Street
Darlington Street	West	404 North Darlington Street
Darlington Street	West	526 North Darlington Street
Darlington Street	West	North of Gay Street at sign erected
Darlington Street	West	Immediately north of Market Street between signs as erected
East Barnard Street	North	131 East Barnard Street
East Chestnut Street	North	229 East Chester Street
East Miner Street	South	522 East Miner Street
Franklin Street	East	117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Gay Street	North	407 West Gay Street
Gay Street	North	411 West Gay Street
Gay Street	North	West of High Street between signs as erected
Gay Street	North	St. Agnes Church between signs as erected
Gay Street	South	214 E. Gay Street (in front of 212 E. Gay Street)
Gay Street	South	236 East Gay Street
Gay Street	South	316 West Gay Street

Hannum Avenue	South	349 Hannum Avenue
Hannum Avenue	South	345 Hannum Avenue
High Street	East	225 North High, directly north of E. Evans Street
High Street	East	221 South High Street
High Street	West	South of Linden Street between signs as erected, 2 spaces
Hoopes Park Lane	Inside park	One dedicated space at Hoopes Park
Lacey Street	North	125 Lacey Street
Lacey Street	South	East of High Street
Lacey Street	South	30 feet east of High Street at sign as erected
Lafayette Street	South	300 West Lafayette Street
Linden Street	South	700 block of Linden Street between Srgt. Yarnall Alley and South Penn Street
Magnolia Street	South	West of Matlack Street between signs as erected
Market Street	North	515 West Market Street
Market Street	South	East of Church Street between signs as erected
Market Street	South	East of Darlington Street between signs as erected
Matlack Street	East	North of intersection with Biddle Street
Matlack Street	East	531 South Matlack Street
Matlack Street	East	737 South Matlack Street
Matlack Street	West	310 North Matlack Street
Matlack Street	West	South of intersection with Union Street
Miner Street	North	From High Street to Wilmont Mews
Miner Street	North	501 East Miner Street
Miner Street	South	132 East Miner Street
Miner Street	South	144 East Miner Street
Miner Street	North	145 East Miner Street
Miner Street	North	227 West Miner Street
Miner Street	North	333 East Miner Street
Miner Street	North	409 East Miner Street
Miner Street	North	416 West Miner Street
Miner Street	North	At the entrance to the John O. Green Park
Miner Street	South	315 West Miner Street
Miner Street	South	331 East Miner Street
Miner Street	South	418 East Miner Street
Miner Street	South	422 East Miner Street

Miner Street	South	430 East Miner Street
Miner Street	South	628 E. Miner Street
New Street	East	225 North New Street
North New Street	North	120 North New Street
North New Street	North	331 North New Street
Penn Street	West	230 North Penn Street
Penn Street	West	712 South Penn Street
Poplar Street	West	100 Poplar Street
Rosedale Avenue	North	500 Block of East Rosedale Avenue
Sharpless Street	North	209 Sharpless Street
Sharpless Street	South	330 Sharpless Street
Sharpless Street	South	408 Sharpless Street
Union Street	North	Adjacent to Everhart Park entrance
Union Street	North	137 East Union Street
Union Street	North	209 West Union Street
Union Street	South	402 West Union Street
Union Street	South	417 West Union Street
University Avenue	North	West of Reynolds Alley as designated by handicap parking meters
Walnut Street	East	North of Gay Street between signs as erected (United States Post Office)
Walnut Street	West	326 North Walnut Street
Walnut Street	West	528 South Walnut Street
Washington Street	North	225 West Washington Street
Washington Street	North	243 West Washington Street
West Miner Street	South	130 West Miner Street
Worthington Street	East	From Miner Street to Barnard Street

RESOLVED AND ADOPTED this ____ day of _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH OF
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

By: _____
Nicole Scimone, Vice President

By: _____
Bernie Flynn, Member

By: _____
Lisa Dorsey, Member

By: _____
Brian McGinnis, Member

By: _____
Sheila Vaccaro, Member

By: _____
Bryan Travis, Member

2025 Capital Budget

Parks & Recreation			
Hoopes Park - Racquet Center Rehabilitation	290,000	Expense to be offset by \$200k grant	
John O. Green Splash Pad Replacement	65,000	* Project costs expected to be greater than budget	
Horace Pippin Playground Replacement	85,000	** Project costs expected to be lower than budget	
Hoopes Park Playground Relocation & Upgrade - Phase I	8,500		
Total	448,500		

Requesting reallocation of \$20,000 from Horrace Pippin to John O Green.
- Horrace Pippin project will be \$65,000. Requesting the remaining \$20,000 on this project be allocated to
-John O Green project for a total cost of \$85,000. Total capital budget expenses will not exceed \$448,500 for 2025

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Joshua B. Lee, Chief of Police

SUB: PURCHASE ORDER REQUEST

DATE: 5/9/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Eagle Point Gun/T.J. Morris & Sons

Contact Thomas J. Morris, III

Address 1707 Third Street
Thorofare, NJ 08086

Phone (856) 848-6945

Email majortjmorrisiii@comcast.net

Fax (856) 384-2938

Justification

9-mm and .223 caliber ammunition for ongoing firearms training for police officers

TOTAL AMOUNT TO BE PAID:	\$ 18,000.00
---------------------------------	---------------------

Reference (select one) ☐ Quote ☐ SOW ☐ SA

SHIP TO:

WEST CHESTER POLICE DEPARTMENT
ATTN: CHIEF JOSHUA LEE
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-436-1323

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

250507

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Joshua B. Lee

Digitally signed by Joshua B. Lee
Date: 2025.05.12 12:37:15
-04'00'

5/12/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 01-456-55/40 Armory

P.O. RECEIVED

MAT. RECEIVED

P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____



West Chester Police Department

MEMORANDUM

TO: Staci King

FROM: Lieutenant Christopher Daly

DATE: May 7, 2025

SUBJECT: Ammunition Purchase

This memo is written to request a purchase order in the amount of \$18,000.00 to purchase 9-mm and .223 caliber ammunition related to ongoing firearms training for police officers:

I have conducted an internet search to obtain three price quotes, as required by Borough policy. This search has revealed that the attached vendor, Eagle Point Gun / T.J. Morris & Sons, is the best price I was able to find.

The three sets of prices are as follows and are attached for review:

Eagle Point Gun / T.J. Morris & Sons	9 mm, 124 grain is \$393.98 per case of 1000 rounds.
Top Gun Ammo	9 mm, 124 grain is \$484.75 per case of 1000 rounds.
Shell Shocked Ammunition	9 mm, 124 grain is \$465.00 per case of 1000 rounds
Eagle Point Gun / T.J. Morris & Sons	.223 caliber, 55 grain is \$308.00 per case of 500 rounds.
Bulk Munitions	.223 caliber, 55 grain is \$349.00 per case of 500 rounds.
AmmunitionStore.com	.223 caliber, 55 grain is \$365.99 per case of 500 rounds.



Ammunition Quotation 250507 West Chester PD PA

From THOMAS J. MORRIS III <majortjmorrisiii@comcast.net>

Date Wed 5/7/2025 11:17 AM

To Phil Cummings <eaglepointgunprc@comcast.net>

Cc Christopher Daly <CDaly@west-chester.com>; Andrew Morris <eaglepointgunapm@comcast.net>; Candace Neavin <eaglepointguncmn@comcast.net>; Tim Archer <eaglepointguntra@comcast.net>; Brian Vare - Eagle Point Gun <eaglepointgunbrv@comcast.net>; Steve Cann <eaglepointgunsac@comcast.net>; Mike Gess <mike.gess@eaglepointgun.com>; Eigen, Ira <Ira.Eigen@VistaOutdoor.com>; Ira Eigen <ieigen@tkghunt.com>; Trent Denison <trentden@juno.com>; Ethan Hurff <ethan.hurff@eaglepointgun.com>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thomas J. Morris III
Eagle Point Gun/T.J.Morris & Sons
1707 Third Street
Thorofare, New Jersey 08086
PH 856-848-6945
FX 856-384-2938
EM majortjmorrisiii@comcast.net
FEIN 80-0502006

07MAY25

Good morning Chris,

Pursuant to your below Request, the following official written letterhead quotation is provided.

The ammunition prices are Federal Excise Tax exempt for State/County/Municipal purchase.

The ammunition items quoted on are factory new by Federal Cartridge.

There is no minimum or maximum order BUT ammunition must be ordered in full case lots and I have quoted by the case. As no quantities were indicated in your Request, just use the Unit prices provided to determine your totals.

The prices quoted include the freight, tailgate delivery, and would normally be a drop ship direct from the Manufacturer to your Department location in Pennsylvania.

Delivery times for factory drop ships of Federal Cartridge ammunition have been running 1-3 months ARO for most items and vary per item BUT things are getting better for many items.

In stock items may also be picked up here at the same prices and I have indicated what is in stock as of this morning BUT my inventory changes on a daily basis.

These Federal Cartridge prices are pursuant to New Jersey State Contract #17-FLEET-00721, Bid #17DPP00046, Extension #2, T # T0106, Line #3, went into effect on 14MAY24, and are good through 13MAY25. We have the current New Jersey State Contract for Federal Cartridge ammunition, Remington Arms ammunition and firearms, PMC ammunition, Speedwell Target paper and cardboard targets and target backers, EOTech sights, Benelli firearms, Heckler & Koch firearms, Walther firearms, and other items.

I do not think prices will go up when the Contract is extended on 14MAY25.

9mm 124gr. HST Jacketed Hollow Point
Federal Premium #P9HST1 @ \$393.98
per case of 1,000 rds. In Stock.

.223 cal. 55gr. Jacketed Soft Point Federal
Tactical Rifle Urban (TRU) #T223A @
\$308.00 per case of 500 rds. In Stock.

The above are what you asked about. Let us know what you want to do and feel free to contact us if we can ever be of service in the future. We appreciate your business!!

We sell Federal Cartridge ammunition, Speedwell paper/plastic/cardboard/metal targets, CCI/Speer ammunition, Hornady ammunition, PMC ammunition, Aguila ammunition, Dummy Training Rounds, Winchester and Lake City and RWS/RUAG and Fiocchi blank ammunition, Remington Arms ammunition and firearms and firearms accessories, S&W firearms, Benelli firearms, Walther firearms, Heckler & Koch firearms, MACE, ALS/PACEM Less Lethal, Eagle Industries nylon gun cases and accessories, Blackhawk accessories, Gransfors Bruks axes, Peerless cuffs and irons, Holosun optics, EOTech gun sights, Aimpoint gun sights, Surefire lights, Hoppes,

Break Free/CLP, Shooters Choice /Ventco Industries, Southern Bloomer, Outers, Seal One, Pro-Shot, and other items. We also take used weapons in trade for credit against everything that we sell. We're here when you need us.

As always,
Tom

Thomas J. Morris III
Eagle Point Gun/T.J.Morris & Sons
1707 Third Street
Thorofare, New Jersey 08086
PH 856-848-6945
FX 856-384-2938
EM majortjmorrisiii@comcast.net

On 5/7/2025 7:41 AM, Phil Cummings wrote:

Tom,

Can you please give Chris at West Chester PA a quote on the below?

Thanks,

Phil Cummings
Eagle Point Gun
1707 Third Street
Thorofare, New Jersey 08086
Phone: 856.848.6945
eaglepointgunPRC@comcast.net

----- Forwarded Message -----

Subject:Re: INV 124370

Date:Wed, 7 May 2025 10:52:17 +0000

From:Christopher Daly <CDaly@west-chester.com>

To:Phil Cummings <eaglepointgunprc@comcast.net>

Phil,

Can I get pricing for P9HST1 (9 mm) and T223A, please?

Thanks
Chris Daly
WCPD

Lieutenant Christopher Daly

ACTAR #1863
West Chester Police Department
Crash Reconstruction Team
401 East Gay Street
West Chester, PA 19380



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From: Phil Cummings <ceaglepointgunprc@comcast.net>
Sent: Tuesday, August 20, 2024 9:27 AM
To: Christopher Daly <CDaly@west-chester.com>
Subject: INV 124370

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Invoice attached - thanks,

--

Phil Cummings
Eagle Point Gun
1707 Third Street
Thorofare, New Jersey 08086
Phone: 856.848.6945
eaglepointgunPRC@comcast.net

INFO@SHELL-SHOCKED.COM

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Federal Premium Law Enforcement 9mm Luger 124 Grain HST Jacketed Hollow Point P9HST1



FEDERAL PREMIUM LAW ENFORCEMENT 9MM LUGER 124 GRAIN HST JACKETED HOLLOW

POINT P9HST1

[Be the first to review this product](#)

Manufacturer: Federal

SKU: P9HST1-cs

UPC (GTIN): 029465094621

~~Old price: \$475.00~~

Price: \$465.00

1

ADD TO CART

Please select the address you want to ship from 

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The P9HST1 Federal Premium 9mm Tactical Law Enforcement JHP is a high-performance duty round engineered for superior stopping power, penetration, and terminal ballistics. Designed specifically for law enforcement and personal defense applications, this 124-grain HST jacketed hollow point (JHP) ammunition delivers reliable expansion, deep penetration, and consistent performance, even through barriers. Federal Premium’s HST series is trusted by law enforcement agencies and civilians alike for its proven performance, making the P9HST1 an excellent choice for duty carry or personal protection.

PRODUCTS SPECIFICATIONS

Caliber	9mm Luger (9x19 Parabellum)
---------	-----------------------------

Bullet Type	Jacketed Hollow Point
Bullet Weight	124 Gr
FPS	1150 FPS
Muzzle Energy	364 Ft Lbs
Case Material	Nickel Plated Brass
Rounds Per Case	1000

PRODUCT TAGS

9mm (22) , federal premium (10) , hst (6) , law enforcement (8) , jhp (10)

CUSTOMERS WHO BOUGHT THIS ITEM ALSO BOUGHT



PMC 9MM 124GR FULL METAL JACKET
PMC9G



TROY 12 GAUGE 2.75" 10Z RIFLED SLUG
1600FPS

\$225.00

\$112.50

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**LAMBRO GUARD 12 GAUGE 2.75" 9
PELLET 00 BUCKSHOT 1325FPS**

\$125.00

ADD TO CART

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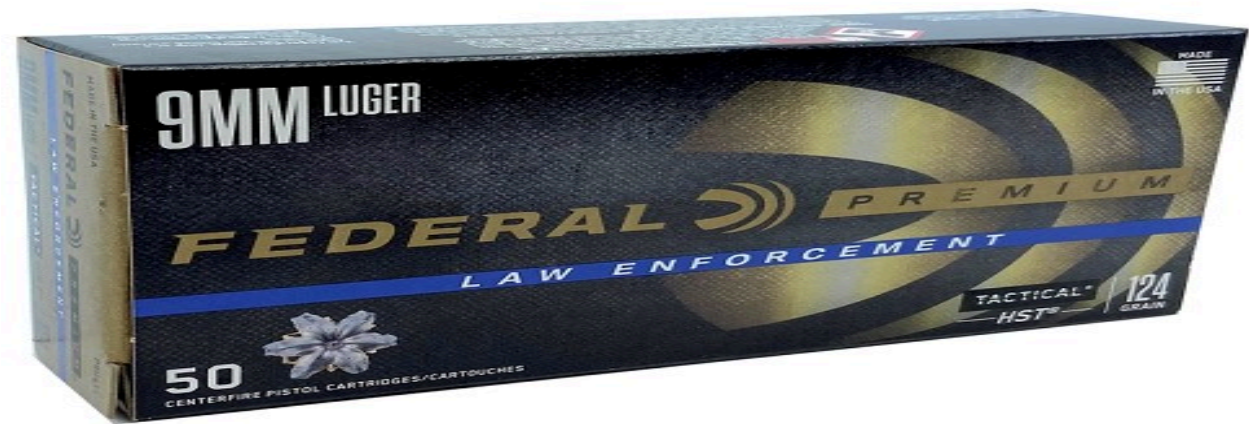
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Home (/) > HANDGUN AMMO (/handgun-ammo) > 9MM (/handgun-9mm-ammo) > Federal Premium Law Enforcement 9mm Luger 124 Grain HST Jacketed Hollow Point P9HST1 (1,000 Rounds) Free Shipping (<https://www.topgunammo.com/federallawenforcement9mmlugerammo124grainhstjacketedhollowpoint1000rounds.html>)



Reviews


Hover to zoom
([assets/images/p9hst1.jpg](#))



([assets/images/PD9HS5H_2.jpg](#))

•
•

 ADD TO GIFT REGISTRY  EMAIL A FRIEND

Federal Premium Law Enforcement 9mm Luger 124 Grain HST Jacketed Hollow Point P9HST1 (1,000 Rounds) Free Shipping

☆☆☆☆☆ 0 Reviews
On sale: ~~\$519.00~~ \$484.75

or 4 payments of **\$121.19** with  **sezzle** ⓘ

Part Number: P9HSTICS

Availability: In Stock.

Caliber 9MM

Rounds Per Box 1,000ct

Quantity

1

+

-

 **ADD TO CART**

Like Be the first of your friends to like this.

- Description

Description

- Brand: Federal Premium
- SKU: P9HST1
- UPC: 029465094621
- Caliber: 9mm
- Bullet Type: Jacketed Hollow Point
- Muzzle Velocity: 1150 fps
- Muzzle Energy: 364 ft. lbs
- Primer Type: Boxer Primed
- Casing Type: Nickel Plated Brass Casing
- Ammo Rating: SelfDefense and Personal Protection 9mm Luger Ammo
- Rounds Per Box: 50 Rounds Per Box
- Boxes Per Case: 20 Boxes Per Case

Customer Reviews

Trusted reviews by 

(https://www.yotpo.com/?utm_campaign=branding_link_reviews_widget_v3&utm_medium=widget)

We're looking for stars!

Let us know what you think

Be the first to write a review!

Reviews

Related Items

<https://www.topgunammo.com/federalawenforcement9mmlugerammo124grainhstjacketedhollowpoint1000rounds.html>

Page 73 of 172

2/4

(speergolddot9mm12-



www.topgunammo.com

☆☆☆☆☆ 0 Reviews

Speer Gold Dot LE 9mm Luger 124gr +P JHP ammo 53617 (50 rounds) Free Shipping on orders over \$199

~~\$39.99~~ \$27.50

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=762)

(Nobel-Sport-Italia
ANS203ST4--Amm
_p_910.html)



Steel-Shot--
pping-

☆☆☆☆☆ 0 Reviews

Nobel Sport Italia - 20g - 3" - 1oz - #4 - 1450fps - Steel Shot - ANS203ST4 - Ammunition (250 Rounds) Free Shipping (Nobel-

~~\$199.99~~ \$159.99

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=910)

(Nobel-Sport-Italia--t
-5--1oz--1330fps--AN
Shipping-on-orders-c



ocity--20ga--2-34-
250-Rounds-Free-

☆☆☆☆☆ 0 Reviews

Nobel Sport Italia - Heavy Game High Velocity - 20ga - 2-3/4" - #5 - 1oz - 1330fps - ANSVE205 - Ammunition (250 Rounds)

~~\$129.99~~ \$109.99

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=946)

(maxxtech45acj



ndsfreeshipping

★★★★★ 2 Reviews

Maxxtech 45acp 230gr FMJ PTG45B Ammunition (50 rounds) Free Shipping on orders over \$199

~~\$17.99~~ \$17.50

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=980)

(lambrol2g2
341ozrifledsl



☆☆☆☆☆ 0 Reviews

Lambro 12g 2-3/4" 1oz Rifled Slug 1350fps LAM12SLUG Ammunition (10 Rounds) Free Shipping on orders over \$199

\$6.49

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=1005)

(riol2grifled:



☆☆☆☆☆ 0 Reviews

Rio Star Slug 12g 2-3/4" 1-1/8oz Rifled Slug 1410fps Ammo RSL1210 (10 Rounds) Free Shipping on orders over \$199

~~\$7.79~~ \$6.99

ADD TO CART (ADD_CART.ASP?QUICK=1&ITEM_ID=1040)

Reviews

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92046475/#sealclick)



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Click the button below
to add:**223 Ammo 55gr Hi-Shok
SP Federal Tactical Rifle
Urban TRU (T223A) 500
Round Case**

to your wishlist.

[Add to Wishlist](#)[Home](#) [Rifle Ammo](#) 223 Ammo 55gr Hi-Shok SP Federal Tactical Rifle Urban TRU (T223A) 500 Round Case**223 Ammo 55gr Hi-Shok SP Federal Tactical Rifle Urban TRU (T223A) 500 Round Case****Our Price:** ~~\$365.99~~**SKU:** 029465095154b**Brand:** [Federal Premium Ammunition](#)**Availability:** This product is in stock if the add to cart button is visible below.**Quantity:** [Add to Cart](#)[Like](#) Be the first of your friends to like this.

CATEGORIES

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Bullets](#)[Rifle Cases | Range Bags](#)[Firearm Parts &
Accessories](#)[Blank Ammunition](#)[Machine Gun Parts &
Accessories](#)[Miscellaneous](#)[Pin it](#)[Description](#)[Similar Products](#)**Specifications****Bullet Type:** Hi-Shok SP, Soft Point**Bullet Weight:** 55gr**Bullet Jacket:** Copper**Velocity:** 3,220 ft/s**Case:** Brass**Powder:** Non-Corrosive**Primer:** Boxer**Amount:** 500 Round Case

Notes: Federal TRU Tactical Rifle Urban. Custom-made ammunition for your Urban Rifle! Today's Law Enforcement Officers need ammunition that is specifically designed for use in semi-automatic rifles, "Urban Rifles." Most of these rifles are variants of the M-16 or AR-15. We've designed TRU with these rifles in mind. Federal TRU ammunition is engineered using Mil-Quality specifications. Each Federal TRU cartridge is made using select mil-quality low flash powders that do not disrupt an officer's night vision. The TRU case and web are built using thicker brass, adding the extra strength needed for the high powered rifle. TRU primers are crimped for added holding ability. This virtually eliminates backed out primers

RECENTLY VIEWED

**223 Ammo 55gr Hi-Shok SP Federal
Tactical Rifle Urban
TRU (T223A) 500
Round Case**~~\$365.99~~[Add To Cart](#)**223 Ammo 55gr Hi-Shok SP Federal
Tactical Rifle Urban**

TRU (T223A) 20
Round Box
\$14.99

Add To Cart

that can lock-up your weapon. With TRU ammunition, potentially disastrous situations are greatly reduced. TRU bullets are specifically engineered ranging from fragmenting designs for tactical entry to deeper penetrating bullets for patrol.

All prices are in USD. Copyright 2025 Ammunitionstore.com. Sitemap Shopping Cart Software by BigCommerce

Order by 8 PM EDT, ships **Thu (05/08)**

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Bulk Ammo. In Stock. Shipped Fast.



Home / Bulk Rifle Ammo / Bulk 223 / 5.56 AR-15 Ammo / 223 Rem – 55 gr Hi-SHOK SP – Federal LE TRU (T223A) – 500 Rounds

223 Rem – 55 gr Hi-SHOK SP – Federal LE TRU (T223A) – 500 Rounds

★★★★★ (5 customer reviews)

\$349.00

(\$0.70 per round)

- Quantity – 500 Rounds (25 boxes of 20 rounds each)
- Manufacturer – Federal LE TRU
- Bullet – 55 Grain Hi-SHOK SP (Soft Point)
- Casing – New Boxer-Primed Brass

Availability: 10 in stock

1

Add to cart

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T223A ammo is excellent 223 Rem ammunition from Federal. This ammo is brass cased, boxer primed, non-corrosive, clean-burning, and reloadable. This is Federal LE TRU Tactical premium 223 ammo with a 55-grain Hi-Shok soft point projectile. It has a muzzle velocity of 3220 feet per second and energy of 1266 ft lbs.

This 223 Rem Ammunition from Federal is designed specifically for tactical training. Each round features a 55-grain Hi-Shok Soft Point projectile which is copper jacketed and lead core. This ammo will not only provide you with match-grade accuracy, but it will also meet all law enforcement requirements.

Stats on this round from Federal when fired into bare gel at 10 yards from a Colt M4 with a 14.5" barrel and a 1×7" twist rate

- Average Penetration: 7.75"
- Velocity: 2774 FPS
- Average Expansion: .523"
- Retained Wt: 50.6 grains
- Percent Wt. Retained: 92.00%

Ammo Caliber	223 Rem
Bullet Type	SP
Bullet Weight	55 Grain
Casing	Brass
Condition	New
Manufacturer	Federal LE TRU (Tactical Rifle Urban)
Manufacturer SKU	T223A
Primer	Boxer
Quantity	500



Jason Elliott (*verified owner*) August 17, 2023

Great service! The delivery company left my package at wrong location and it was stolen. Delivery service obviously didn't want to take responsibility, but Bulk Munitions resent my package at no charge! I highly recommend purchasing package protection and will definitely be a repeat customer.



Jon (*verified owner*) October 6, 2022

Have not tried out ammo yet. But delivery was fast.



Brent Rozner (*verified owner*) July 22, 2022

Love em ! My go to down here on the coast out of my .223 SBR 10.5" !



Howard Miller (*verified owner*) May 2, 2022

Always looking for top tier sources for most popular and special purpose ammo. I watch my inbox all the time for their new ammo offerings and consider myself a regular customer because of their business model and prompt service.



John Tataje (*verified owner*) April 5, 2022



Add a review

Your email address will not be published. Required fields are marked *

Your rating * ☆☆☆☆☆

Your review *

Name *

Email *

Submit

About

We started BulkMunitions because while there are a number of other good online ammo retailers, they are all looking out for their own interests. We want our work to serve a higher purpose. That's why we tithe at least 10% of

our profits to Christian-based, 2A-supporting non-profits. Become a part of something bigger with us.

What We Do

Tithe 10% of profits

Sell bulk ammo online for cheap

Ship orders within 48 hours

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No backorders

Contact

Email Us: sales@bulkmunitions.com

Call Us: (855) 588-8918

Write Us: 111 Northview St, Suite B-101, Knoxville, TN 37919 (mail only, not a store)

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BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Donald Edwards

SUB: PURCHASE ORDER REQUEST

DATE: 5/9/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Marshall Square Park Repair Project

Contact see attached quotes

Address see attached quotes

Phone

Email

Fax

Justification

Repairs to Marshall Square Park from accident. Replace landscaping, replant, seed and mulch affected areas. Also, Fabricate, coat and install 7 sections of custom aluminum Hairpin fence to match existing.

TOTAL AMOUNT TO BE PAID:	\$ 18,980.32
---------------------------------	---------------------

Reference (select one) ☒ Quote ☐ SOW ☐ SA ☐ State Contract

SHIP TO:

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Donald T. Edwards Digitally signed by Donald T. Edwards
Date: 2025.05.09 15:25:53 -04'00'

Authorized Department Manager

Date

_____ Sean

Sean Metrick, Borough Manager

Date

Account # 01-43613/80

P.O. RECEIVED

MAT. RECEIVED

P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Processing Initials _____

Notes

Angelo & Son Iron Work, Inc

1000 N Eagle Road
Havertown, PA 19083 US
+16104462692
angelosiron@comcast.net



Estimate

ADDRESS
Marshal Square Park

ESTIMATE
DATE

1367
04/01/2025

JOB NAME
Hairpin Fence Repair/Replace

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Fabricate, powder coat, and install custom aluminum Hairpin fence to match existing. Replace 7 section damaged in accident.	1	8,750.00	8,750.00

Please reply via email to accept proposal.

TOTAL

\$8,750.00

Accepted By

Accepted Date



813 Lincoln Ave
West Chester, PA 19380
(610) 701-9283
office@flowersandmore.biz

Proposal

To: Friends Of Marshall Square Park

DATE: 4 April, 2025

Description:

Automobile accident damage to landscape at Marshall Square Park

Proposal - Replace:

- 1) 30 variegated liriope, 1 gal. \$20 each
- 2) 14 Cephalotaxush. 'prostrata', 3 gal. \$65 each
- 3) 25 Carex 'Ice Dance', 1 gal. \$25 each
- 4) 50 Polystichum acrostichoides, 2 gal. \$25 each
- 5) 1 quercus phellos, 2" caliper. \$625

Remulch newly planted areas

Remove non-biodegradable matting, add grass seed and sterile straw.

Total for materials listed above: including mulch, grass seed, straw: \$4,360

Total labor costs: \$3,275

Total: \$7,635

Terms of Proposal:

Invoices will be sent for payment each month of service.

Prices quoted are valid for four months from the date of proposal.

The proposal covers only labor and cost of machinery herein stated.

There will be an additional charge for any extra material and labor not stated.

Creating Beautiful Outdoor Living Spaces



813 Lincoln Ave
West Chester, PA 19380
(610) 701-9283
office@flowersandmore.biz

Guarantee:

All workmanship is guaranteed for a period of 12 months from the completion of the installation.

Trees and shrubs guaranteed for one year, perennial flowers for 6 months. Annual flowers not guaranteed.

Flowers and More shall not be responsible for any obvious damage done to new turf/plant material following installation done by insufficient watering, human or canine foot traffic, wildlife, canine digging or urination or staining and extreme weather conditions.

Flowers and More shall not be responsible for any discoloration on decks, patios, walkways, driveways or other surfaces when installing a dyed mulch product.

Any exception or special considerations must be noted on the contract at the time of signing.

Your signature on this proposal constitutes an agreement to all terms stated herein and is a contract for Services of goods specified.

Checks payable to: Flowers & More, Inc.

813 Lincoln Ave
West Chester, PA 19380

Accepted by: _____ DATE _____

PA 031074 BU 11013

Dominic Pointek

Creating Beautiful Outdoor Living Spaces

Garden Design • Installation • Maintenance • Container Gardening • Consulting • Pine Needle Distribution

Attn:

Friends of Marshal Square Park

Jeff Beitel, Anne Walters

Re: Tree Loss Incident at Marshal Square Park

I was asked to provide a loss valuation appraisal for a recent incident at Marshal Square Park. An oil truck had lost control speeding into the Northeastern corner of the park and destroyed a 7" DBH Willow Oak, (*Quercus phellos*). The tree was broken off at ground level and is a total loss. Utilizing the Trunk Formula Method as part of the Guide for Plant Appraisal, 10th Edition, Revised and the MAC Species Rating Guide(2021) the tree is appraised at **\$2595.32**.

Willow Oak normally found in Southeastern climates has moved north with climate change and is now widely utilized in the landscape trades for its high heat tolerance, urban adaptability, and low rate of mortality from diseases that impact other overstory oaks. It is currently rated as a .90% factor in the MAC Species Rating Guide(2021). It has widely been utilized to replace Pin Oak (*Quercus palustris*) and Red Oak (*Quercus rubra*) as these species have been ravaged with Bacterial Leaf Scorch and are generally low performing trees with climatic change.

Trees are valuable assets in the urban environment and the only urban infrastructure item that improves in value and service through time. As trees age their benefits as mature organisms cannot be replaced simply by a one-to-one ration. The Trunk Formula Method is a widely accepted technique for appraising the monetary value of large, mature trees that are too big to be replaced with nursery stock. It is typically used by arborists and urban foresters, particularly in cases of damage, litigation, or insurance claims.

Please feel free to contact me with any questions or concerns at 610 350 7000.

Sincerely, *Michael B. Dunn*

Michael B. Dunn RCA | BCMA

Principal



Trunk Formula Method Worksheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Basic						Condition				Limitations		
	#1	#2	#3	#4		#5	#6	#7	#8	#9	#10	#11	#12
Species	DBH	Trunk Circumference	Trunk Area	Unit Tree cost (\$/ sqin)	Species Rating	Basic Tree cost	Health %	Structur e %	Form %	Condition rating	Funtional Limitations	External Limitations	Depreciated Cost
Willow Oak	7	21.98	38.465	85	0.9	\$ 2,942.57	0.9	0.9	0.9	1	93%	94%	\$ 2,593.82

Citations

Isa, I. (2021). *Guide for Plant Appraisal 10th Edition- Council of Tree & Landscape Appraisers*. International Society of Arboriculture.

Mid-Atlantic Tree Species Rating Guide. (2021). Mid Atlantic Chapter, International Society of Arboriculture.

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Joshua B. Lee, Chief of Police

SUB: PURCHASE ORDER REQUEST

DATE: 5/23/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Adorama

Contact Matthew Gee

Address 42 West 18th Street
New York, NY 10011

Phone (800) 223-2500

Email info@adorama.com

Fax

Justification

Replace the fleet of Unmanned Aerial Systems (drones) for the West Chester Police Department.

TOTAL AMOUNT TO BE PAID:	\$ 21,136.35
---------------------------------	---------------------

Reference (select one) ☐ Quote ☐ SOW ☐ SA

SHIP TO:

WEST CHESTER POLICE DEPARTMENT
ATTN: CHIEF JOSHUA LEE
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-436-1323

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

2571664

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Joshua B. Lee

Digitally signed by Joshua B. Lee
Date: 2025.05.29 11:01:32
-04'00'

5/29/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 01-457-72/40 Unit Expe

P.O. RECEIVED

MAT. RECEIVED

P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____



West Chester Police Department

MEMORANDUM

TO: Staci King

FROM: Lieutenant Christopher Daly

DATE: May 22, 2025

SUBJECT: Purchase Order Request

This memo is written to request a purchase order in the amount of \$21,1136.35 to be taken out of the "Unit Expense" line item. This purchase order would be used to replace the fleet of West Chester Police Department Unmanned Aerial Systems (UASs), which are reaching the end of their recommended life span.

It should be noted that there will also be a trade-in for our current units, however, I will not know the exact amount of the trade-in until the UASs are sent to the dealer for an appraisal. The approximate value of the trade-ins is currently \$4388.50, which will be subtracted from our total amount due at the time of purchase. We will not be sending the UASs for an appraisal until the purchase order is approved, as we need to limit the amount of time that the units are off the street and unavailable for emergencies.

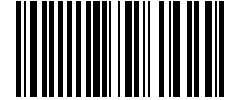
The police department intends to purchase three DJI drones. DJI controls the price of the drones, and as such, the cost of the drones is essentially the same, regardless of which dealer we use. With that said, Adorama is the only dealer I can find who is willing to take trade-ins, which significantly reduces our cost. I have attached three quotes for comparison.

Please let me know if you require any additional information to move this project forward.



42 West 18th Street
New York, NY 10011 800-223-2500
adorama.com
info@adorama.com

QUOTE



2571664

05/08/2025

BILLING ADDRESS:

WEST CHESTER POLICE DEPARTMENT
Att: ACCOUNTS PAYABLE
401 EAST GAY STREET
WEST CHESTER, PA 19380 USA
(484) 555-5555

SHIPPING ADDRESS:

WEST CHESTER POLICE DEPARTMENT
Att: ACCOUNTS PAYABLE
401 EAST GAY STREET
WEST CHESTER, PA 19380 USA
(484) 555-5555

Customer No: 20527007
Customer PO: None
Terms:

SKU#	Item	Qty	Price	Total
DJIMATRICE4T	DJI MATRICE 4T W/ CARE ENT PLUS Mfg Item#: CB.202412112657	2	7,849.00	15,698.00
DJICPEN55902	DJI MATRICE 4 SERIES BATTERY Mfg Item#: CP.EN.00000559.02	8	230.00	1,840.00
DJICPEN57901	DJI AL1 SPOTLIGHT Mfg Item#: CP.EN.00000579.01	2	430.00	860.00
DJICPEN57801	DJI AS1 SPEAKER Mfg Item#: CP.EN.00000578.01	2	290.00	580.00
DJICPMA81601	DJI AIR 3S FLY MORE COMBO (DJI RC 2) Mfg Item#: CP.MA.00000816.01	1	2,158.35	2,158.35
HNHDLP3ADO	ADORAMA 3' DRONE LAUNCH PAD Mfg Item#: HNHDLP3ADORAMA	2	.00	.00

Thank you for your order.

This quote was prepared by your sales representative,
Matthew Gee.

To place order or for any help, call Matthew Gee
at (800) 223-2500 x 2122 or email at matthewg@adorama.com

To email Customer Service please go to www.adorama.com/email

Sub Total: 21136.35
Shipping: .00
Tax: .00
Quote Total: 21136.35
Est Trade Value: \$4388.50

Any item/s showing as "back-order"?

An item listed as "back-order" is on order with the supplier and is temporarily out of stock. These items will ship soon. Most backordered items ship within 10 business days. We never charge additional shipping as a result of a back-order. Please feel free to contact us for additional info at www.adorama.com/email.

Note: Please be prudent when throwing away packaging material. It is possible to miss some contents. Checking off contents against the packing list is always a good idea. If something is indeed missing please make a claim within 5 days to be compliant with our policies.

We want to buy your used photo equipment:

In the last year alone, Adorama spent millions buying 35mm, medium / large-format, scopes, video and digital equipment. Our satisfied customers happily cashed in or traded their equipment and enjoyed our above market value payout. Adorama pays top dollar for individual items, rare pieces, collections and estates. For more information, call 1-800-223-2500 or visit us at www.adorama.com/sell and use our online quoting system.

No Hassle Return Policy:

We want you to be completely happy with your purchase from Adorama. Please see the general Return/Exchange guidelines and policy posted on our website at www.adorama.com/policy.

Adorama Access

Ask about Adorama Access.
Affordable technical support subscription plans that help you set up and get the most out of your equipment.
Online: www.adorama.com/Access
or speak to your account manager.



We pay top dollar for your used photo & video equipment

To find out the value of your equipment

online	by phone	bring it
adorama.com/sell	800-223-2500	42 W 18 St NYC

Ship Via: Standard Ground Delivery

Salesman 1577 - MatthG

Printed By: MATTHEWG 05/21/25 10:06 AM
Page 93 of 172



Order summary ▾

\$8,509.00

Express checkout

PayPal



Show more options ▾

OR

Contact

[Log in](#)

Email

☒ Email me with news and offers

Delivery



Ship



Pickup in store



Country/Region
United States



First name

Last name

Company (optional)

Address 

Apartment, suite, etc. (optional)

City

State
Pennsylvania 

ZIP code

Phone 

Shipping method

Enter your shipping address to view available shipping methods.

Payment

All transactions are secure and encrypted.

 Credit card



+5

Card number 

Expiration date (MM / YY)

Security code 

Name on card

☒ Use shipping address as billing address

☐ PayPal



Remember me

☒ Save my information for a faster checkout with a Shop account



Mobile phone number
+1

Secure and encrypted

shop

Pay now

Your info will be saved to a Shop account. By continuing, you agree to Shop's [Terms of Service](#) and acknowledge the [Privacy Policy](#).

[Refund policy](#) [Shipping policy](#) [Privacy policy](#) [Terms of service](#)
[Contact information](#)



Proforma Invoice

Drone Nerds Inc.
5553 Anglers Ave.
Suite #109
Ft. Lauderdale FL 33312
United States
P: 786-708-7807
www.DroneNerds.com

#EST402690473

5/6/2025

Bill To	Ship To
Christopher Daly	Christopher Daly
West Chester Police Department	West Chester Police Department
401 East Gay St	401 East Gay St
West Chester PA 19380	West Chester PA 19380
United States	United States

TOTAL

\$9,507.14

PO #	Shipping Method	Ship Date
	Ground	5/6/2025

Quantity	Item	Rate	Amount
1	CB.202412112657 DJI Matrice 4T (NA) SP Plus (Matrice 4T w/ Care Enterprise Plus Auto-Activated NA) DJI Matrice 4T × 1 DJI Matrice 4 Series Battery × 1 DJI RC Plus 2 Enterprise × 1 DJI 100W USB-C Power Adapter × 1 DJI Matrice 4 Series Charging Hub × 1 microSD Card × 1 DJI Matrice 4T Gimbal Protector × 1 DJI Cellular Dongle 2 Pry Bar × 1 DJI Matrice 4 Series Propellers × 3 100W Power Adaptor AC Cable × 1 USB-C to USB-C Data Cable × 1 USB-A to USB-C Data Cable × 1 DJI Matrice 4 Series Storage Case × 1 DJI Matrice 4 Series Storage Case Shoulder Strap × 1	\$7,849.00	\$7,849.00
3	CP.EN.00000559.02 DJI Matrice 4 Series Battery DJI Matrice 4 Series Battery	\$230.00	\$690.00
1	CP.EN.00000579.01 DJI AL1 SpotLight DJI AL1 SpotLight	\$430.00	\$430.00

Subtotal	\$8,969.00
Tax Total (6%)	\$538.14
Shipping	0.00
Total	\$9,507.14



EST402690473



Proforma Invoice

Drone Nerds Inc.
5553 Anglers Ave.
Suite #109
Ft. Lauderdale FL 33312
United States
P: 786-708-7807
www.DroneNerds.com

#EST402690473

5/6/2025

Payment Options

Please make all checks payable to Drone Nerds Inc.

Wiring Instructions

Bank Name: Amerant Bank, N.A
Bank Address: 800 W Cypress Creek Rd #240 Fort Lauderdale FL 33309
Account Name: Drone Nerds Inc
Account Number: 1001120506
ABA: 067010509 (ACH/Wires)
Swift Code: MNBMUS33



EST402690473

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Joshua B. Lee, Chief of Police

SUB: PURCHASE ORDER REQUEST

DATE: 6/3/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Motorola Solutions

Contact

Address 500 West Monroe
Chicago, IL 60661

Phone (800) 422-4210

Email

Fax

Justification

Cloud Storage 07/01/2025 - 06/30/2026

TOTAL AMOUNT TO BE PAID:	\$ 18,750.00
---------------------------------	---------------------

Reference (select one) ☐ Quote ☐ SOW ☐ SA

SHIP TO:

WEST CHESTER POLICE DEPARTMENT
ATTN: CHIEF JOSHUA LEE
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-436-1323

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Joshua B. Lee Digitally signed by Joshua B. Lee
Date: 2025.06.04 11:37:37
-04'00'

6/4/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 01-438-22/40 Software/I

P.O. RECEIVED _____

MAT. RECEIVED _____

P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Notes

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Processing Initials _____



Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

ORIGINAL INVOICE			
Transaction Number 1411184421		Transaction Date 01-JUN-2025	
Transaction Total 18,750.00 USD			
P.O. Number		P.O. Date	Customer Account No 1011485019
Payment Terms Net Due in 30 Days			Payment Due Date 01-JUL-2025
Bill To Address WEST CHESTER POLICE ATTN: Accounts Payable 401 E GAY ST WEST CHESTER PA 19380 United States		Ship To Address WEST CHESTER POLICE 401 E GAY ST WEST CHESTER PA 19380 United States	

Visit our website at www.motorolasolutions.com

IMPORTANT INFORMATION

Subscription(s) : USS101876372

For all invoice payment inquiries contact
AccountsReceivable@motorolasolutions.com
Telephone: 800-247-2346
Fax: +1(631)883-4238

SPECIAL INSTRUCTIONS / COMMENTS

To view your invoices in other formats and perform secure online bill payment, login to your account on <http://www.motorolasolutions.com/self-service/myaccount/billingmanagement/>. For online support, contact the Motorola Solutions Support team using the online Chat feature or by calling 1-800-422-4210

Line Item #	Item Number	Description	Service From	Service To	Qty.	Unit Price (USD)	Amount (USD)
1	WGV-CLD-UNL-101	CLOUD STORAGE - UNLIMITED	01-JUL-2025	30-JUN-2026	50	375.00	18,750.00
Total Tax PA0.00 USD Subtotal USD Total Tax USD Total USD Amount Due							18,750.00 0.00 18,750.00 18,750.00

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 1411184421	Customer Account No 1011485019	Payment Due Date 01-JUL-2025	Transaction Total 18,750.00 USD	Amount Paid
---	--	--	---	--------------------

Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

WEST CHESTER POLICE
ATTN: Accounts Payable
401 E GAY ST
WEST CHESTER PA 19380
United States

Payment Transfer Details

Bank of America, Dallas
WIRE Routing Transit Number: 026009593
ACH/EFT Routing Transit Number: 111000012
SWIFT: BOFAUS3N
Bank Account No: 3756319806

Send Payments To:



Motorola Solutions, Inc.
13108 Collections Center Drive
Chicago IL 60693
United States
Please provide your remittance details to:
US.remittance@motorolasolutions.com

 MOTOROLA SOLUTIONS Appendix							
Line Item #	Item Number	Description	Service From	Service To	Qty.	Unit Price (USD)	Amount (USD)
1	WGV-CLD-UNL-101	Subscription#: USS101876372 P.O. Number: QUOTE-1743694 CLOUD STORAGE - UNLIMITED	01-JUL-2025	30-JUN-2026	50	375.00	18,750.00

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Michael Findley

SUB: PURCHASE ORDER REQUEST

DATE: 6/3/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Usalco

Contact Anja Doyle

Address 2601 Cannery Avenue
Baltimore, MD 21226

Phone (410) 354-0100

Email www.usalco.com

Fax (410) 918-2240

Justification

For purchase of DelPAC 1000 (Aluminum Chloride Hydroxide Sulfate) for phosphorus removal.
4,200 gallons @ \$3.056 a gallon.

TOTAL AMOUNT TO BE PAID:	\$ 12,835.20
---------------------------------	---------------------

Reference (select one) ☒ Quote ☐ SOW ☐ SA ☐ State Contract

SHIP TO:

Taylor Run WWTP
795 Downingtown Pike
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

included

QUOTATION NUMBER

14888-2

PAYMENT TERMS

net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Michael Findley

Digitally signed by Michael Findley
DN: cn=Michael Findley, o=Wastewater,
ou=Borough of West Chester,
email=mfindley@west-chester.com, c=US
Date: 2025.06.03 13:59:04 -04'00'

6/3/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 08-45728/08

P.O. RECEIVED

MAT. RECEIVED

P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____



Quotation

USALCO

www.usalco.com
Phone: 800-453-2586
Email: orders@usalco.com

Quote #: Q-14888-2
Date: 2/18/2025, 1:04 PM
Effective Date: 4/1/2025

Bill To

West Chester PA (Borough Of)
401 E. Gay St.
West Chester, PA 19380
US

SALESPERSON	PAYMENT TERMS
Thomas Dobson tdobson@usalco.com	Net 30

WAREHOUSE	PRODUCT CODE	PRODUCT NAME	PRODUCT TYPE	FREIGHT TERM	LEAD TIME	UNIT PRICE	ADDITIONAL SURCHARGE	QTY	UOM
BT	DELPAC 1000	DELPAC 1000 - CARGO TANK	TT	Prepaid	3-5 Bus Days	\$3.3056	\$0.0000	22.50	GAL
Ship To Address: Taylor Run WWTP; 795 Downingtown Pike; West Chester, PA 19380									

***Please note that Additional Surcharge will appear as separate line item on invoice.

Terms & Conditions

This order quotation is subject, and its acceptance is expressly limited, to the terms stated on its face and USALCO's Standard Terms and Conditions, attached and also posted at <https://www.usalco.com/stcs/> which are hereby incorporated herein by reference. Unless otherwise specifically accepted by USALCO in writing, any additional or different terms, whether or not materially different, set forth in any communication from Buyer to USALCO are hereby objected to and rejected.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Thomas Dobson at tdobson@usalco.com

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Parking Services

SUB: PURCHASE ORDER REQUEST

DATE: 5/30/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor T2 Systems

Contact T2 Systems

Address 8900 Keystone Xing, Suite 700
Indianapolis, IN 46240-4697

Phone (865) 936-7283

Email

Fax

Justification

4 New Handhelds

TOTAL AMOUNT TO BE PAID:	\$ 15,402.00
---------------------------------	---------------------

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☐ State Contract

SHIP TO:

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

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

5/30/2025

Date

Sean Metrick, Borough Manager

Date

Account # 0940313

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____

T2 Systems, Inc. - Confidential Quotation
a Verra Mobility Company
8900 Keystone Xing, Suite 700
Indianapolis, IN 46240-4697



For: Borough of West Chester - PA
Quote ID: Q-49913
Date Issued: 3/4/2025
Expires: 6/30/2025

Bill To:
Borough of West Chester - PA
401 E. Gay Street
West Chester, Pennsylvania 19380
United States

Ship To:
Borough of West Chester - PA
401 E. Gay Street
West Chester, PA 19380
United States

Prepared By:
Zachary Boyd

Ramsey Reiner
610-436-1325
rreiner@west-chester.com
EIN: 23-6002957

Prepared For:
Ramsey Reiner

Subscriptions

Product Name	Product Code	Quantity	Discount %	Sales Price	Total
UPsafety/Flex Verizon LTE Data Plan					
Year 1	100.5003	4.00		USD 0.00	USD 0.00
Replacement Devices. Customer will provide serial numbers of devices to be replaced.					
Year 2	100.5003	4.00		USD 0.00	USD 0.00
Year 3	100.5003	4.00		USD 0.00	USD 0.00
UPsafety Hardware Care Program					
Year 1	100.5006	4.00		USD 420.00	USD 1,680.00
Year 2	100.5006	4.00		USD 420.00	USD 1,680.00
Year 3	100.5006	4.00		USD 420.00	USD 1,680.00
TOTAL:					USD 5,040.00

Hardware

Product Code	Product Name	Quantity	Discount %	Sales Price	Total
105.0806	XF Print S23 Ultra Enforcement Kit	4.00	10.000	USD 2,515.50	USD 10,062.00
XF S23 Ultra Kit that includes the Samsung S23 Ultra smartphone and following XF items: XF1R2 Spare Battery XF Single Dock Base Kit w/ Power Supply XF1R2 Carrying Case XF1R2 Vehicle Charger with 3 ft Cable XF1R2 Print Pod Assembly					

TOTAL: USD 10,062.00

Other

Product Code	Product Name	Quantity	Discount %	Sales Price	Total
100.2020	Estimated Shipping and Handling	1.00	0.000	USD 300.00	USD 300.00
TOTAL:					USD 300.00

Year 1 Total: USD 12,042.00
Year 2 Total: USD 1,680.00
Year 3 Total: USD 1,680.00

Tax Amount: USD 0.00
Tax Comments: N/A

Total: USD 15,402.00

Additional Information:
Freight Term: FOB-VEND-PP
Payment Terms:
IRIS Profile:
End User: Borough of West Chester - PA
GP Customer Number: 4061

Billing Terms

Additional fees for variable cost services utilized.

Hardware, including subcontractor hardware, and shipping invoiced per Agreement.

Subscriptions are invoiced upon receiving access to licensed product.

Professional Services invoiced on Project Go-Live.

Travel invoiced as incurred.

Tax rate, if applicable, will be finalized for calculation at time of invoicing.

Invoices paid via credit card will incur a 2.5% convenience fee.

Purchase orders can be forwarded to purchaseorders@t2systems.com

Quote is developed in conjunction with Statement of Work, if applicable. If any billing term language conflicts occur, Standard Billing Terms section of Statement of Work document takes precedence.

Quoted pricing is based on current applicable tariffs, import/export duties, surcharges, taxes or similar fees ("Tariffs"). In the event any governmental authority enacts or imposes new or additional Tariffs that increases the cost of goods, materials, and/or services provided for under this Quote, T2 reserves the right to adjust the pricing on this Quote to reflect increased costs.

Quote Number: Q-49913

Customer

Signature

Print Name

Title

Date

PO #

Organization/Sponsor Name: 8/10/25 St. Agnes "Assumption" Procession

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received:

5/14/25

Date Payment(s) Received: _____

YES ☒ N/A

☒

Completed and Signed Application

☒

Date of event/Event time/Set up/Breakdown

8/10/25 12-3 pm total time

☒

Map of the Event or Location of the Event

☐

List of Streets to be Closed for the Event

N/A

☐

List of Borough Services requested - to be reviewed by West Chester Borough

N/A

☐

Non-refundable application fee - may be cash, check, or money order

☒

Applicant's Certificate of Insurance

☐☒

West Chester Police Department Fees - required for runs

☐☒

List of Food Vendors with Chester County Health Department Licenses

☐☒

List of Sub-Contractors with Certificates of Insurance

☐☒

Proof of public transportation approval if public streets are to be closed

☐☒

Proof of notification to Good Fellowship Ambulance - required for runs

☐☒

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works

YES

☐

NO

☐

Date: _____

Approved by Parking Department

YES

☐

NO

☐

Date: _____

Approved by Parks and Recreation

YES

☒

NO

☐

Date: KAC 6/2/25

Approved by Police Department

YES

☐

NO

☐

Date: _____

Approved by Borough Council

YES

☐

NO

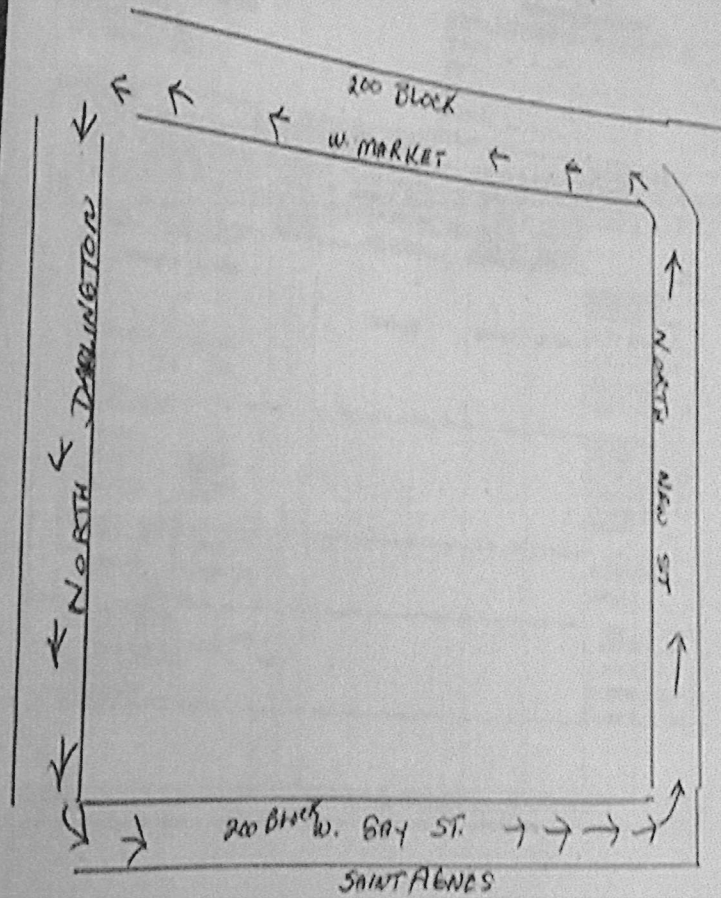
☐

Date: _____

Notes:

Returning event. No Boro support needed.

START AT SAINT AGNES
AND
END AT SAINT AGNES



Organization/Sponsor Name:

7/19/25 - Mt. Carmel COB/C - Block party

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received:

6/3/25

Date Payment(s) Received: _____

YES ☒ N/A

☒

Completed and Signed Application

☒

Date of event/Event time/Set up/Breakdown

7/19/25 8a-4p

☒

Map of the Event or Location of the Event

☐

List of Streets to be Closed for the Event

600 block E. Minor St. (B/w Poplar & Bolmer)

☐

List of Borough Services requested - to be reviewed by West Chester Borough

WCPW - road closing equipment

☐

Non-refundable application fee - may be cash, check, or money order

☐

Applicant's Certificate of Insurance

☐☒

West Chester Police Department Fees - required for runs

☐☒

List of Food Vendors with Chester County Health Department Licenses

☐☒

List of Sub-Contractors with Certificates of Insurance

☐☒

Proof of public transportation approval if public streets are to be closed

☐☒

Proof of notification to Good Fellowship Ambulance - required for runs

☐☒

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works

YES

☐

NO

☐

Date: _____

Approved by Parking Department

YES

☐

NO

☐

Date: _____

Approved by Parks and Recreation

YES

☐

NO

☐

Date: _____

Approved by Police Department

YES

☐

NO

☐

Date: _____

Approved by Borough Council

YES

☐

NO

☐

Date: _____

Notes:

6/6/25: need COI & app fee



Permit #: COA-25-0007	Status: UNDER REVIEW	Contact: Alonzo Adams	Site Address: 202 W GAY ST
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	Project Name: Retail window and trim	Contractor:	WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original  
LOCATION OF PROJECT:*	202 W. Gay Street  
NAME OF BUSINESS:*	Uptown Venture Group LLC  
WHICH ELEMENTS DID YOU CHANGE:	Window and Trim  
ON HOW MANY FACADES:	1  
WHAT WAS THE OLD IS THE MATERIAL:	Brick and aluminum  
WHAT IS THE PROPOSED NEW MATERIAL:	Aluminum and Azek  
HOW WILL IT BE INSTALLED:	By a Contarctor  
ARE YOU USING ANY HISTORICAL MATERIALS:	No  
IF SO, WHAT AND HOW:	 
WHAT WERE THE OLD DIMENSIONS:	 
WHAT ARE THE NEW DIMENSIONS:	9x8 x1  
WHAT ARE THE OLD COLORS:	Off white  
WHAT ARE THE NEW COLORS:	Black  
WHY DO YOU WISH TO MAKE THESE CHANGES:	A retail window for the new business  

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 202 W. Gay Street

- 1) **Date of HARB Review:** May 29, 2025
- 2) **Applicant's Proposal:** Create Retail Window and Trim
- 3) **Findings:**

The applicant, Alonzo Adams of the Uptown Venture Group, attended to present the project. Mr. Adams had made a previous submission for review by the HARB at the April 24, 2025 meeting.

Based on the HARB's April 24 comments, Mr. Adams revised the storefront design and returned to the May 29, 2025 meeting to present the final design proposal. Greg Radford, the project architect, also attended the May 29 meeting and submitted additional design drawings SK-1 and SK-2 at the meeting. The proposed was described as follows:

- *The property is zoned commercial and will continue as first floor office or retail space.*
- *Project proposes to remove the two existing first-floor double-hung windows and install a large single-pane storefront window, similar to the neighboring building.*
- *The new window will be surrounded by a traditional-style decorative storefront with solid panels, decorative trim, and cornice moldings, constructed of Azek.*
- *The existing residential front door and transom window above will be retained.*
- *The wood frame hood above the entrance door will be removed.*
- *The existing wood bulkhead covering the basement window will be removed. The window will be covered with the new storefront facing panels and trim.*
- *The sign illustrated in the documents is not part of the submission for approval.*

The HARB reviewed the application in detail. The HARB commented the revised drawings were more comprehensive but still did not clearly illustrate the proposed construction in detail. Much time was spent verifying the design intent, materials, and spatial dimensions with Mr. Radford. The HARB's primary concern was that the design was "flat" and lacked the three-dimensional richness typical of West Chester's traditional storefronts. The proposed flat modern detailing was not deemed appropriate. After extensive discussion, and to expedite the project at the applicant's request, the HARB and the applicant agreed to appropriate design revisions required for final approval. The agreed path forward is reflected in the final motion.

4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-16 as submitted, including the revised design documents SK-1 and SK-2 provided at the May 29 HARB meeting, with the following clarifications:

1. *The proposed aluminum storefront window frame shall be clad in Azek trim so that no aluminum is exposed.*
2. *The storefront base panel details as shown shall be packed out to create a framed panel of three receding planes offset at least 3/4-inch each.*
3. *The frieze panel and trim above the storefront window shall be treated in a similar manner with three receding planes to create additional visual depth in the storefront detailing.*
4. *The aluminum flashing at the top of the new storefront assembly shall be painted to match the adjacent Azek trim.*

5. **Note:** This approval is contingent on the submission of updated design drawings documenting the revisions required herein that have been incorporated into the project design. The revised documents shall be submitted to the HARB no later than Wednesday, June 4, 2025 for review and final approval by a HARB subcommittee.
6. **MOTION UPDATE:** Subsequent to the meeting, the applicant did submit the requested revised design drawings on Wednesday June 4, 2025 for review by the HARB subcommittee. The Subcommittee provided the following comments:
 - 6.1 The resubmitted drawings, "SK-3" dated 6-3-2025, appropriately reflect the conditions included within the HARB's motion for approval with one small exception that should be corrected within drawings submitted for building permit, explained as follows: Azek sill/jamb trim shall be added to complete the concealment of the aluminum window frame. The updated drawings show a facing trim piece only in lieu of the two-piece assembly that is necessary to cover all exposed aluminum as noted in Condition #1 of the motion.

Application Numbers: [2025-16](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 202 W. Gay Street

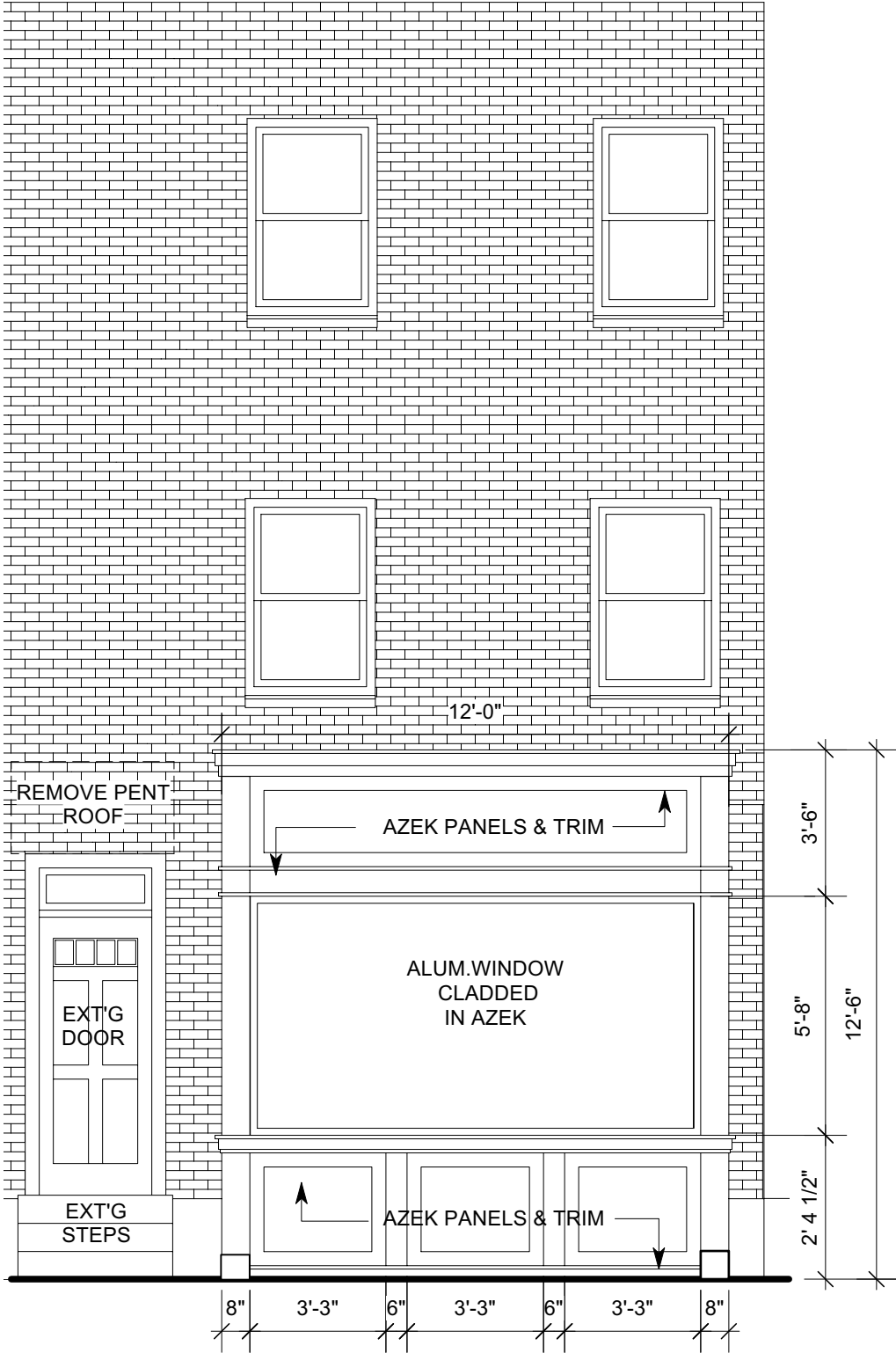
5) **Borough Council's Action and Date**

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

.....

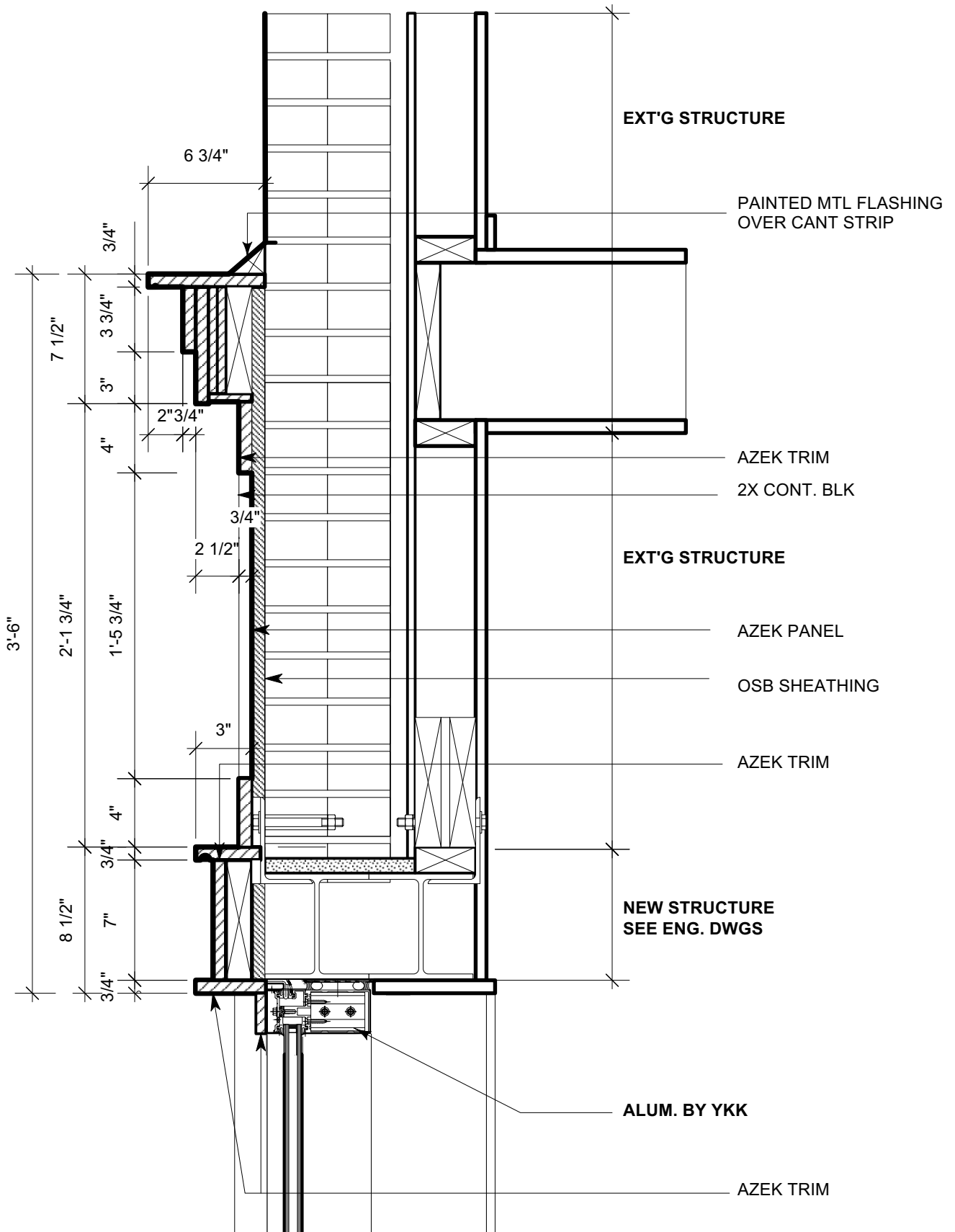
Date of Action Taken: _____, 2025

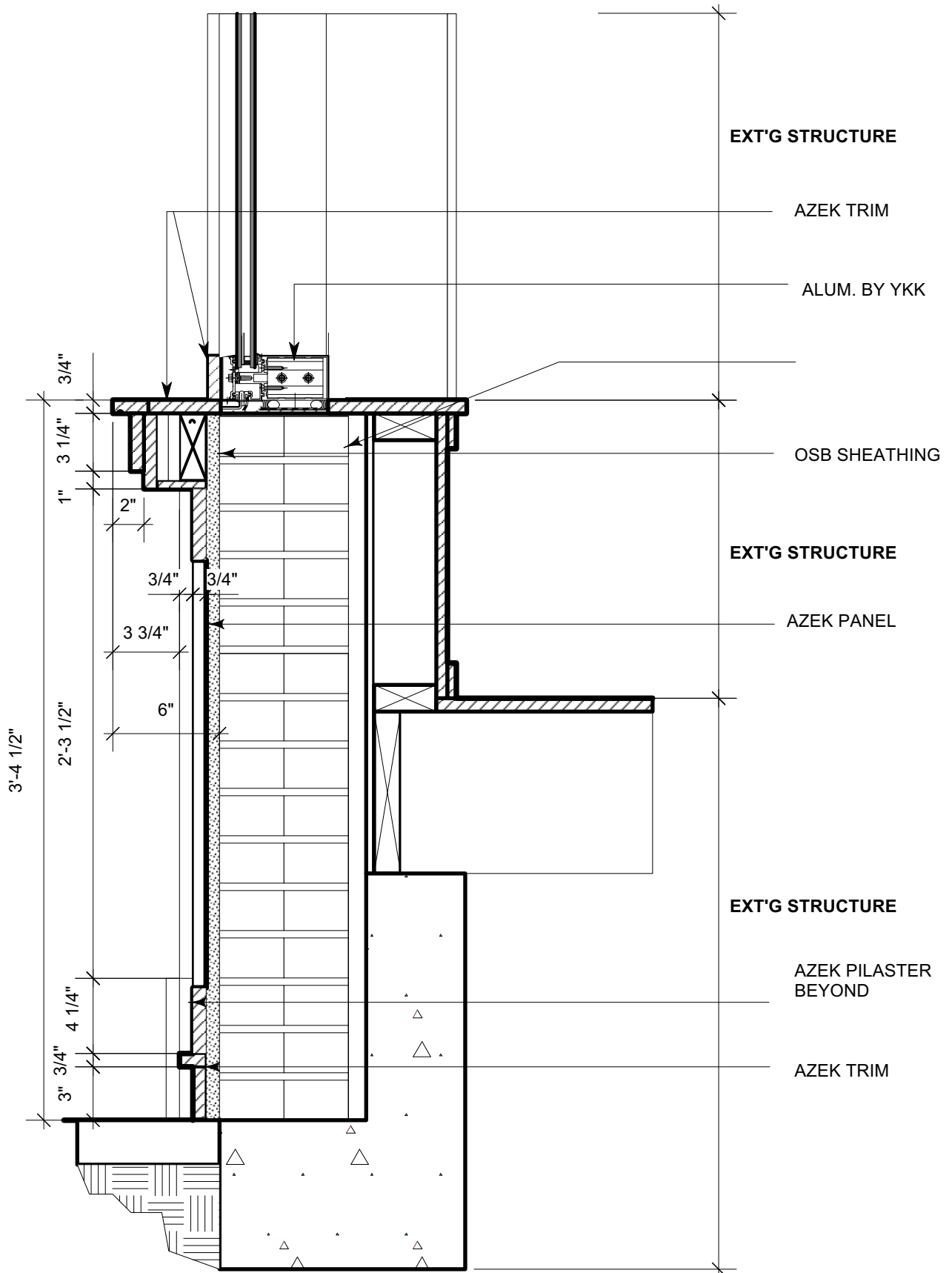
Borough Manager's Signature:



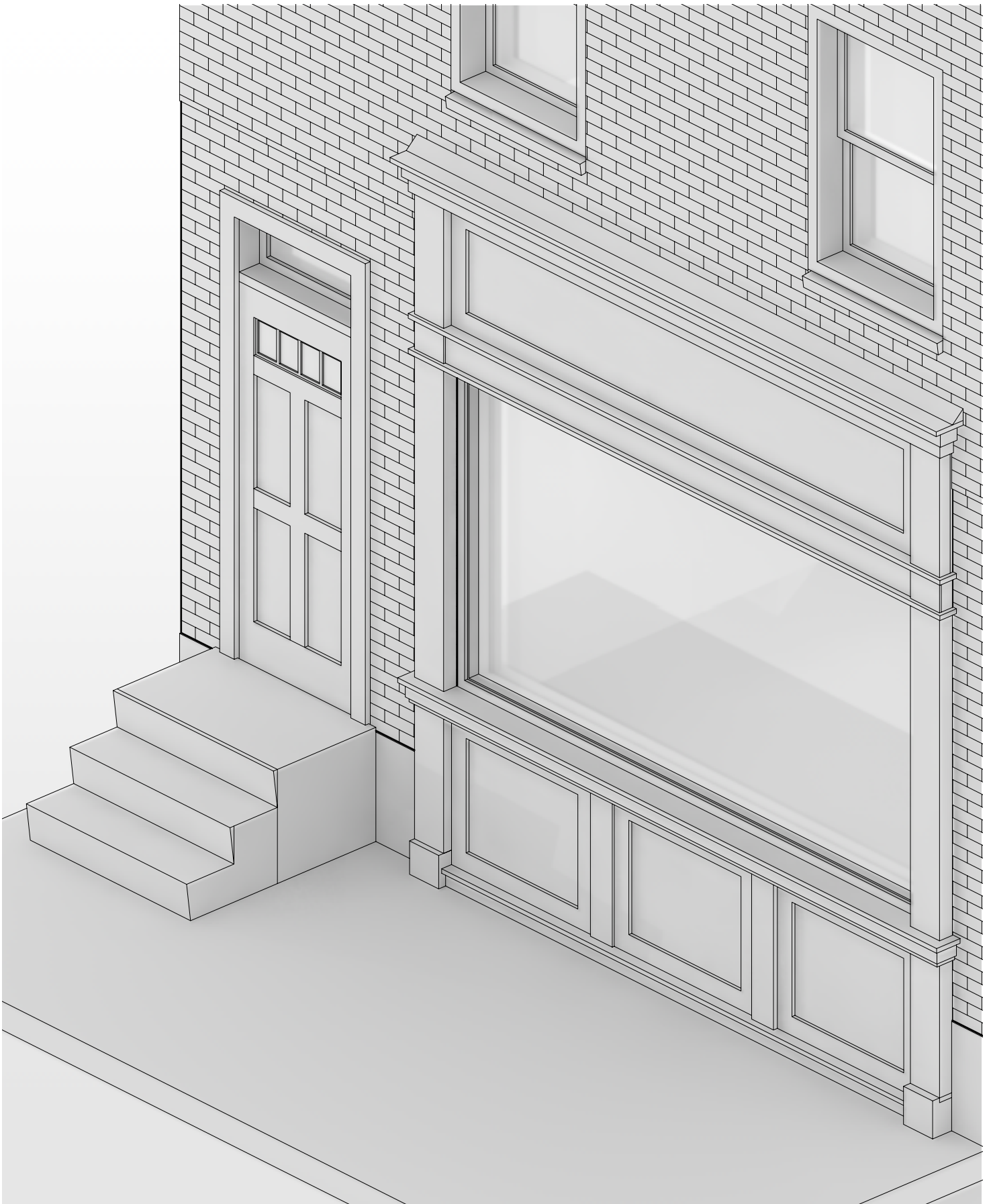
1

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





2 WINDOW SILL
Scale: 1 1/2" = 1'-0"



4

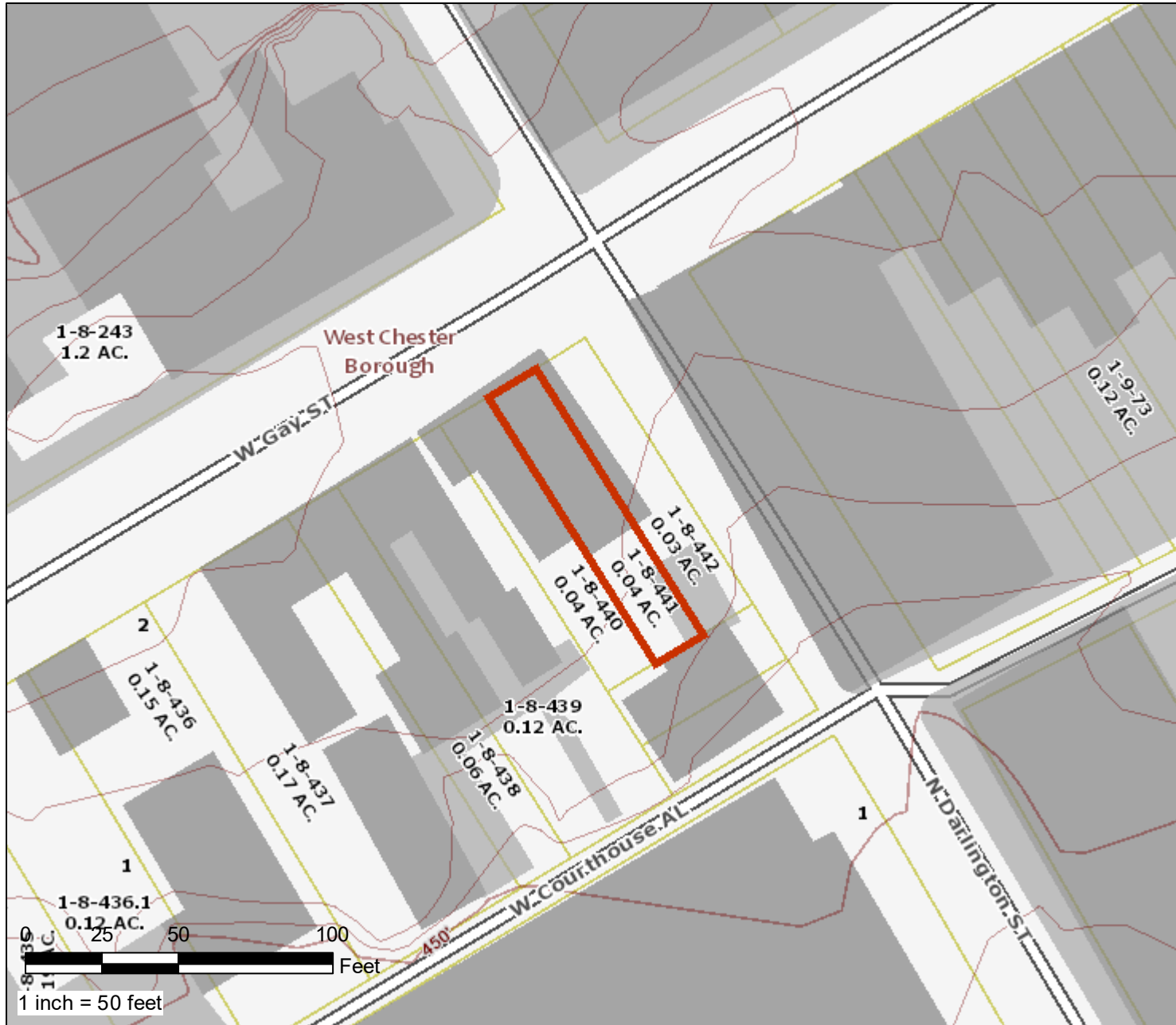
PERSPECTIVE

Scale: 1/2" = 1'-0"





202 Site/Grade



COUNTY OF CHESTER
PENNSYLVANIA



Find Address Information

PARID: 0108 044 10000
 UPI: 1-8-441
 Owner1: UPTOWN VENTURE GROUP LLC
 Owner2:
 Mail Address 1: 18 WILSON AVE
 Mail Address 2: WEST CHESTER PA
 Mail Address 3:
 ZIP Code: 19382
 Deed Book: 11087
 Deed Page: 890
 Deed Recorded Date: 07/28/2023
 Legal Desc 1: SS OF W GAY ST
 Legal Desc 2: LOT & APTS
 Acres: 0.0375
 LUC: R-20
 Lot Assessment: 30710
 Property Assessment: 47820
 Total Assessment: 78530
 Assessment Date: 12/15/2023 7:39:35 AM
 Property Address: 202 W GAY ST
 Municipality: WEST CHESTER
 School District: West Chester Area

Map Created:
 Tuesday, March 19, 2024

County of Chester



Limitations of Liability and Use:
 County of Chester, Pennsylvania makes no claims to the completeness, accuracy, or content of any data contained herein, and makes no representation of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied or inferred with respect to the information or data furnished herein. For information on data sources visit the GIS Services page listed at www.chesco.org/gis.

Current processing time is 1 day (In review 1 day)

Project Name:
JOJO sign

Add Note

Project Description:
Building Sign

Permit Number: COA-25-0006

Initial Application Number: REFERENCE-25-0465

Permit Type: CERTIFICATE OF APPROPRIATENESS- SIGNS

Status:* UNDER REVIEW

Process State: Technically Complete

Parent Permit:

Assigned To: User WENDY MECKE

Fast Track:

Applied for Online: ☒

Applicant: Trac, Andrew

Primary Contact: Trac, Andrew

Primary Contractor:

Last Activity: 05/15/2025 14:38

Last Inspection Date:

Initiated: 05/12/2025

Submitted:* 05/14/2025 Application is 2 days old

Completed: 05/15/2025 4 of 4 submittals received, 4 of 4 submittals accepted.

Approved: 0 of 3 (0%) steps approved.

Ready: \$0.00 paid (100%), \$0.00 due.

Issued:

Finalized: No inspections.

Closed: \$0.00 deferred fees due.

Expires: 11/11/2025 Exp Override: ☐

Site Address

Site Address: 235 E MARKET ST

Verify Address and Coordinates

Site City: WEST CHESTER

Latitude:

State: PA Site Zip: 19380

Longitude:

Inspection Area:

Contracts Submittals Details Workflow Fees Conditions Inspections User Requirements Notes

Contact

Contact Phone Numbers Email Addresses Details Secure Details Points of Contact Portal Accounts

Replace Photo

Contractor: No Active: ☒

First Name: Andrew Middle Name: Last Name: Trac

Display Name:* Trac, Andrew

Primary Phone: 6105582630 Primary Email: info@lanesign.com

Portal Access Code:* TMK23-PN8C5

Mailing Address

110 Wilmington West Chester Pike
Chadds Ford, PA, PA 193173

Edit Address

Page 126 of 172

Application Numbers: 2025-17

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 235 E. Market Street

1) **Date of HARB Review:** *May 29, 2025*

2) **Applicant's Proposal:** *Sign*

3) **Findings:**

The applicant, Andrew Trac, was present to describe the proposed building mounted sign. Mr. Trac described the project as follows:

- *A building mounted sign made from ½-inch thick individual acrylic letters; pin mounted on the building's existing painted wood signage panel.*
- *The letters will be painted gold as illustrated in the submission.*
- *The message on the sign is "JOJO & CO. – Vintage & Boutique."*

The HARB reviewed the application in detail. The HARB was supportive of the proposed building mounted sign.

4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-17 as submitted.

Application Numbers: [2025-17](#)

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

PROJECT ADDRESS: [235 E. 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: _____, 2025

Borough Manager's Signature:





71"

JOJO & CO.

17"

VINTAGE & BOUTIQUE

233

Google

© 2024 Google

RENTAL SPACE FOR RENT
\$10,000.00
CALL: 410-344-0000

71"

10" JOJO & CO. 17"

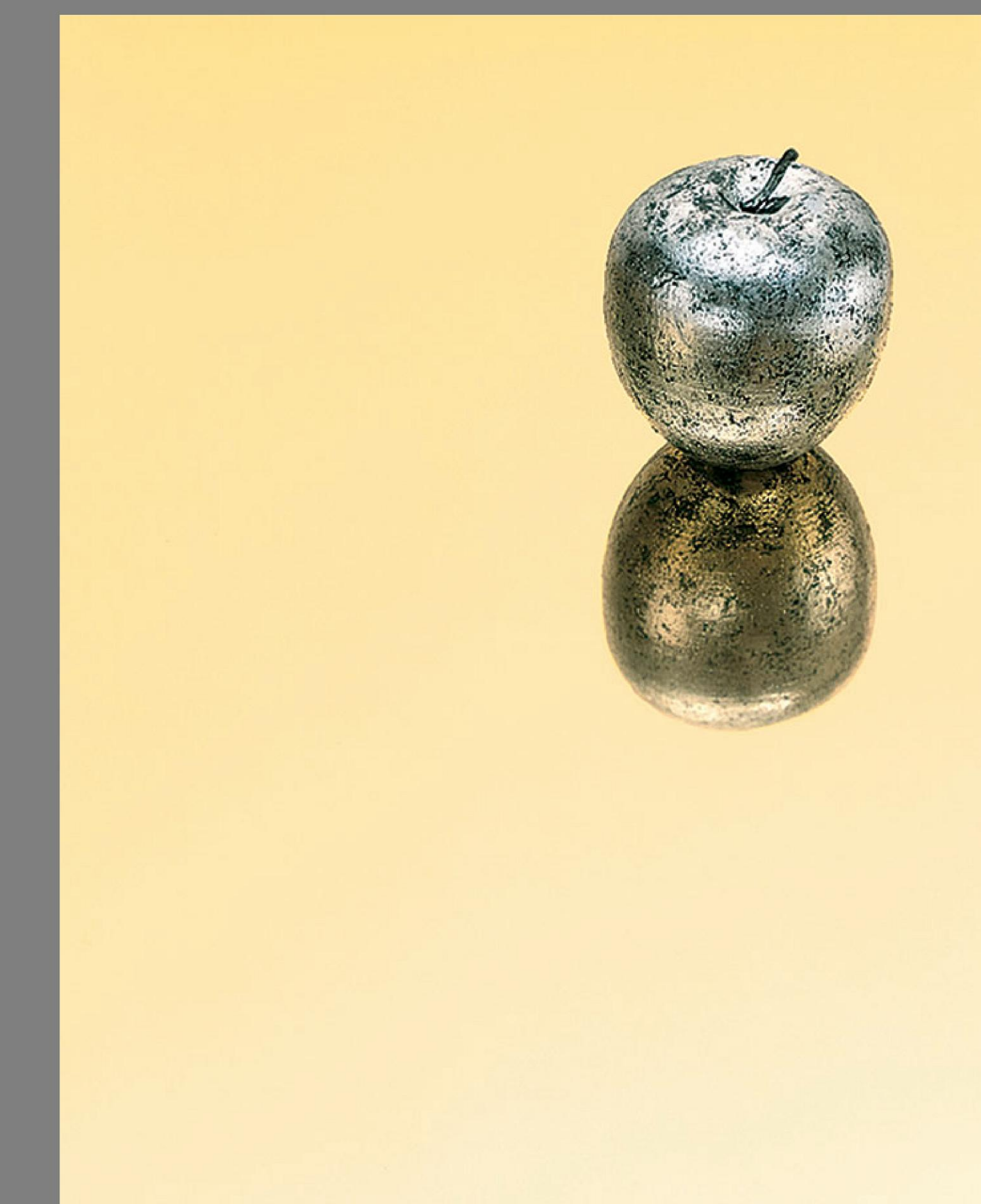
3" VINTAGE & BOUTIQUE 62"

Letters 0.5" thick
pins mount

JOJO & CO.

VINTAGE & BOUTIQUE

Satin brass,



Replace existing wall sign and freestanding sign with newly rebranded signage for Wells Fargo bank

Application not yet complete

Project Name:

Wells Fargo-HARB

Add Note

Project Description:

Replace existing wall sign and freestanding sign with newly rebranded signage for

Permit Number:

COA-25-0001

Applicant:

Wenck, Kevin

Initial Application Number:

REFERENCE-25-0139

Primary Contact:

Wenck, Kevin

Permit Type:

CERTIFICATE OF APPROPRIATENESS- SIGNS

Primary Contractor:

Status:

HARB REVIEW

Last Activity:

02/28/2025 11:02

Process State:

Pending

Last Inspection Date:

Parent Permit:

Initiated:

02/27/2025

Assigned To:

User

WENDY MECKE

Submitted:

02/27/2025

Application is 2 days old

Fast Track:

☐

Completed:

4 of 4 submittals received, 0 of 4 submittals accepted.

Applied for Online:

☒

Approved:

1 of 3 (33%) steps approved.

Ready:

\$0.00 paid (100%), \$0.00 due.

Issued:

Finalized:

No inspections.

Closed:

\$0.00 deferred fees due.

Expires:

Exp Override:

☐

Site Address

Site Address:

17 N HIGH ST

Verify Address and Coordinates

Site City:

WEST CHESTER

Latitude:

State:

PA

Site Zip:

19380

Longitude:

Inspection Area:

Zone:

TC

TC

Primary Parcel:

1-9-123

Contact

Contact

Phone NumbersEmail AddressesDetailsSecure DetailsPoints of ContactPortal Accounts

Replace Photo

Contractor:

No

Active:

☒

First Name:

Kevin

Middle Name:

Last Name:

Wenck

Display Name:

Wenck, Kevin

Primary Phone:

4846952120

Primary Email:

kevin.wenck@fastsigns.com

Portal Access Code:

TSR54-RHSVN

Mailing Address

396 Schantz Rd
Allentown, PA 18104

Edit Address

Physical Address

Edit AddressCopy Mailing Address

Save

Reset

Close

Delete

Audit

Convert to Contractor

Associations

Permit #: COA-25-0001	Status: HARB REVIEW	Contact: Wenck, Kevin	Site Address: 17 N HIGH ST
Type: CERTIFICATE OF APPROPRIATENESS- SIGNS	Project Name: Wells Fargo-HARB	Contractor:	WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Sign
LOCATION OF PROJECT:*	Wall sign and along High St
NAME OF BUSINESS:*	Wells Fargo
ARE YOU REPLACING AN EXSISTING SIGN:*	Yes
HOW MANY SIGNS DO YOU WISH TO INSTALL:*	2
HOW MANY FACADES WILL SIGN DISPLAY ON:*	Front
HANGING SIGN:	No
BUILDING MOUNTED:	Yes
OTHER:	Yes
IF OTHER PLEASE SPECIFY:	Freestanding sign as well, to replace existing
GIVE A THOROUGH DESCRIPTION OF SIGN:	Wall Sign=internally illuminated front lit char
IS THERE NEW ILLUMINATION:	No
FIXTURE TEXT:	Wells Fargo
SIGN DIMENSION HEIGHT:	
SIGN DIMENSION WIDTH:	
SIGN DIMENSION DEPTH:	

Freestanding sign as well, to replace existing free standing sign

Wall Sign=internally illuminated front lit channel letters to replace existing front lit internally illuminated channel letters on backer.
Free standing sign is now an internally illuminated monument sign to replace an existing internally illuminated pylon sign

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 17 N. High Street

1) **Date of HARB Review:** May 29, 2025

2) **Applicant's Proposal:** Signs-Revised

3) **Findings:**

The applicant, Kevin Wenke of Fastsigns, was present to present the project. The overall project is to update the existing Wells Fargo Bank signage to comply with their current visual branding. Mr. Wenke had made a previous submission for review by the HARB at the March 27, 2025 meeting.

Based on the HARB's March 27 comments, Mr. Wenke revised the signage package and returned to the May 29, 2025 meeting to present the applicant's final sign proposal, including additional design documents submitted at the meeting. The proposed signage was described as follows:

- The existing elevated pylon sign on Gay Street is proposed for removal; it is to be replaced with a lower, but larger 57" W x 44" H. opaque box sign, ground-mounted on a 16" high metal base. Total sign height to be approx. 60". The new sign will be illuminated with LED ground mounted floodlights.*
- The existing horizontal building-mounted sign facing the rear parking lot is to be replaced with a larger 27"H. x 231"W. non-illuminated, red sign panel with individual boxed-type white letters. The sign-panel size and location are in accordance with previous HARB comments.*
- Not subject to HARB review: A narrow vertical-red-stripe door applique sign applied to the interior glass of the existing front entrance door facing High Street.*
- Not included in this submission: The ATM machine signage panel is a future submission.*

The HARB reviewed the application in detail. The HARB complimented the applicant for responding to their previous comments. The design of the monument and wall mounted signs were deemed appropriate. The size of the monument sign was an issue. HARB had asked for it to be 20% smaller, but meant the height and width dimensions, not only the sign area. The HARB objected to the proposed sign height. The final agreement on height with applicant is documented in the final motion.

4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-10 as submitted, including the revised design documents provided at the May 29 HARB meeting, with the following clarifications:

- 1. The wall-mounted sign is approved as submitted on Page 5 of the revised May 29, documents.*
- 2. The Monument sign's overall height shall be 54"; sign panel 41"H. and metal base 13"H. The Monument sign's width shall be reduced proportionately based on the latest squarish design on Page 4 of the revised May 29, documents.*
- 3. The ground mounted up lights for the monument sign will be 24-watt, warm LED floodlights, model SKU-LS-FFL-24-T5HO-30K, as described in the revised May 29, documents.*
- 4. The light fixture lumen level is required to comply with the Borough's ordinance.*

Application Numbers: 2025-10

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 17 N. 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: _____, 2025

Borough Manager's Signature:

E01 SIGNTYPE WFR2-M-NI-WR CUSTOM MONUMENT SIGN NON-ILLUMINATED

WELLS FARGO TO PROVIDE EXTERNAL ILLUMINATION TO SIGN COORDINATED BY SIGN VENDOR
- NO INTERNAL ILLUMINATION



SIDE A

SIDE B

EXISTING

CUSTOM COMMENTS:

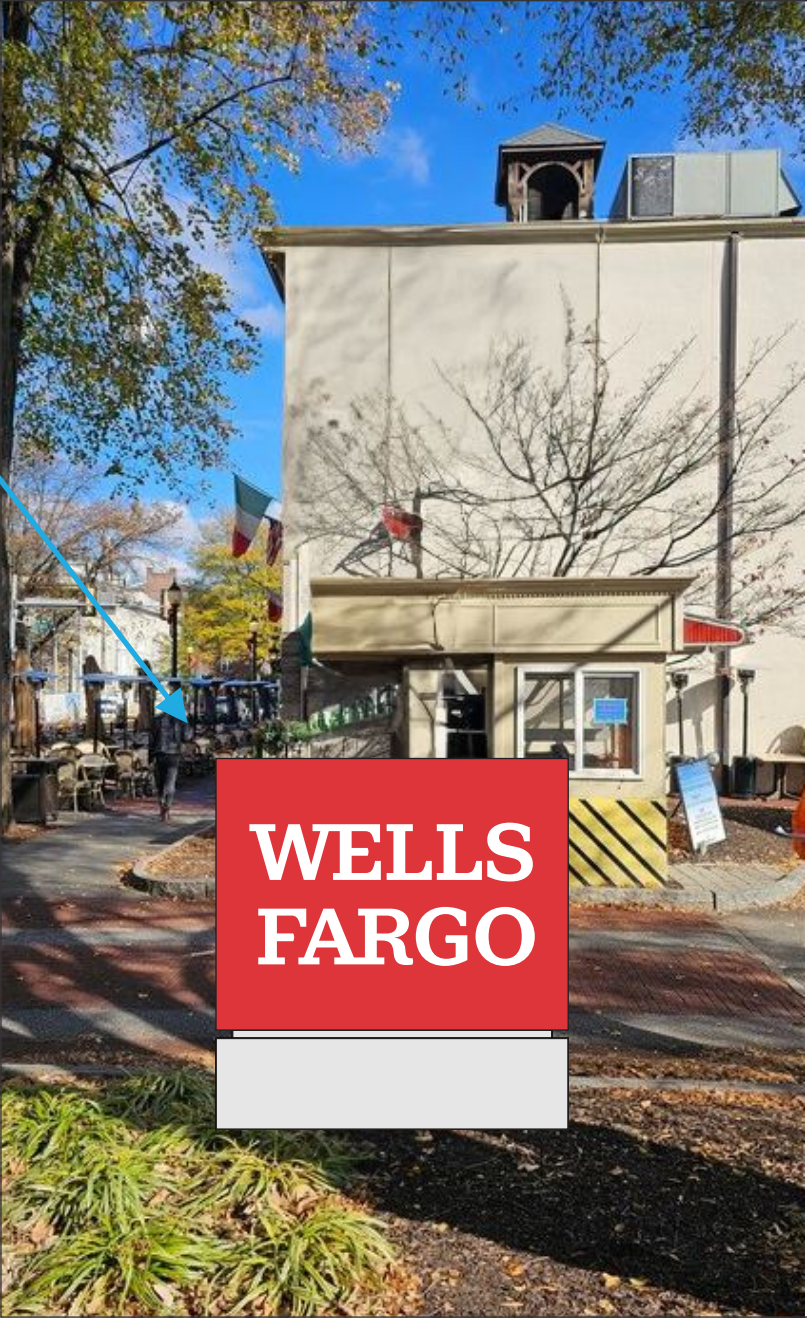
WELLS FARGO TO PROVIDE EXTERNAL ILLUMINATION TO SIGN
COORDINATED BY SIGN VENDOR - NO INTERNAL ILLUMINATION

EXISTING SQUARE FOOT = 13.2
PROPOSED SQUARE FOOT = 17.6

Previously proposed 22 SF x .20 (20%) = 4.4
22 SF - 4.4 = 17.6 SF PROPOSED



SIDE A



SIDE B



130 Commerce Road - Boynton Beach, FL 33426
TEL: (561) 547-3760 / FAX: (561) 547-3842

Revisions:

01.03.25 CB - Revised per redlines	X
04.03.24 CB - Revised for permitting	X
04.11.25 CB - Revised for permitting	X
04.14.25 CB - Revised per mark ups	X

• ALL ELECTRICAL COMPONENTS ARE TO BE U.L. LISTED & APPROVED AS PER THE NEC 2017
• ALL BALLAST, TRANSFORMERS, ELECTRONIC POWER SUPPLIES AND CLASS 2 POWER SOURCES TO COMPLY WITH NEC 600.21
• BRANCH CIRCUIT DISCONNECTING SHALL BE LOCATED IN FRONT OF SIGN IN APPROVED LISTED BOX & BEFORE ENTERING THE STRUCTURE OF THE SIGN AS PER NEC 600.6 & NEC600.4
• ALL PRIMARY WIRING TO BE #12 THWN AS PER NEC 600.5
• GROUNDING & BONDING AS PER NEC 250
• INSTALLATION WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE NEC 600 & TBC 1C-409.2.4
• SIGNS WILL BE CONTROLLED BY A PHOTOCELL OR ASTRONOMICAL TIME CLOCK



File Location:
82663_141560_West Chester
West Chester, PA

Date: 12.09.24

Designer: CB

PM: MJ

Address: 17 N High Street

City/State: West Chester, PA

Job Number: 82663

Page Number:



EXISTING

CUSTOM COMMENTS:

EXISTING SQUARE FOOT = 33.06 V.I.F.

PROPOSED SQUARE FOOT = 24.40

RESTORATION AREA 48 SQUARE FEET



Wells Fargo Letters
14" H x 12'-7 7/8"W
= 14.8 SF



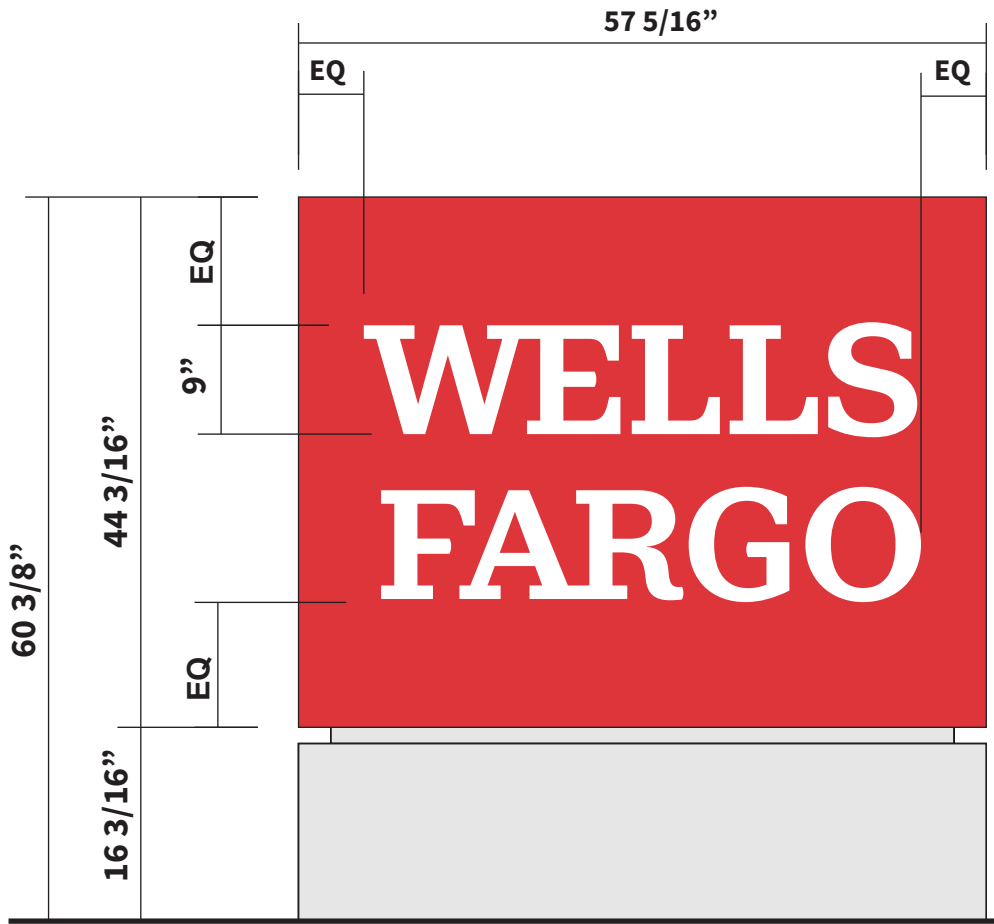
PROPOSED

Photo Elevation Depiction Intended For General Concept Illustration
Actual Sizing & Perspective Will Vary Slightly From Image

WELLS FARGO TO PROVIDE EXTERNAL ILLUMINATION TO SIGN COORDINATED BY SIGN VENDOR - NO INTERNAL ILLUMINATIO

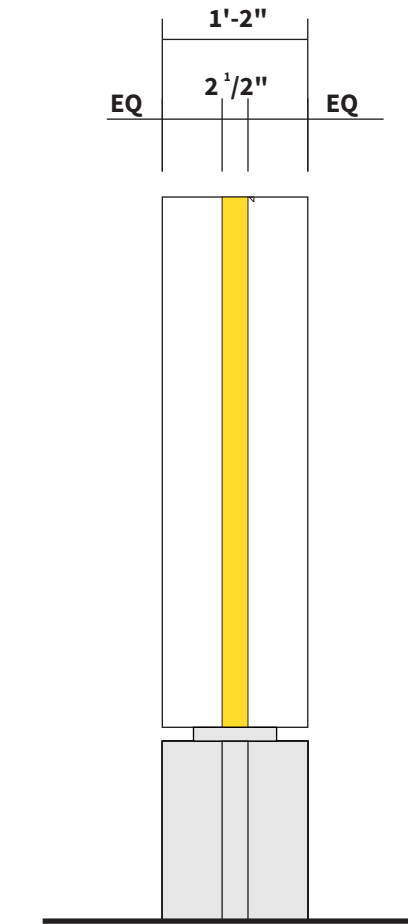
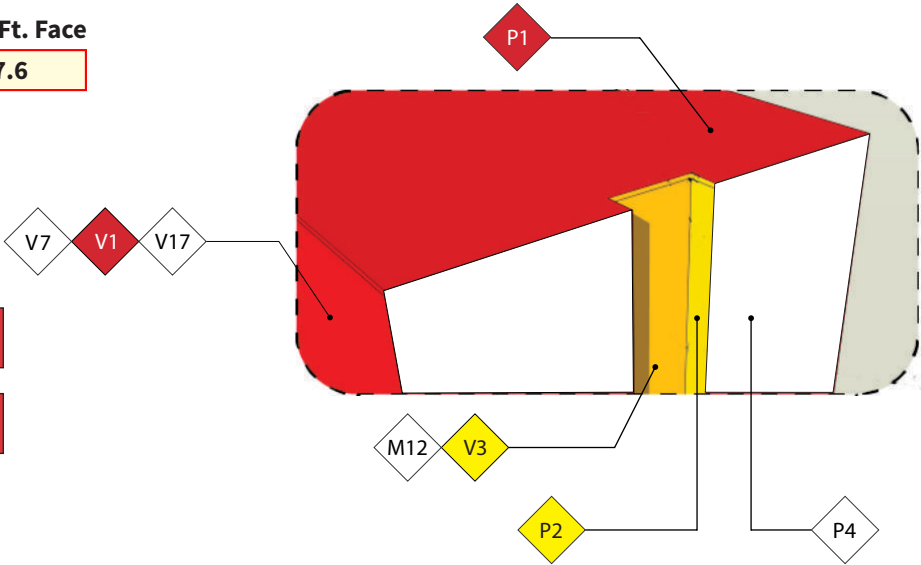
	A	B	C	D	E	Sq. Ft. Face
WFR2-M-NI-WR CUSTOM	57 5/16"	44 3/16"	60 3/8"	9"	16 3/16"	17.6

2 Plan View
Scale: Not To Scale



Square Feet = 17.6

1 Front View
Scale: 3/4"=1'-0"



3 Side View
Scale: Not To Scale

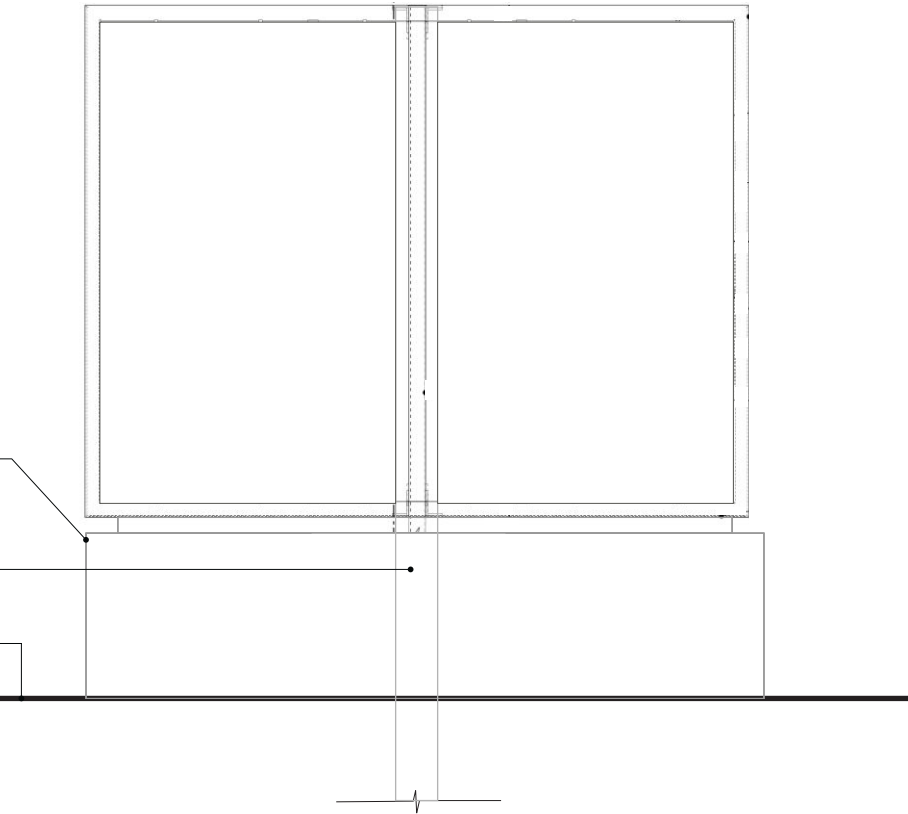
Color Reference Chart

P1	Painted Matthews MP99020, R189332 SV Satin V1.0 (Translucent) (Back & Edges Only)	V1	3M 3630-2538 Wells Fargo Environments Red Translucent Vinyl
P2	Painted Matthews MP99038, R208821 SV Satin V1.0	V3	3M 3730-4337 Wells Fargo Environments Yellow Translucent Vinyl
P3	Painted Matthews MP99705, R189555 SV Satin V1.0	V7	Clear Vinyl, 3M 3660M, Matte Overlamine
P4	Painted Matthews MP11477, R206822 SV Satin V1.0	V17	3M Panagraphics III White Flex Face
M12	.177" White Polycarbonate		

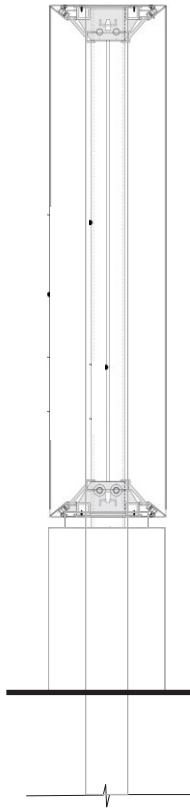
New Base Cladding & Reveal

Existing Direct Buried
4" Sq. Steel Tube

Finshed Grade



4 Front Section View
Scale: Not To Scale

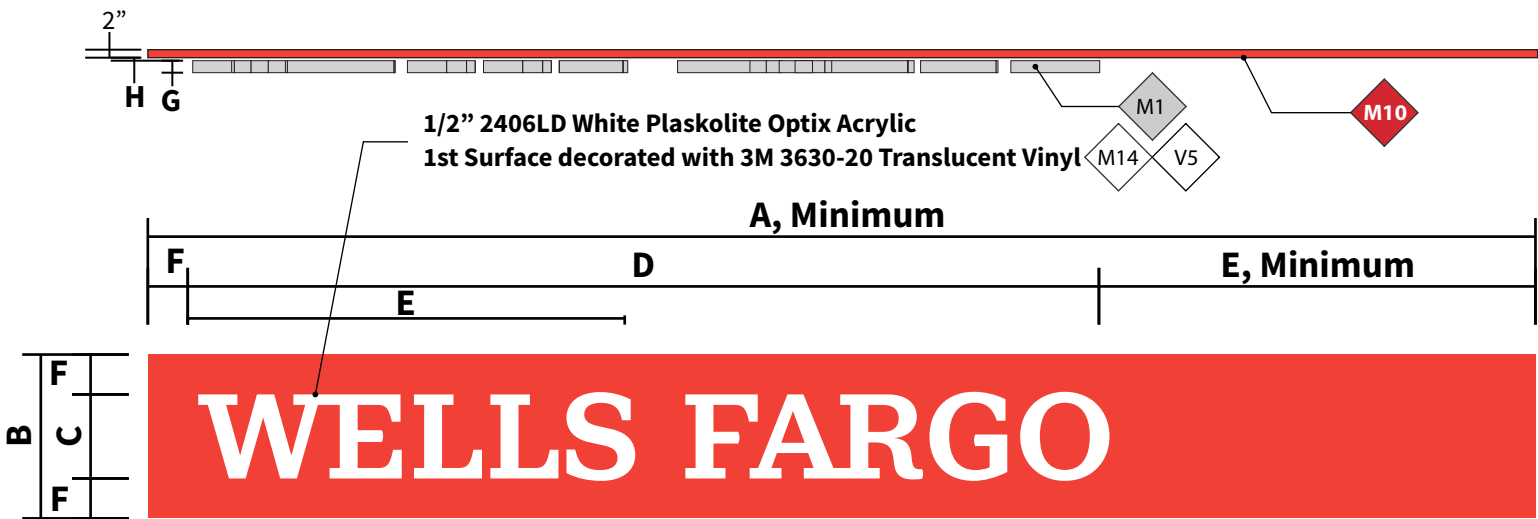


5 Side Section View
Scale: Not To Scale

Revisions:

01.03.25 CB - Revised per redlines	X
04.03.24 CB - Revised for permitting	X
04.11.25 CB - Revised for permitting	X
04.14.25 CB - Revised per mark ups	X





A = Width of Panel E = Width of "Wells"
B = Height of Panel F = 47-1/2% of Height of "W"
C = Height of "W" G = Letter Depth
D = Width of Letters H = Standoff Depth

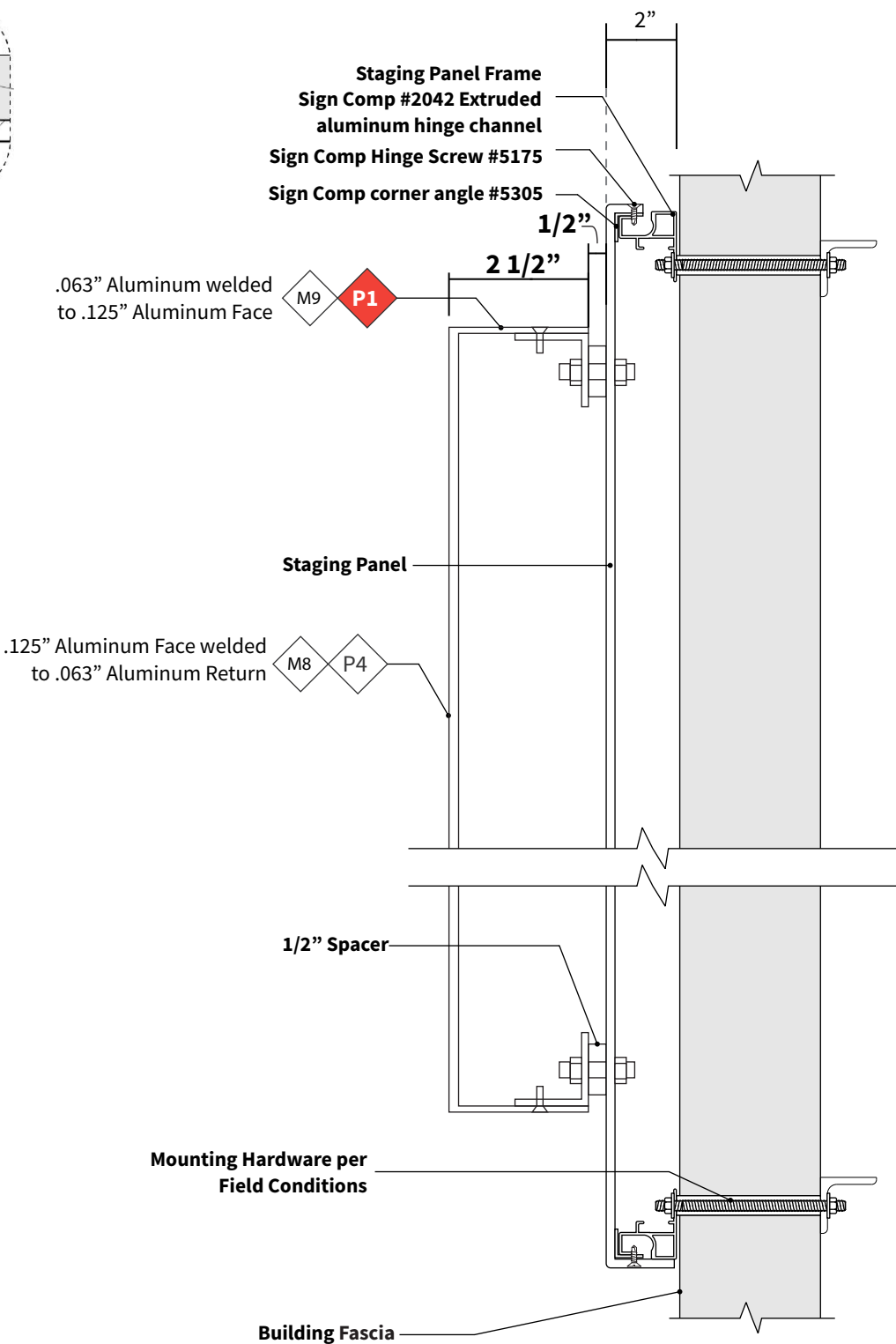
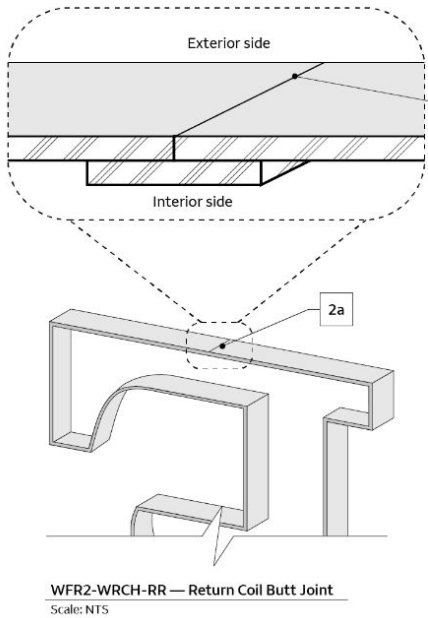
1 Front Elevation
Scale: NTS

	A	B	C	D	E	F	G	H
-10	165-1/2"	19-1/2"	10"	108-1/2"	52"	4-7/8"	2-1/2"	1/2"
-12	198-1/4"	23-3/8"	12"	130-1/8"	62-1/2"	5-3/4"	2-1/2"	1/2"
-14	231-3/8"	27-1/4"	14"	151-7/8"	72-3/4"	6-3/4"	2-1/2"	1/2"
-16	264-3/8"	31-1/4"	16"	173-1/2"	83-1/4"	7-5/8"	2-1/2"	1/2"
-18	297-5/8"	35-1/8"	18"	195-1/4"	93-5/8"	8-5/8"	2-1/2"	3/4"
-21	347"	40-15/16"	21"	227-3/4"	109-1/4"	10"	3"	3/4"
-24	396-5/8"	46-7/8"	24"	260-3/8"	124-3/4"	11-1/2"	3"	3/4"
-27	446-1/8"	52-5/8"	27"	292-7/8"	140-1/2"	12-15/16"	3"	3/4"
-30	495-3/4"	58-1/2"	30"	325-3/8"	156"	14-3/8"	3"	3/4"

Wells Fargo Letters
14" H x 12'-7 7/8"W
= 14.8 SF

Material & Color Reference Chart

- M10 ACM Alpolic WNX WF Env. Red
- L3 LED Modules, GE/Current, Power Max HO, 6500k White 24v
- L17 LED Modules, SloanLED Prism24 HO, 6500k White 24v
- V2 3M 3630-53 Cardinal Red
- V5 3M 3630-20 White Translucent Vinyl
- V8 3M 3735-60 Diffuser Vinyl
- M5 Acrylic, Plaskolite Optix, Clear
- M1 Aluminum Coil, Pre-Finished Wieland ATT Silver, or RSA WF Platinum #654
- M14 Acrylic, Plaskolite Optix, 2406LD, White



1 Section A - A

Revisions:

01.03.25 CB - Revised per redlines	X
04.03.24 CB - Revised for permitting	X
04.11.25 CB - Revised for permitting	X
04.14.25 CB - Revised per mark ups	X

REVISED PLANS PER HARB RECOMMENDATION



EXISTING

CUSTOM COMMENTS:

EXISTING SQUARE FOOT = 33.06 V.I.F.
PROPOSED SQUARE FOOT = 24.40
RESTORATION AREA 48 SQUARE FEET



PROPOSED

Photo Elevation Depiction Intended For General Concept Illustration
Actual Sizing & Perspective Will Vary Slightly From Image

APPROVED
By Adam Loew at 1:28 pm, Apr 18, 2025



Revisions:

01.03.25 CB - Revised per redlines	X
04.03.24 CB - Revised for permitting	X
04.11.25 CB - Revised for permitting	X
04.14.25 CB - Revised per mark ups	X

- ALL ELECTRICAL COMPONENTS ARE TO BE U.L. LISTED & APPROVED AS PER THE NEC 2017
- ALL BALLAST, TRANSFORMERS, ELECTRONIC POWER SUPPLIES AND CLASS 2 POWER SOURCES TO COMPLY WITH NEC 600.21
- BRANCH CIRCUIT DISCONNECTING SHALL BE LOCATED IN FRONT OF SIGN IN APPROVED LISTED BOX & BEFORE ENTERING THE STRUCTURE OF THE SIGN AS PER NEC 600.6 & NEC600.4
- ALL PRIMARY WIRING TO BE #12 THWN AS PER NEC 600.5
- GROUNDING & BONDING AS PER NEC 250
- INSTALLATION WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE NEC 600 & IBC E.C. 409.2.4
- SIGNS WILL BE CONTROLLED BY A PHOTOCELL OR ASTRONOMICAL TIME CLOCK



File Location:
82663_141560_West Chester
West Chester, PA

Date: 12.09.24

Designer: CB

PM: MJ

Address: 17 N High Street

City/State: West Chester, PA

Job Number: 82663

Page Number:

laying edge of sign
to curb-26'
face to driveway 34"





WELLS FARGO

Parking for
Wells Fargo
Customers
While transacting
Bank business.

Parking for
Wells Fargo
Customers
While transacting
Bank business.

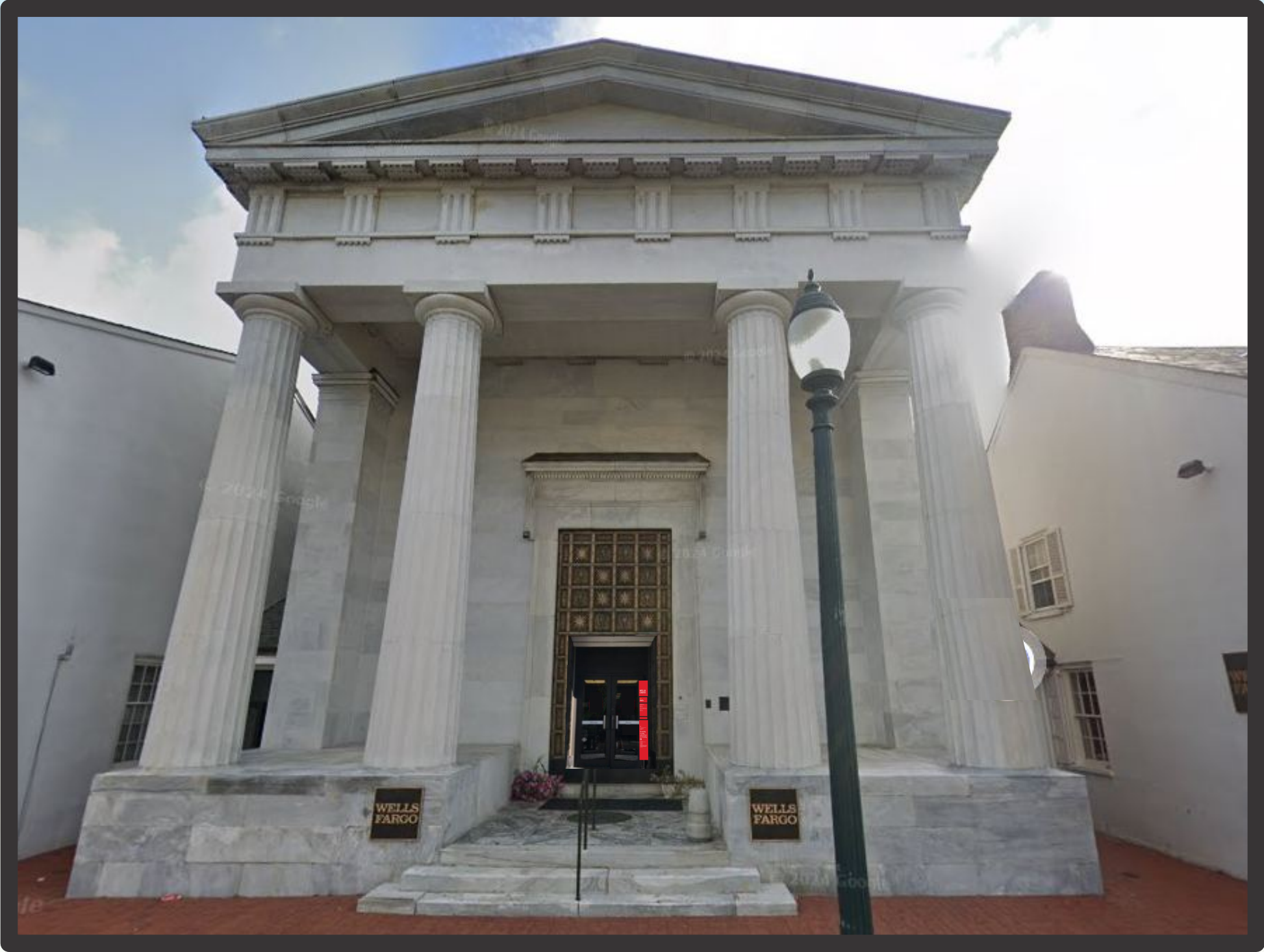
Parking for
Wells Fargo
Customers
While transacting
Bank business.

MJC-360A



BE 141560
WEST CHESTER

17 N HIGH ST
WEST CHESTER, PA 19380
JANUARY 3, 2025



DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
ASCE	7-16	Minimum Design Loads for Buildings & Other Structures		
ACI	318-14	Building Code Requirements for Structural Concrete		
ANSI/AISC	360-16	Specification for Structural Steel Buildings		
DESIGN LOADS				
Wind	V =	115 mph		
Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25 psf		

BRAND BOOK APPROVAL

Approved Erica Rhodus 1.13.2025

LL REQUIRED CHANGE(S)

PERMIT CHANGE(S)



2399 NJ-34, A-2
MANASQUAN, NJ 08736
(973) 570-8215 x0
Jere Murdoch, PE
Professional Engineer
PA PE Lic. #PE082030
1/30/2025



130 Commerce Road - Boynton Beach, FL 33426
TEL: (561) 547-3760 / FAX: (561) 547-3842

Revisions:

01.03.25 CB - Revised per redlines

X
X
X
X

PROPOSED

X
X
X
X

- ALL ELECTRICAL COMPONENTS ARE TO BE U.L. LISTED & APPROVED AS PER THE NEC 2017
- ALL BALLAST, TRANSFORMERS, ELECTRONIC POWER SUPPLIES AND CLASS 2 POWER SOURCES TO COMPLY WITH NEC 600.21
- BRANCH CIRCUIT DISCONNECTING SHALL BE LOCATED IN FRONT OF SIGN IN APPROVED LISTED BOX & BEFORE ENTERING THE STRUCTURE OF THE SIGN AS PER NEC 600.6 & NEC600.4
- ALL PRIMARY WIRING TO BE #12 THWN AS PER NEC 600.5
- GROUNDING & BONDING AS PER NEC 250
- INSTALLATION WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE NEC 600 & IBC 103.2.4
- SIGNS WILL BE CONTROLLED BY A PHOTOCELL OR ASTRONOMICAL TIME CLOCK



File Location:
82663_141560_West Chester
West Chester, PA

Date: 12.09.24

Designer: CB

PM: MJ

Address: 17 N High Street

City/State: West Chester, PA

Job Number: 82663

Page Number:

1
Page 144 of 172

DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
ASCE	7-16	Minimum Design Loads for Buildings & Other Structures		
ACI	318-14	Building Code Requirements for Structural Concrete		
ANSI/AISC	360-16	Specification for Structural Steel Buildings		
DESIGN LOADS				
Wind	V =	115 mph		
Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25 psf		



SIDE A

SIDE B

EXISTING

CUSTOM COMMENTS:

NOTE: PROPOSED THE SMALLEST STANDARD SIGN AT 22SF WHICH IS OVER THE ALLOWED 20 SF AND WE MAY NEED TO MODIFY THE SIGN TO REDUCE SF FOR PERMIT APPROVAL

EXISTING SQUARE FOOT = 13.2 V.I.F.
PROPOSED SQUARE FOOT = 22



SIDE A



SIDE B



2239 NJ-34, A-2
MANASQUAN, NJ 08736
(908) 570-8215 x0
Jere Murdoch, PE
Professional Engineer
PA/PE Lic. #PE082030
1/30/2025



Revisions:

01.03.25 CB - Revised per redlines

X
X
X
X

X

X

X

X

- ALL ELECTRICAL COMPONENTS ARE TO BE U.L. LISTED & APPROVED AS PER THE NEC 2017
- ALL BALLAST, TRANSFORMERS, ELECTRONIC POWER SUPPLIES AND CLASS 2 POWER SOURCES TO COMPLY WITH NEC 900.21
- BRANCH CIRCUIT DISCONNECTING SHALL BE LOCATED IN FRONT OF SIGN IN APPROVED LISTED BOX & BEFORE ENTERING THE STRUCTURE OF THE SIGN AS PER NEC 900.6 & NEC90.4
- ALL PRIMARY WIRING TO BE #12 THWN AS PER NEC 90.5
- GROUNDING & BONDING AS PER NEC 250
- INSTALLATION WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE NEC 900 & IBC 103.2.4
- SIGNS WILL BE CONTROLLED BY A PHOTOCELL OR ASTRONOMICAL TIME CLOCK



File Location:
82663_141560_West Chester
West Chester, PA

Date: 12.09.24

Designer: CB

PM: MJ

Address: 17 N High Street

City/State: West Chester, PA

Job Number: 82663

Page Number:

2
Page 145 of 172

DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
ASCE	7-16	Minimum Design Loads for Buildings & Other Structures		
ACI	318-14	Building Code Requirements for Structural Concrete		
ANSI/AISC	360-16	Specification for Structural Steel Buildings		
DESIGN LOADS				
Wind	V =	115 mph		
Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25 psf		



EXISTING

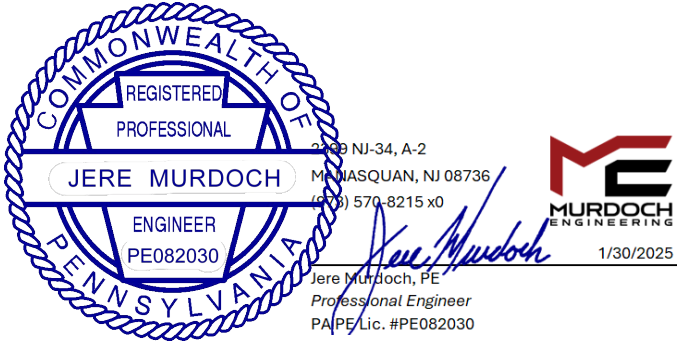
CUSTOM COMMENTS:

EXISTING SQUARE FOOT = 33.06 V.I.F.
PROPOSED SQUARE FOOT = 24.40
RESTORATION AREA 48 SQUARE FEET



PROPOSED

Photo Elevation Depiction Intended For General Concept Illustration
Actual Sizing & Perspective Will Vary Slightly From Image



Revisions:

01.03.25 CB - Revised per redlines	X
X	X
X	X
X	X

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E01

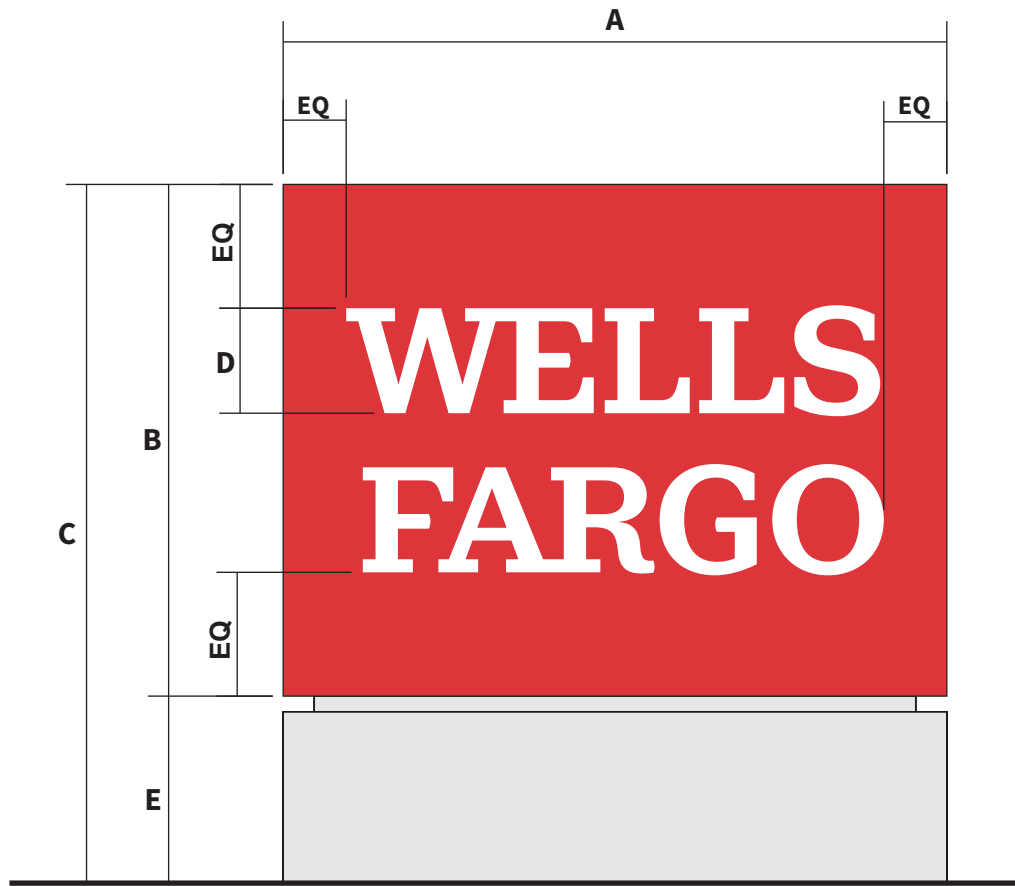
SIGNTYPE

WFR2-M-22-WR MONUMENT SIGN ILLUMINAT

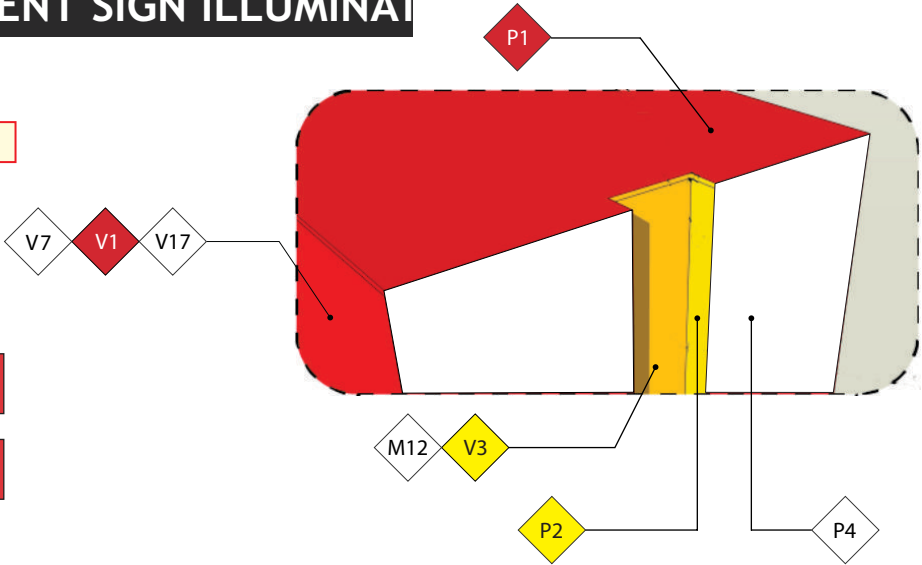
	A	B	C	D	E	Sq. Ft.
WFR2-M-22-WR	63-7/8"	49-1/4"	67-1/4"	10-1/8"	18"	22
WFR2-M-34-WR	79-1/2"	61-1/4"	79-1/4"	12-5/8"	18"	
WFR2-M-48-WR	95"	73-1/4"	96-1/8"	15"	22-7/8"	



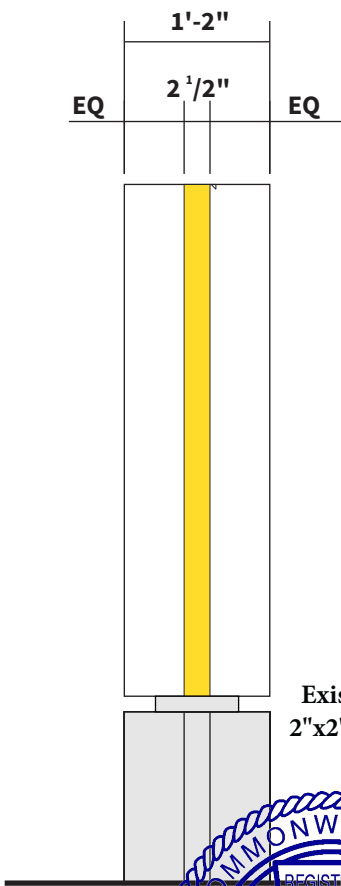
1 Plan View
Scale: Not To Scale



2 Front View
Scale: Not To Scale



DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
ASCE	7-16	Minimum Design Loads for Buildings & Other Structures		
ACI	318-14	Building Code Requirements for Structural Concrete		
ANSI/AISC	360-16	Specification for Structural Steel Buildings		
DESIGN LOADS				
Wind	V =	115 mph		
Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25 psf		



3 Side View
Scale: Not To Scale

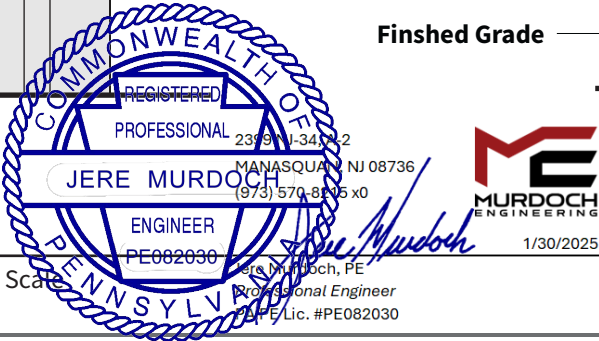
Sloan PrismBeam24 5700K
Double Sided Fixtures
PN. 701972-5724pd601

New Double Sided
Illuminated Cabinet

New Base Cladding & Reveal

Existing Steel Pole To Be A500 GR B
2"x2"x1/4" Square Tube Or A36 GR B
2.5" SCH 40 Steel Pipe VIF

Finished Grade



Color Reference Chart

P1

Painted Matthews MP99020, R189332 SV Satin V1.0 (Translucent) (Back & Edges Only)

P2

Painted Matthews MP99038, R208821 SV Satin V1.0

P3

Painted Matthews MP99705, R189555 SV Satin V1.0

P4

Painted Matthews MP11477, R206822 SV Satin V1.0

M12

.177" White Polycarbonate

V1

3M 3630-2538 Wells Fargo Environments Red Translucent Vinyl

V3

3M 3730-4337 Wells Fargo Environments Yellow Translucent Vinyl

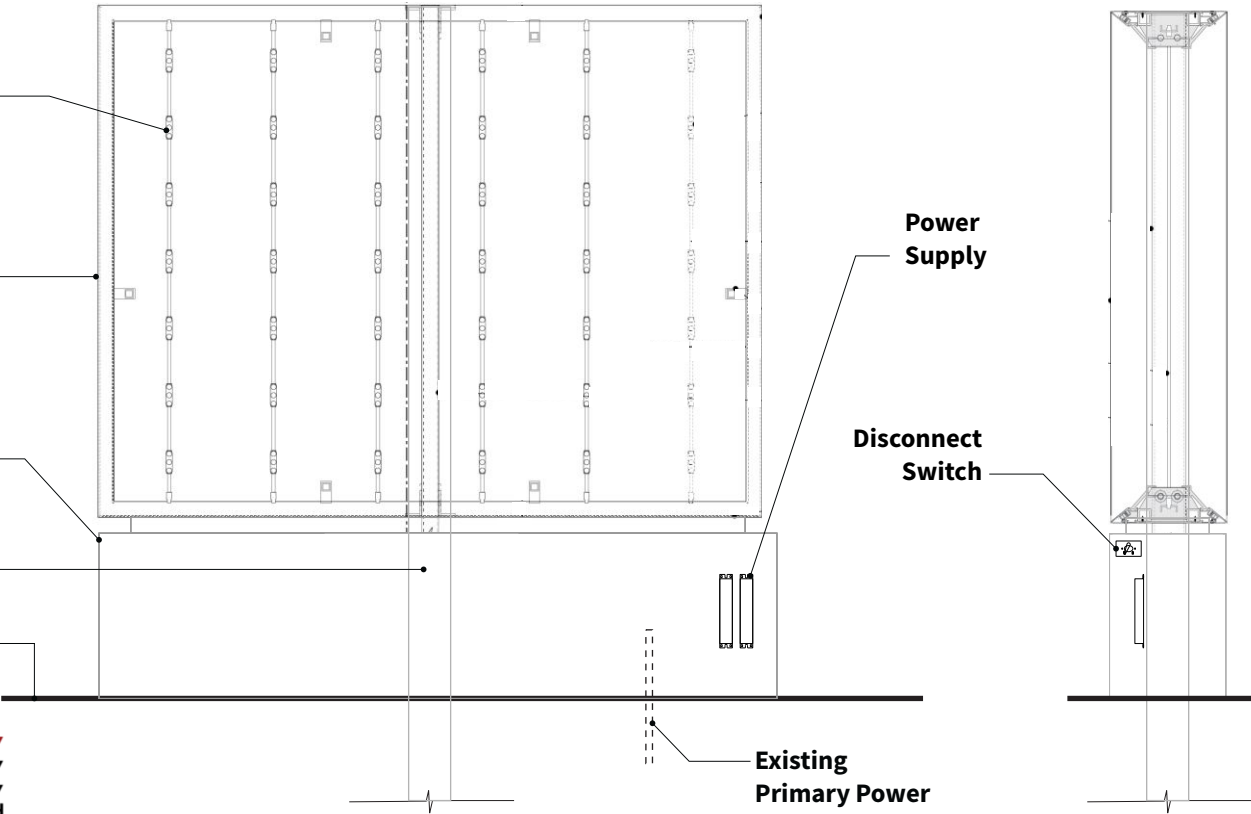
V7

Clear Vinyl, 3M 3660M, Matte Overlamineate

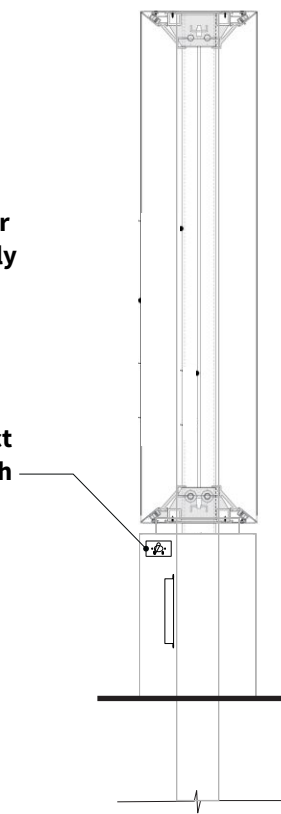
V17

3M Panagraphics III White Flex Face

Use For All Locations
Except Florida Locations



4 Front Section View
Scale: Not To Scale



5 Side Section View
Scale: Not To Scale



Revisions:

01.03.25 CB - Revised per redlines

X	X
X	X
X	X
X	X

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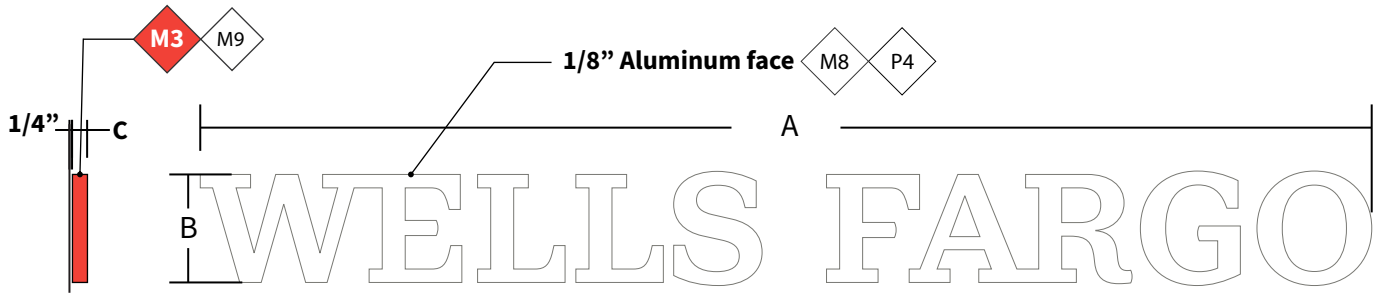
Page 147 of 172

E02

SIGNTYPE

WFR2-WRCH-RR-H-18 WHITE CHANNEL LETTERS WITH RED RETURN - NON-ILLUMINATED

DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
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DESIGN LOADS				
Wind	V =	115 mph		
Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25 psf		

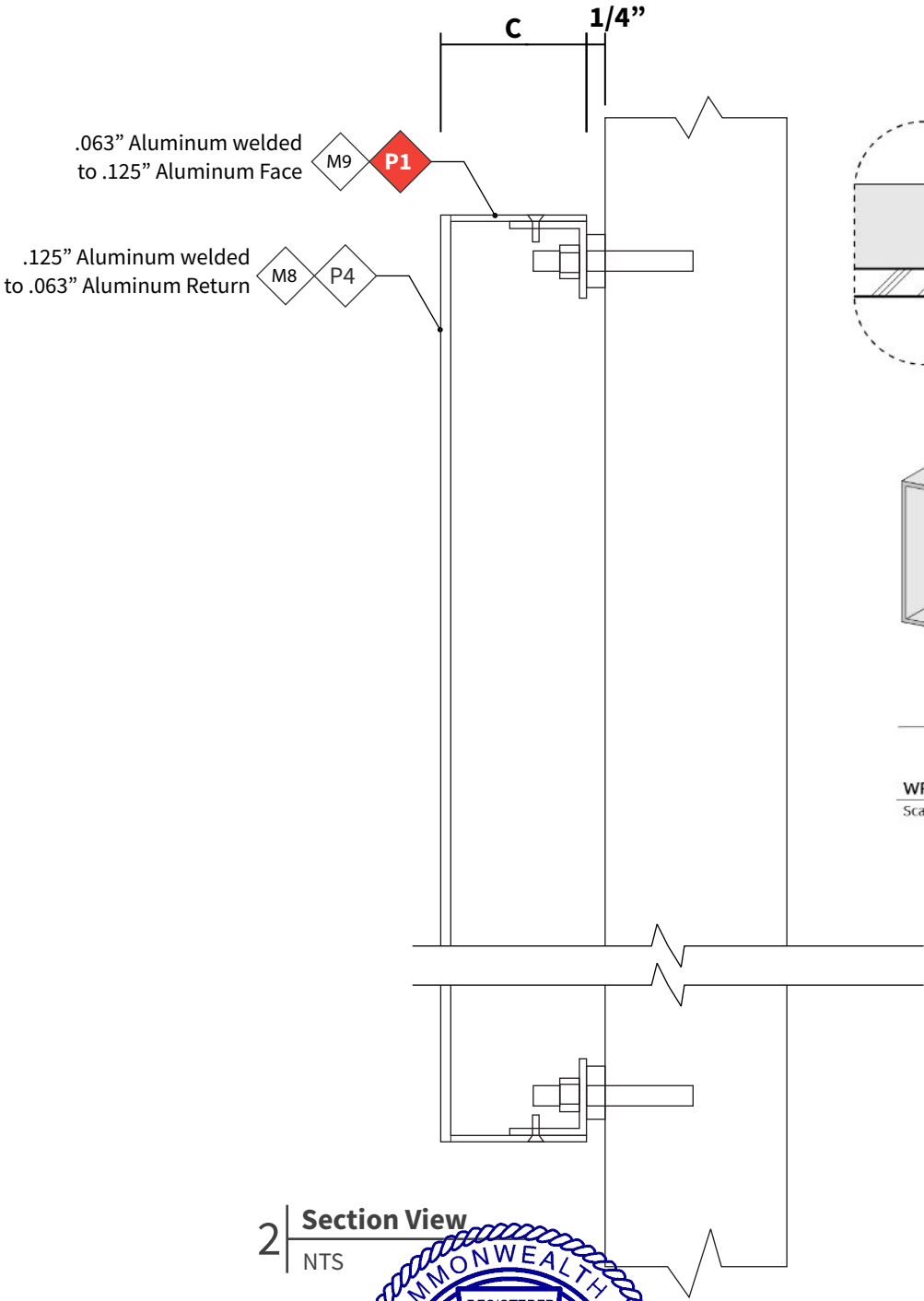


1 Front Elevation
Scale: NTS

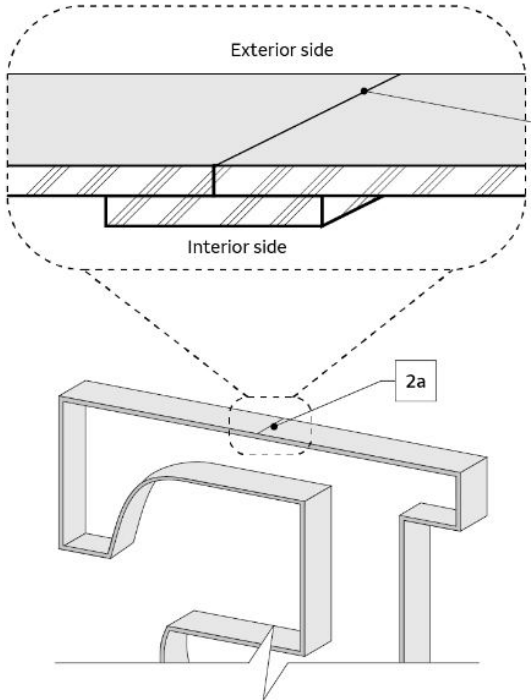
	A	B	C
-10	108-1/2"	10"	2-1/2"
-12	130-1/8"	12"	2-1/2"
-14	151-7/8"	14"	2-1/2"
-16	173-1/2"	16"	2-1/2"
-18	195-1/4"	18"	2-1/2"
-21	227-3/4"	21"	3"
-24	260-3/8"	24"	3"
-27	292-7/8"	27"	3"
-30	325-3/8"	30"	3"

A = Width of Letters
B = Height of Letters
C = Depth of Letters

- P1 MP99020, R189332 SV Satin V1.0
- P4 MP 11477, R206822 SV Satin V10.0 Finish
- M8 1/8" Aluminum
- M9 .063" Aluminum



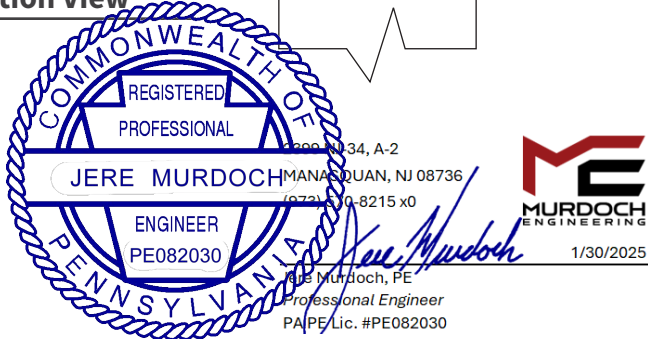
2 Section View
NTS



WFR2-WRCH-RR — Return Coil Butt Joint
Scale: NTS

ENGINEER'S NOTE:
Provide Min. QTY: 3 Connections
Per Letter TYP. Evenly Spaced

FASTENER SCHEDULE		
	3/8" LAG SCREW	FOR USE WITH WOOD OR EIFS WALL SYSTEMS. 1-1/2" MIN PENETRATION (EXCL. TIP)
	3/8" DIA. THREADED ROD	FOR USE WITH WOOD, CONCRETE BLOCK OR EIFS WALL SYSTEMS.
	3/8" RED HEAD L.D.T. (LARGE DIAMETER TAPCON)	FOR USE WITH CONCRETE BLOCK, BRICK OR CONCRETE. EMBED A MIN. OF 2 1/2".
	3/8" DIA. HILTI HIT ROD WITH HY150 MAX ADHESIVE	FOR USE WITH CONCRETE. EMBED A MIN. OF 2".
	3/8" DIA. HILTI HIT ROD WITH HY20 ADHESIVE	FOR USE WITH MASONRY AND BRICK. EMBED A MIN. OF 3 3/8".
	3/8" DIA. HILTI HIT ROD WITH HY20 ADHESIVE	FOR USE WITH CONCRETE BLOCK. EMBED A MIN. OF 2".
	3/8" DIA. HILTI HLC SLEEVE ANCHOR	FOR USE WITH CONCRETE, MASONRY AND BRICK. EMBED A MIN. OF 3 3/8".



Revisions:	
01.03.25 CB - Revised per redlines	X
X	X
X	X
X	X

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GENERAL:

- ALL MATERIALS AND WORK SHALL CONFORM TO THE REQUIREMENTS OF THE APPLICABLE INTERNATIONAL BUILDING CODE (IBC).
- CONSTRUCTION METHODS AND PROJECT SAFETY: DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE AND DO NOT INDICATE METHODS, PROCEDURES, OR SEQUENCE OF CONSTRUCTION. TAKE NECESSARY PRECAUTIONS TO MAINTAIN AND ENSURE THE INTEGRITY OF THE STRUCTURE DURING CONSTRUCTION. THE EOR WILL NOT ENFORCE SAFETY MEASURES OR REGULATIONS. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS, AND REGULATIONS.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS AND SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION AND NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR INCONSISTENCIES THAT ARE FOUND. NOTED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. DO NOT SCALE DRAWINGS.
- ALL OMISSIONS AND/OR CONFLICTS BETWEEN THE VARIOUS ELEMENTS OF THE WORKING DRAWINGS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER AND FIELD INSPECTOR. THE ENGINEER SHALL PROVIDE A SOLUTION PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE CONFLICT OR OMISSION.
- WHERE NO CONSTRUCTION DETAILS ARE SHOWN OR NOTED FOR ANY PART OF THE WORK, CONSTRUCT IN ACCORDANCE WITH THE STEEL CONSTRUCTION MANUAL, 14TH EDITION OR 2010 ALUMINUM DESIGN MANUAL .
- WHEN A DETAIL IS IDENTIFIED AS TYPICAL, THE CONTRACTOR IS TO APPLY THIS DETAIL IN ESTIMATING AND CONSTRUCTION TO EVERY LIKE CONDITION WHETHER OR NOT THE REFERENCE IS REPEATED IN EVERY INSTANCE.
- ANY CHANGE TO THE DESIGN AS SHOWN ON THE DRAWINGS REQUIRES PRIOR WRITTEN APPROVAL FROM DESIGN ENGINEER OF RECORD BEFORE CONSTRUCTION.
- WORK PERFORMED IN CONFLICT WITH THE STRUCTURAL DRAWINGS OR APPLICABLE BUILDING CODE REQUIREMENTS SHALL BE CORRECTED AT THE EXPENSE OF THE CONTRACTOR.
- VERIFICATION: VERIFY ALL DIMENSIONS, ELEVATIONS, AND SITE CONDITIONS BEFORE STARTING WORK. NOTIFY THE EOR IMMEDIATELY OF ANY DISCREPANCIES.

EXISTING CONDITIONS:

- IF EXISTING CONDITIONS ARE NOT AS DETAILED IN THIS DESIGN, THE INSTALLER SHALL CEASE WORK AND NOTIFY MURDOCH ENGINEERING IMMEDIATELY.
- MURDOCH ENGINEERING WILL NOT BE PERFORMING ON-SITE INSPECTIONS OR VERIFICATIONS. IT IS THE RESPONSIBILITY OF THE INSTALLER, STRUCTURE OWNER, AND PROPERTY OWNER TO IDENTIFY EXISTING CONDITIONS AND CONTACT MURDOCH ENGINEERING WITH ANY DISCREPANCIES OR CONCERNS.
- INSTALLER SHALL CONFIRM THE DIAMETER AND THICKNESS OF EXISTING MEMBERS AND NOTIFY MURDOCH ENGINEERING OF ANY DISCREPANCIES.
- INSTALLER SHALL INSPECT AND CONFIRM THE QUALITY OF EXISTING STRUCTURE AS "IN GOOD REPAIR". IF THERE ARE ANY INDICATIONS THAT THIS IS NOT THE CASE, INSTALLER SHALL CEASE WORK IMMEDIATELY AND NOTIFY MURDOCH ENGINEERING.
- ANY EXISTING INFORMATION SHOWN HAS BEEN FURNISHED BY THE PERSON(S) OR COMPANY THIS DOCUMENT WAS PREPARED FOR (SEE TITLE BLOCK). MURDOCH ENGINEERING IN NO WAY CERTIFIES THIS INFORMATION AS "AS-BUILT". IF THERE IS ANY REASON TO BELIEVE THE EXISTING CONDITIONS DETAILED HEREIN ARE NOT ACCURATE, MURDOCH ENGINEERING SHALL BE NOTIFIED IMMEDIATELY.

STEEL

1. STEEL SHAPES SHALL CONFORM TO THE FOLLOWING:

ROUND HSS	ASTM A500, GR B	Fy=42 KSI MIN.
SQUARE/RECT HSS	ASTM A500, GR B	Fy=46 KSI MIN.
THREADED ROD	F1554 GR 55	Fy=55 KSI MIN.
STEEL PLATE STD.	ASTM A36 ASTM	Fy=36 KSI MIN.
PIPE	A53, GR B	Fy=35 KSI MIN.

- BOLTS SHALL CONFORM TO ASTM A325 UNO.
- BOLTS AND THREADED ROD SHALL BE HOT-DIP GALVANIZED PER ASTM F2329 UNO.
- ANCHOR BOLTS SHALL CONFORM TO ASTM F1554 UNO.
- NUTS SHALL CONFORM TO ASTM A563.
- WASHERS SHALL CONFORM TO ASTM F844.
- STEEL HARDWARE SHALL BE HOT-DIP GALVANIZED PER ASTM A153 UNO
- WELDING:
 - WELD STRUCTURAL STEEL IN COMPLIANCE WITH ANSI/AWS D1.1 AND AISC SPECIFICATION, CHAPTER J. WELDERS SHALL BE CERTIFIED AS REQUIRED BY GOVERNING CODE AUTHORITY. WELDING SHALL BE DONE BY ELECTRIC ARC PROCESS USING LOW-HYDROGEN ELECTRODES WITH SPECIFIED TENSILE STRENGTH NOT LESS THAN 70 KSI UNLESS NOTED OTHERWISE.
 - ALL SHOP AND FIELD WELDS SHALL BE PERFORMED BY AN AWS OR ICC CERTIFIED WELDER WITH ACTIVE STATUS AT TIME OF WELDING
 - UNLESS A LARGER WELD SIZE IS INDICATED, PROVIDE MINIMUM SIZE WELDS PER AISC SPECIFICATION, SECTION J2, TABLE J2.4
 - BASE PLATES SHALL BE WELDED ON TOP AND BOTTOM WITH CONTINUOUS WELDS OF AT LEAST 1/4" (IF PLATE IS CUT TO FIT TUBE INTO PLATE)

ALUMINUM:

- FABRICATE AND ERECT ALUMINUM IN COMPLIANCE WITH THE ALUMINUM ASSOCIATION (AA) 2010 ALUMINUM DESIGN MANUAL (ADM) 1, THE SPECIFICATIONS FOR ALUMINUM SHEET METAL WORK (ASM35), AND IBC CHAPTER 20.
- PIPE AND TUBE SHALL BE 6061-T6 PER ASTM B241 OR B429 WITH Ftu=38 KSI MIN, Fty=35 KSI MIN, Ftuw=24 KSI MIN, Ftyw=15 KSI MIN.
- STD STRUCTURAL PROFILES SHALL BE 6061-T6 PER B308 WITH Ftu=38 KSI MIN, Fty=35 KSI MIN, Ftuw=24 KSI MIN, Ftyw=15 KSI MIN.
- SHEET AND PLATE SHALL BE 6061-T6 PER ASTM B209 WITH Ftu=42 KSI MIN, Fty=35 KSI MIN, Ftuw=24 KSI MIN, Ftyw=15 KSI MIN.
- EXTRUSIONS SHALL BE 6061-T6 PER ASTM B241 OR B429 WITH Ftu=38 KSI MIN, Fty=35 KSI MIN, Ftuw=24 KSI MIN, Ftyw=15 KSI MIN.
- ALL SHOP AND FIELD WELDS SHALL BE PERFORMED BY AN AWS OR ICC CERTIFIED WELDER WITH CURRENT STATUS AT TIME OF WELDING
- UNLESS A LARGER WELD SIZE IS INDICATED, PROVIDE MINIMUM SIZE WELD PER ADM. ALL ALUMINUM WELDED JOINTS SHALL HAVE WELD SIZES OF AT LEAST 1/4 INCH
- FILLET WELDS SHALL NOT EXCEED THINNEST MEMBER WALL THICKNESS JOINED.
- ALUMINUM WELD FILLER SHALL BE 5356 ALLOY
- WELDING PROCESS GMAW OR GTAW SHALL BE IN ACCORDANCE WITH AWS D1.2 -
- ALUMINUM CHANNEL LETTERS SHALL BE CONSTRUCTED OF 0.090" RETURNS AND 0.125" BACKS MINIMUM, UNLESS A LARGER SIZE IS INDICATED ON DRAWINGS. THIS NOTE SHALL SUPERCEDE DRAWING DETAILS.
- PROVIDE NEOPRENE GASKET BETWEEN DISSIMILAR METALS TO PREVENT GALVANIC CORROSION
- ALUMINUM DIRECTLY EMBEDDED INTO CONCRETE SHALL BE CAPPED AT BOTTOM AND COATED WITH BITUMINOUS COATING OR POLYURETHANE WHERE IN CONTACT WITH CONCRETE.
- FASTENERS BETWEEN DISSIMILAR METALS SHALL BE STAINLESS STEEL 316.

CONCRETE & REINFORCEMENT

- MINIMUM 28-DAY COMPRESSIVE STRENGTH (fc') SHALL BE 3,000 PSI. THE MAXIMUM WATER TO CEMENT RATIO SHALL BE 0.45 BY WEIGHT. A MINIMUM OF 5-3/4 BAGS OF CEMENT SHALL BE USED PER CUBIC YARD WITH A SLUMP OF 4" +/- 1.
- REINFORCEMENT TO BE ASTM A615 GR 60, Fy=60 KSI UNO
- CALCIUM CHLORIDE OR ADDED CHLORIDE IS NOT PERMITTED
- VIBRATION: ALL REINFORCED CONCRETE SHALL BE CONSOLIDATED WITH MECHANICAL VIBRATORS
- CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI 318-14
- PROVIDE A MINIMUM OF 2-1/2" COVER OF ALL EMBEDDED STEEL REBAR AND A MINIMUM OF 6 INCHES OF COVER FOR DIRECT BURIED PIPE OR TUBE MEMBERS.

FOUNDATIONS

- CONCRETE POURED INTO CONSTRAINED EARTH EXCAVATIONS MUST CURE UNDER PROPER CONDITIONS FOR A MINIMUM OF 7 DAYS PRIOR TO SIGN BOX INSTALLATION. (EXCEPTION: IF THE OVERALL HEIGHT OF THE SIGN IS LESS THAN 20 FEET AND THE SIGN IS ADEQUATELY BRACED AGAINST WIND LOADS FOR A MINIMUM OF 4 DAYS, THE BOX MAY BE INSTALLED THE SAME DAY AS THE FOOTING IS POURED)
- FOOTINGS MUST BE POURED AGAINST UNDISTURBED EARTH. SOIL BACKFILL IS UNACCEPTABLE. WHEN A SONOTUBE IS USED AS THE FORM, 3/4" BLUESTONE OR CONCRETE SHALL BE USED TO BACKFILL THE SPACE BETWEEN THE SONOTUBE AND UNDISTURBED EARTH.
- COLD WEATHER PLACEMENT: PROTECT CONCRETE WORK FROM PHYSICAL DAMAGE OR REDUCED STRENGTH THAT COULD BE CAUSED BY FROST, FREEZING ACTIONS OR LOW TEMPERATURES. DO NOT POUR CONCRETE DURING OR WHEN FREEZING TEMPERATURES ARE ANTICIPATED WITHIN 3 DAYS OF POUR.
- REINFORCEMENT IS NOT REQUIRED FOR DIRECT BURIAL TYPE SIGN FOOTINGS FOR SIGNS OF 25 FEET OVERALL HEIGHT OR LESS, DIRECT BURIED STEEL SHALL EXTEND TO 6 INCHES FROM BOTTOM OF FOOTING.
- FOR ANCHOR BOLT/ BASE PLATE - SQUARE FOOTINGS, PROVIDE A MINIMUM OF #5 VERTICAL REBAR @ 12" O.C., 4" OFFSET FROM PERIMETER, TOP AND BOTTOM OF FOOTING. PROVIDE #3 HORIZONTAL TIES @ 12" O.C. UNLESS OTHERWISE NOTED.
- FOR ANCHOR BOLT/ BASE PLATE - ROUND FOOTINGS, PROVIDE A MINIMUM OF SIX (6) VERTICAL #5 REBARS, EVENLY SPACED, 4" OFFSET FROM FOOTING PERIMETER & #3 HORIZONTAL TIES, 12" O.C. Unless otherwise noted.
- ANCHOR BOLTS SHALL BE TIED TO REBAR CAGE AT A MINIMUM OF TWO LOCATIONS PER ANCHOR BOLT
- FOOTING DESIGN ASSUMES FOOTING SHALL BE EXCAVATED AND POURED IN UNDISTURBED NATURAL EARTH, CAPABLE OF WITHSTANDING A MINIMUM 1,500 PSF VERTICAL DESIGN BEARING PRESSURE AND 150 PSF/FT OF DEPTH OF LATERAL BEARING PRESSURE BASED ON SOIL DATA OBTAINED FROM THE USGS SOIL SURVEY.
- IF CLAY, SILTY - CLAY, ORGANIC OR FILL SOIL IS ENCOUNTERED UPON EXCAVATION, CONTACT MURDOCH ENGINEERING FOR FOOTING DESIGN MODIFICATION PRIOR TO CONSTRUCTION.
- PORTION OF STEEL SUPPORT EMBEDDED INTO CONCRETE SHALL NOT BE PAINTED. IT SHALL BE CLEAN BARE METAL FOR PROPER ADHESION TO CONCRETE

SCOPE OF WORK:

- LIMITS OF LIABILITY TO EXTEND ONLY TO THE QUANTITY INDICATED. ATTEMPTS IN PART OR IN WHOLE TO INSTALL GREATER QUANTITIES THAN THOSE SPECIFIED WITHOUT CONSULTING MURDOCH ENGINEERING SHALL VOID ALL PROFESSIONAL LIABILITY AND COVERAGE.

DESIGN SPECIFICATIONS				
IBC	2018	with	PA	amendments
ASCE	7-16	Minimum Design Loads for Buildings & Other Structures		
ACI	318-14	Building Code Requirements for Structural Concrete		
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Exposure	C			
Risk Cat.	II			
Grnd. Snow	Pg =	25	psf	



murdochengineering.com
(973) 570-8215
2399 NJ-34 A-2
Manasquan, NJ 08736

PREPARED FOR:



PROJECT TITLE:

PROJECT ADDRESS:

17 N High St, West Chester, PA 19380, USA



2399 NJ-34, A-2
MANASQUAN, NJ 08736
(973) 570-8215 x0



Jere Murdoch, PE
Professional Engineer
PA/PE Lic. #PE082030

1/30/2025

DWG TITLE:
GENERAL NOTES

SHEET:

S.1

SHEET:

B

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- Commercial Indoor Lighting +
- Landscape & Outdoor Lighting +
- Commercial Christmas Trees & Holiday Lights +

LED Spot » Products » 24W High Output Flood Light 3000K (Warm)



24W High Output Flood Light 3000K (Warm)

SKU: LS-FFL-24-TSHO-30K
Categories: 24W High Output Flood Light, Flood & Spot Lighting, Ground Mounted Sign Lights, Landscape & Outdoor Lighting, Wall Mount Sign Lighting

ADD TO QUOTE

Description Additional information Reviews (0) Documents (2)

Description

The 24W High Output Flood Light accents various outdoor features while blending in with the natural environment. The FFL series brings attention to all the right places with the help of its multi-tap optics and high impact, UV resistant lens. Gardens come alive and landscape features pop underneath the 24W Extruded Aluminum Flood Light. Contact for additional accessories.

**Please consult with LED Spot for lead-time estimates.*

SHOP BY LED SPOT CATEGORIES

- Parking Lot Lighting & Poles +
- Athletic & Sports Field Lighting +
- Gooseneck & Sign Lighting +
- Wall Pack & Security Lights +
- Decorative Pole Lighting +
- Commercial Indoor Lighting +
- Landscape & Outdoor Lighting +
- Commercial Christmas Trees & Holiday Lights +

LED Spot » Products » 24W High Output Flood Light 3000K (Warm)

24W High Output Flood Light 3000K (Warm)

SKU: LS-FFL-24-TSHO-30K
Categories: 24W High Output Flood Light, Flood & Spot Lighting, Ground Mounted Sign Lights, Landscape & Outdoor Lighting, Wall Mount Sign Lighting

ADD TO QUOTE



Description Additional information Reviews (0) Documents (2)

Additional information

Weight	4 lbs
Dimensions	25 × 25 × 25 in
Paint Color	Antique Verde, Black Texture, Bronze Texture, Camel Tone, Chrome Powder, Hunter Texture, Rubbed Verde, Rust, Stucco, Weathered Brown +\$30.00, Weathered Iron, White Texture
Wattage	24
Color Temperature	3000



T5HO FLUORESCENT LIGHTS

FFL-24, FFL-39, FFL-54 SERIES

TYPE

SPECIFICATIONS

CONSTRUCTION: Extruded aluminum floodlight with 2 heavy duty cast aluminum adjustable swivels. Stamped aluminum Hood Extension available (add -HE to part number)

LENS: High impact clear acrylic

REFLECTOR: Highly polished specular aluminum

BALLAST: 120v type 1 outdoor high frequency electronic (FFL-24 & FFL-39 only)

120v - 277v Universal Multi Voltage input available, add -MV to catalog number

NOTE: FFL-54 only available in -MV

LAMP SUPPLIED:

FFL-24: 24 watt T5HO tube, 3000K

FFL-39: 39 watt T5HO tube, 3000K

FFL-54: 54 watt T5HO tube, 3000K

LAMP OPTIONS: 3500K, 4100K

SOCKET: G5 2-pin

WIRING: Standard 120 volt Black, White and Ground

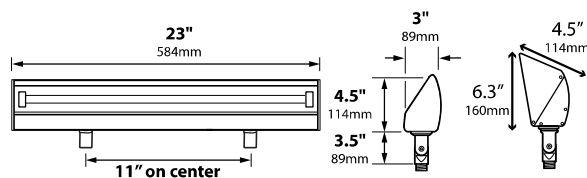
MOUNTING: None supplied. See Mounting Accessories below for options

FINISH: Black Texture polyester powder coat. Optional finishes available

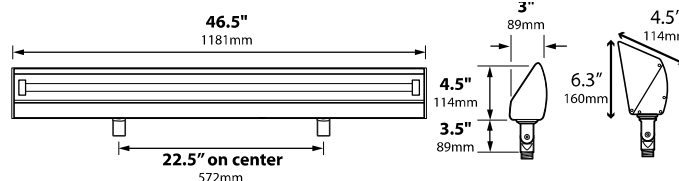
NOTE: 2 lamp models available. Consult factory for details

ORDERING INFORMATION

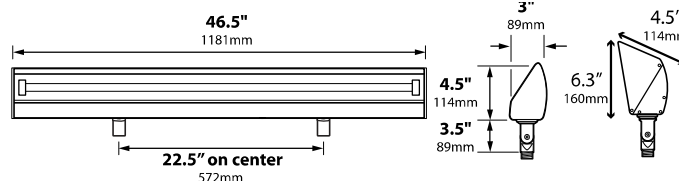
CATALOG NO.	DESCRIPTION	LAMP	SHIP WEIGHT
FFL-24-T5HO30K-BLT	Aluminum T5HO Floodlight	24w, T5HO 3000K	4.0 lbs.
FFL-24-T5HO35K-BLT	Aluminum T5HO Floodlight	24w, T5HO 3500K	4.0 lbs.
FFL-24-T5HO41K-BLT	Aluminum T5HO Floodlight	24w, T5HO 4100K	4.0 lbs.
FFL-39-T5HO30K-BLT	Aluminum T5HO Floodlight	39w, T5HO 3000K	8.0 lbs.
FFL-39-T5HO35K-BLT	Aluminum T5HO Floodlight	39w, T5HO 3500K	8.0 lbs.
FFL-39-T5HO41K-BLT	Aluminum T5HO Floodlight	39w, T5HO 4100K	8.0 lbs.
FFL-54-T5HO30K-MV-BLT	Aluminum T5HO Floodlight	54w, T5HO 3000K	13.0 lbs.
FFL-54-T5HO35K-MV-BLT	Aluminum T5HO Floodlight	54w, T5HO 3500K	13.0 lbs.
FFL-54-T5HO41K-MV-BLT	Aluminum T5HO Floodlight	54w, T5HO 4100K	13.0 lbs.



24w T5HO



39w T5HO



54w T5HO



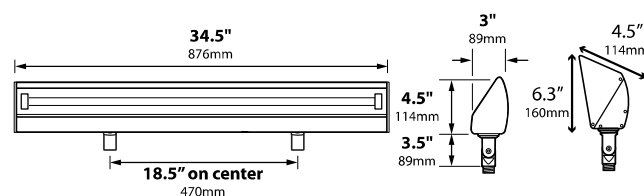
FFL-24-T5HO
mounted on
FA-26-BLT



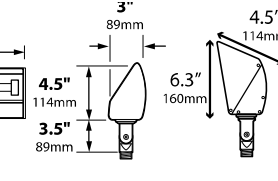
FFL-39-T5HO
mounted on
FA-26-BLT



FFL-54-T5HO
mounted on
FA-26-BLT



39w T5HO



54w T5HO



BEAM/GLARE CONTROL ACCESSORIES

FA-06-24	24" long, 1/4" Mini Hex Cell Louver for FFL-24
FA-06-35	35" long, 1/4" Mini Hex Cell Louver for FFL-39
FA-06-47	47" long, 1/4" Mini Hex Cell Louver for FFL-54

FA-69-24	Aluminum Hood Extension for FFL-24
FA-69-39	Aluminum Hood Extension for FFL-39
FA-69-54	Aluminum Hood Extension for FFL-54

-HE Add to catalog number for factory installed Hood Extension

JOB INFORMATION

Type:	Date:
Job Name:	
Cat. No.:	
Lamp(s):	
Specifier:	
Contractor:	
Notes:	

FOCUS INDUSTRIES INC.
25301 COMMERCE DRIVE
LAKE FOREST, CA 92630

www.focusindustries.com
sales@focusindustries.com
(949) 830-1350 • FAX (949) 830-3390

Black Texture (Standard)	Antique Verde	Bronze Texture	Camel	White Texture	Hunter Texture	Rust	Weathered Iron	Weathered Brown	Stucco	Rubbed Verde	Chrome Powder	Acid Rust	Acid Verde	Black Acid Treatment
-BLT	-ATV	-BRT	-CAM	-WTX	-HTX	-RST	-WIR	-WBR	-STU	-RBV	-CPR	-BAR/CAR	-BAV/CAV	-BAT

FFL-24_39_54-T5HO Cut Sheet 052416

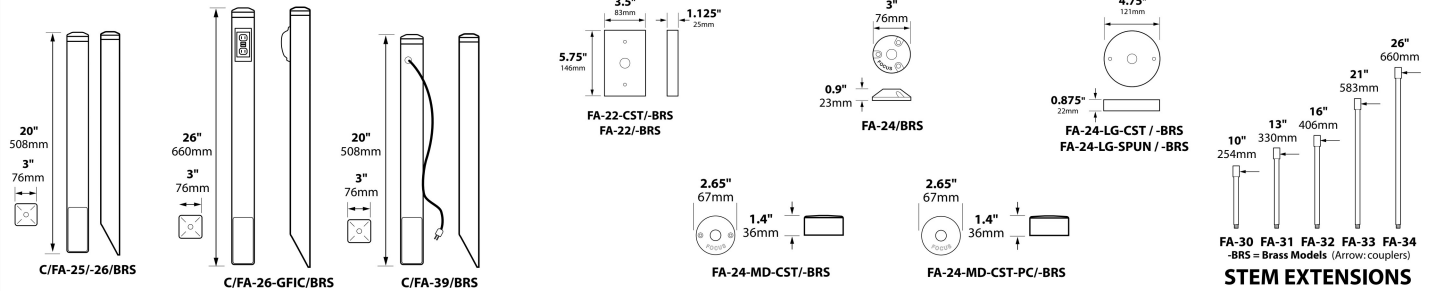
BRASS & COPPER ONLY



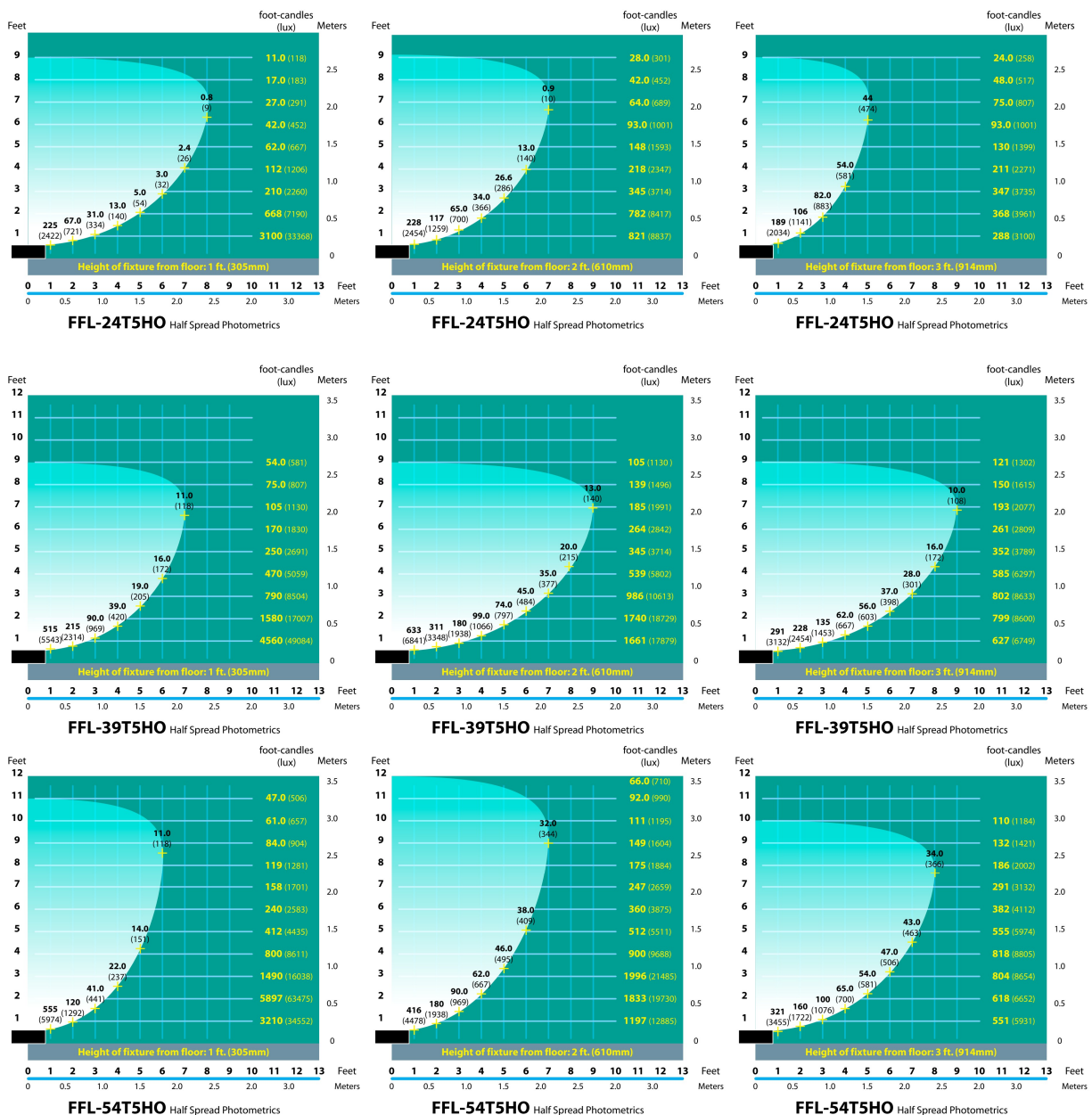
T5HO FLUORESCENT LIGHTS FFL-24, FFL-39, FFL-54 SERIES

TYPE

MOUNTING ACCESSORIES



LIGHT DISTRIBUTIONS AND PHOTOMETRICS



Black Texture (Standard)	Antique Verde	Bronze Texture	Camel	White Texture	Hunter Texture	Rust	Weathered Iron	Weathered Brown	Stucco	Rubbed Verde	Chrome Powder	Acid Rust	Acid Verde	Black Acid Treatment
-BLT	-ATV	-BRT	-CAM	-WTX	-HTX	-RST	-WIR	-WBR	-STU	-RBV	-CPR	-BAR/CAR	-BAV/CAV	-BAT

FFL-24_39_54-T5HO Cut Sheet 052416

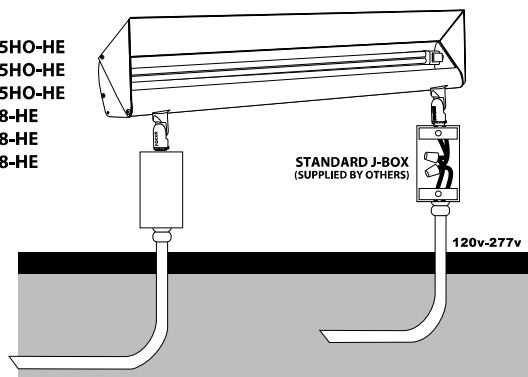
BRASS & COPPER ONLY

INSTALLATION INSTRUCTIONS FOR 120 - 277 VOLT T5HO & T8 FLUORESCENT FLOOD LIGHTS

INSPECTED BY:

1. Make sure electrical supply power is shut off at circuit breaker before starting fixture installation or servicing of fixture.
2. Using thread sealant, thread fixture onto junction box or other mounting device (not supplied) until it is at desired direction. Tighten provided lock nut to ensure that the fixture is firmly locked into adjusted position.
3. Attach fixture leads to line in leads observing polarity (black to black, white to white and green to ground) using approved silicone-filled safety wire connectors.
4. Attach junction box cover plate to junction box (not supplied). Make sure that wires are not pinched between junction box cover and junction box.
5. Coat exposed fixture threads with thread sealant to prevent moisture from entering junction box or other mounting device.
6. Install lamp; refer to section below.
7. To adjust fixture aiming angle, loosen swivel screw. **Do not remove completely.** Hold fixture at selected angle and tighten swivel screw firmly with #2 Phillips screw driver.
8. Turn power on to the fixture and check for proper operation.

FFL-24-T5HO-HE
FFL-39-T5HO-HE
FFL-54-T5HO-HE
FFL-17-T8-HE
FFL-25-T8-HE
FFL-32-T8-HE

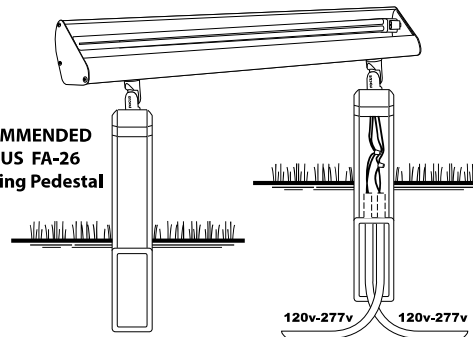


LAMP INSTALLATION/REPLACEMENT:

CAUTION: Do not exceed maximum wattage marked on fixture label.

1. To prevent electrical shock, turn off electrical power supply before servicing.
2. Remove 2 side plate screws, loosen third screw and pivot side plate.

**RECOMMENDED
FOCUS FA-26
Mounting Pedestal**



FFL-24-T5HO
FFL-39-T5HO
FFL-54-T5HO
FFL-17-T8
FFL-25-T8
FFL-32-T8

3. Slide lens outward to expose lamp.
4. Replace with correct wattage type of lamp, marked on fixture label.
5. Re-install front lens & side plate screws.

**NOTE: Must be installed by a licensed electrician per local codes.
For Questions Call 1-888-882-1350**

120v Install FFL T5HO/T8

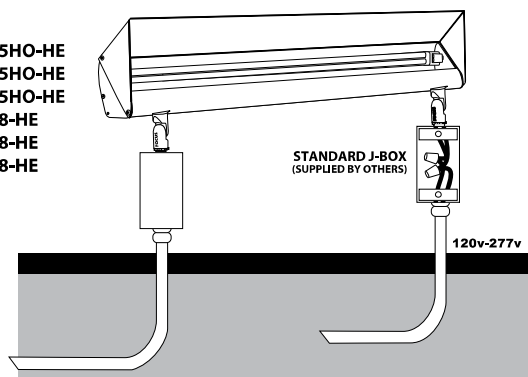
010813

INSTALLATION INSTRUCTIONS FOR 120 - 277 VOLT T5HO & T8 FLUORESCENT FLOOD LIGHTS

INSPECTED BY:

1. Make sure electrical supply power is shut off at circuit breaker before starting fixture installation or servicing of fixture.
2. Using thread sealant, thread fixture onto junction box or other mounting device (not supplied) until it is at desired direction. Tighten provided lock nut to ensure that the fixture is firmly locked into adjusted position.
3. Attach fixture leads to line in leads observing polarity (black to black, white to white and green to ground) using approved silicone-filled safety wire connectors.
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6. Install lamp; refer to section below.
7. To adjust fixture aiming angle, loosen swivel screw. **Do not remove completely.** Hold fixture at selected angle and tighten swivel screw firmly with #2 Phillips screw driver.
8. Turn power on to the fixture and check for proper operation.

FFL-24-T5HO-HE
FFL-39-T5HO-HE
FFL-54-T5HO-HE
FFL-17-T8-HE
FFL-25-T8-HE
FFL-32-T8-HE

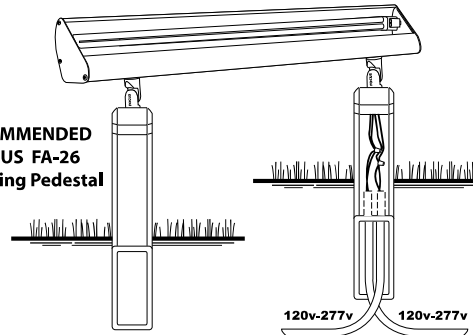


LAMP INSTALLATION/REPLACEMENT:

CAUTION: Do not exceed maximum wattage marked on fixture label.

1. To prevent electrical shock, turn off electrical power supply before servicing.
2. Remove 2 side plate screws, loosen third screw and pivot side plate.

**RECOMMENDED
FOCUS FA-26
Mounting Pedestal**



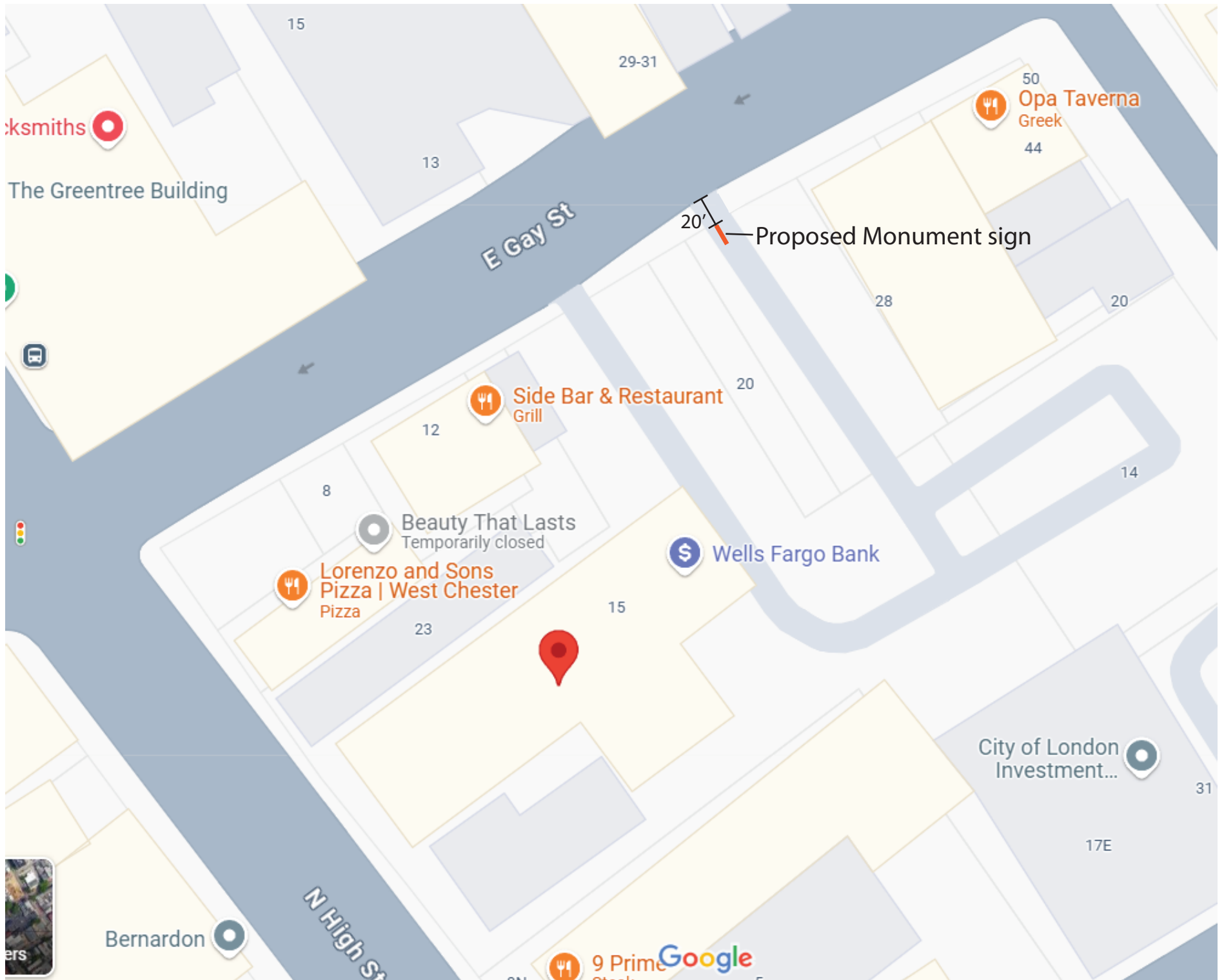
FFL-24-T5HO
FFL-39-T5HO
FFL-54-T5HO
FFL-17-T8
FFL-25-T8
FFL-32-T8

3. Slide lens outward to expose lamp.
4. Replace with correct wattage type of lamp, marked on fixture label.
5. Re-install front lens & side plate screws.

**NOTE: Must be installed by a licensed electrician per local codes.
For Questions Call 1-888-882-1350**

120v Install FFL T5HO/T8

010813
Page 153 of 172



BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. _____

**A RESOLUTION OF BOROUGH COUNCIL OF THE
BOROUGH OF WEST CHESTER, CHESTER COUNTY,
PENNSYLVANIA, APPROVING THE APPLICATION OF ELKS
HOME OF WEST CHESTER AND ELK TERRACE
ASSOCIATES, LP FOR PRELIMINARY/FINAL MINOR
SUBDIVISION APPROVAL FOR A LOT LINE ADJUSTMENT
BETWEEN 401 WEST WASHINGTON STREET, CHESTER
COUNTY TAX PARCEL NO. 1-8-37.1, AND 335 WEST
WASHINGTON STREET, CHESTER COUNTY TAX PARCEL
NO. 1-8-37.1C, SUBJECT TO CERTAIN CONDITIONS OF
APPROVAL STATED HEREIN.**

WHEREAS, Elks Home of West Chester and Elk Terrace Associates, LP (the "Applicants") are the owners of two parcels of property located at 401 West Washington Street, Chester County Tax Parcel No. 1-8-37.1 ("Lot 1"), and 335 West Washington Street, Chester County Tax Parcel No. 1-8-37.1C ("Lot 2"), in the Borough of West Chester (the "Borough"). Lot 1 and Lot 2 are hereinafter collectively referred to as the "Properties"; and

WHEREAS, the Properties are bordered on the north by West Biddle Street and on the south by West Washington Street; and

WHEREAS, the Properties are located in the Neighborhood Conservation NC-1 Zoning District and the CS Commercial Service District; and

WHEREAS, Lot 1 is improved with the Elks Lodge building, parking lots and related improvements. Lot 2 is improved with two apartment buildings, parking lots and related improvements; and

WHEREAS, part of the driveway and parking lot serving Lot 2 is located on Lot 1; and

WHEREAS, Applicants submitted an Application for Preliminary/Final Subdivision Approval (the "Application") pursuant to the Borough Subdivision and Land Development Ordinance (the "SLDO") and the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101 *et seq.* (the "MPC") and a Preliminary/Final Minor Subdivision Plan prepared by Howell Surveying dated January 22, 2025, which bears a last revision date of May 15, 2025 (the "Lot Line Change Plan" or "Plan");

WHEREAS, by the Application and Lot Line Change Plan, the Applicants propose to subdivide 5,089 square feet from Lot 1 (the "Subdivided Parcel"), and convey the Subdivided Parcel to Lot 2 so the part of the Lot 2 driveway and parking lot currently located on Lot 1 will be located on Lot 2; and

WHEREAS, no new construction or land development is proposed by the Lot Line Change Plan; and

WHEREAS, the Official Map of the Borough of West Chester depicts a proposed road traversing Lot 1 generally in a north-south direction for the purpose of connecting North Wayne Street between West Biddle Street and West Washington Street; and

WHEREAS, the Borough Zoning Officer, Michael Barbieri of Yerkes Associates, Inc., reviewed the Plan and the Application Materials and issued a review Memorandum dated April 28, 2025 (the "Zoning Officer Review Memorandum");

WHEREAS, the Borough Planning Commission reviewed the Lot Line Change Plan at its public meeting on May 27, 2025 and recommended to Borough Council that the Plan be approved.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 508 of the MPC, 53 P.S. § 10508, and Section 97-14.B(2)(b) of the SLDO, Borough Council hereby grants Preliminary/Final Subdivision Approval of the Application and the Lot Line Change Plan, subject to compliance with the following conditions.

Conditions of Approval

1. Except as expressly set forth in this Resolution to the contrary, the subdivision, lot line change, and the conveyance of the Subdivided Parcel from Lot 1 to Lot 2 shall be in strict compliance with the Application and the Plan.
2. Applicant shall correct the lot area calculation for Lot 2 as set forth in the Borough Zoning Officer Review Memorandum.
3. The Subdivided Parcel is not approved as a separate lot. The Subdivided parcel shall be conveyed from Lot 1 to Lot 2 only.
4. The Applicant shall prepare new deeds for Lot 1 and Lot 2 in accordance with the boundaries and areas of the new Lots as depicted on the Lot Line Change Plan. The new deeds shall be recorded immediately following the recording of the Lot Line Change Plan. Copies of the recorded deeds shall be provided to the Borough with copies of the recorded Plan.
5. The approval of the Lot Line Change Plan does not affect the restrictions on Lot 1 imposed by the Borough Official Map, which depicts a proposed road right of way across Lot 1, and Chapter 17 of the Code of the Borough of West Chester.
6. Within thirty (30) days of the date of this Resolution, Applicant shall pay all required review fees and shall reimburse the Borough for the costs of its professional consultants incurred during the review and approval process related to the Application and Plan.

7. Applicant shall comply with all applicable federal, state, and local statutes, codes, ordinances, rules and regulations and shall obtain all approvals, certificates, licenses, and permits required, if any, with regard to the Lot Line Change Plan and the conveyance of the Subdivided Parcel from Lot 1 to Lot 2.

RESOLVED, this _____ day of _____ 2025.

ATTEST:

**BOROUGH COUNCIL FOR THE
BOROUGH OF WEST CHESTER**

Sean Metrick, Secretary

Patrick McCoy, President

Nicole Scimone, Vice-President

Bernie Flynn, Member

Lisa Dorsey, Member

Sheila Vaccaro, Member

Brian McGinnis, Member

Bryan Travis, Member



BOROUGH OF WEST CHESTER PLANNING COMMISSION

June 04, 2025

Borough Council
Borough of West Chester
401 E Gay St, West Chester, PA 19380

RE: 401 West Washington Street, Elks Home of West Chester, Lot Line Change

Members of Council,

The Planning Commission reviewed discussed and voted on the "401 West Washington Street, Elks Home of West Chester, Lot Line Change" at the PC voting session May 27, 2025.

M. Clapp moved to recommend approval of the Draft plan with one condition: resolve the final comment from the Zoning Officer regarding lot areas.

J. Cherry seconded the motion.

PC Note to BC: The Borough of West Chester "Official Map" identifies a potential "right-of-way" through the 401 West Washington parcel. (continuation of N. Wayne Street) and based on conversations with the Borough Solicitor, the proposed change to the property line would or should not affect the Official Map and the proposed future right-of-way shown on the property for N. Wayne St..

(The purpose of an Official Map is to identify the locations of planned public lands and facilities, providing notice to property owners and developers of a municipality's future intentions to acquire land for public purposes like streets, parks, or trails.)

Public Comments

Lisa Kearns (312 W. Biddle St.) - Neighbors are concerned this is a prelude to development. The applicant indicated this was not a prelude to development.

N. Scimone (BC) - What is the purpose of this change? The applicant reiterated that the general objective was to transfer the parking lot and the driveway to the Elks Terrace apartment property.

The motion passed with a vote of 5-1.

The vote was as follows:

J. Birl-Yes, A. Burke-No, J. Cherry-Yes, M. Clapp-Yes, T. Dougherty-Yes, A. Katz-Abstain, S. Mitten-Yes,

Please refer to PC meeting minutes for a more complete record of the PC's thoughts and concerns.
Please feel free to contact me if you have any questions.

Respectfully Submitted,

Jim Cherry
Chair, Borough of West Chester Planning Commission

RYAN M. JENNINGS
rjennings@utbf.com

May 22, 2025

Via E-mail

Borough of West Chester
Building Housing & Code Enforcement
Attn: Wendy Mecke, Administrative Assistant
401 E. Gay Street
West Chester, PA 19380

Re: Zoning Application – 400 North Penn Street

Dear Ms. Mecke:

Attached for filing with the Borough of West Chester ZHB is a Zoning Application that we are submitting on behalf of our client, West Chester Area School District, for the property located at 400 North Penn Street. Please process the same and let me know if you need additional hard copy sets of the Application packet. I will hand-deliver the \$800 application fee, as well as any additional sets of the Application packet if needed.

I understand that this matter will be placed on the upcoming June 23, 2025, ZHB agenda for a hearing. Please confirm the same and whether Applicant will need to do anything procedurally prior to the hearing.

Please let me know if you have any questions or need anything further in order to process the Application. Thank you.

Very truly yours,



Ryan M. Jennings

RMJ/akf
Attachment

cc: Arthur L. Sagnor, III, Esquire, Zoning Hearing Board Solicitor (via e-mail; w/encl.)



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

ZONING HEARING BOARD APPLICATION

APPEAL # 1030

DATE RECEIVED 05/22/2025

Property (real estate) Location 400 North Penn Street

Zoning District: NC-3 Neighborhood Conservation District

Tax Parcel: 1-5-132

I / We West Chester Area School District of 1181 McDermott Drive request the scheduling of a hearing on it/my/our APPEAL (Application) to the West Chester Borough Zoning Hearing Board on the following grounds: (choose one or more):

☒ **Special Exception** to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

Section 112-304.D.4. of the West Chester Borough Zoning Ordinance (to permit an educational use in the NC-3 District)

☒ **Variance** to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:

Section 112-603.A. of the West Chester Zoning Ordinance (Parking Space Requirements)

☐ **Appeal** a decision of the Zoning Officer, Specifically, the following:

☐ Other

Application Received By: W.Mecke

Date: 05/22/2025

NOTICE

Please see the Borough's website for the Fee Schedule for Zoning Fees. Zoning Fees are not refundable upon the Zoning Hearing scheduling and holding a hearing. A hearing will be scheduled only upon submission of a complete Application and payment of the applicable fee.



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

- A) The description of the Property (real estate located in West Chester Borough) including acreage (square feet), current improvements and use:

The Property is located at 400 North Penn Street and contains 0.1010 acres (4,400 sq. ft.); and is more particularly identified as TPN: 1-5-132.

The Property is currently improved with a 2-story dwelling

- B) a) Does the Applicant own the Property? ☒ Yes () No

b) If "NO", who is the Owner of the Property?

c) If not the Owner, what is your legal authority (e.g. – equitable owner, tenant, etc.) for filing this Application on behalf of Owner?

- C) I/We believe that the Zoning Hearing Board should approve this request because: (Please include the grounds for appeal or reasons both with respect to the law and fact in support of your relief request for the Appeal or Special Exception or Variance. You may also attach your explanation in a separate narrative including any documents supporting your request).

☒ See Attached Narrative

- D) Has any previous application or appeal been filed in connection with this Property?

() Yes (X) No

- (E) PLOT PLAN REQUIREMENTS (Supporting Documents) No exterior or interior modifications are being proposed to the existing dwelling.

A Plot Plan of the Property must be submitted as part of this Application. The plot plan shall contain a description of this Property (lot) and show all of the information as follows:

1. Length of all Property (lot) lines.
2. Approximate acres or square feet of Property.
3. Show location of all buildings/structures on Property, their outside dimensions, the distances between buildings and the Property's boundaries.



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

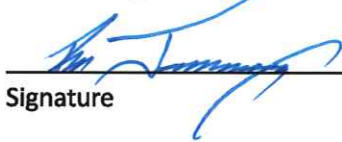
4. If this application is for new buildings or additions to present buildings, show these proposed buildings/additions giving outside dimensions and the distances between any new structures and existing buildings plus distances between any proposed buildings and the Property's boundaries.
5. Show any existing roads or driveways on the Property and the location of any new drives (if any) you plan to construct.
6. Show location and sizes of all existing parking spaces on the Property and additionally, if any, parking spaces you plan to construct.

NOTE: This Application must be completed in full and submitted with Supporting Documents. Two (2) copies of the Application, the Plot Plan and any supporting documents are required as part of your submission. Please also submit the Application and Supporting Documents in a PDF to Housing@west-chester.com

The Applicant certifies that the above statements contained in this Application and Supporting Documents submitted are true and correct to the best of its/my/our knowledge and belief.

West Chester Area School District

Name of Applicant(s)



Signature

1181 McDermott Drive, West Chester, PA 19380

Address of Applicant

484-266-1265

Phone Number

wbirster@wcasd.net

Email Address (if any)

c/o Wayne Birster, Director of Facilities & Operations

Name of Applicant(s)

5/22/25

Date

Ryan M. Jennings, Esquire

Attorney (If Represented)
Unruh Turner Burke & Frees
Post Office Box 515
West Chester, PA 19381

Address

610-692-1371 / rjennings@utbf.com

Phone or Email

Borough Use Only

Zoning Hearing Board Fee: \$800.00 Check No.: 4166 Date Received: 05/22/2025

Received By: W. Mecke
Borough Employee



Borough of West Chester

401 East Gay Street ■ West Chester, Pennsylvania ■ 19380

Telephone: 610-692-7574 ■ Facsimile: 610-436-0009

www.west-chester.com

Zoning Officer Review:

Signature: _____

Date: _____

C) Narrative:

Applicant is seeking a special exception pursuant to Section 112-304.D.4. to allow an educational use in the NC-3 Neighborhood Conservation District in order to provide independent living, employment, and educational instruction to students with disabilities in the West Chester Area School District. The neighboring property at 402 North Penn Street is the current headquarters for West Chester Area School District's West Chester Independent Living and Transition House (WCILTH) program and the School District is looking to expand the program to the adjacent property at 400 North Penn Street. No exterior or interior modifications are being proposed to the existing structure. The property is located on the corner of N. Penn Street and E. Biddle Street, consisting of 0.1010 acres (4,400 sq. ft.) and is currently improved with a 2-story dwelling. The Parcel Details and County GIS Aerial Tax Map, as well as a photograph showing the existing dwelling are attached hereto and marked as Attachment "1".

Applicant is also seeking zoning relief regarding the parking space requirement pursuant to Section 112-603.A. WCASD anticipates hiring just two (2) staff members to operate the expanded WCILTH program at 400 North Penn Street. The Property currently has its own driveway and associated one, off-street parking space by permit in Area G. Applicant is seeking a determination by the Borough based on the information provided and other such information and studies as the Borough shall determine relevant as to satisfying the off-street parking requirement. A photograph showing the existing driveway and the associated one, off-street parking space by permit only is attached hereto and marked as Attachment "2".

Attachment 1

Real Estate/Assessment > Parcel Details

[Select Another Search Criteria](#)[Search Another Parcel](#) [Print](#)**ID # 01-05-0132 UPI # 1-5-132**5/21/2025 10:50 AM **Tax Year 2026**Owner Information

Name:	WEST CHESTER AREA SCHOOL DISTRICT	Address:	1181 MCDERMOTT DR WEST CHESTER PA 19380
--------------	--------------------------------------	-----------------	---

Parcel Details

Lot Location:	NW COR N PENN & E BIDDLE S	District:	01
Property Descr:	LOT & DWG	Plan #:	
Land Use Code:	R-10	Acres:	0.1010
Deed Reference:	11342 0932	Sq. Feet:	4,400
Recorded Deed Date:	02/25/2025	Sale Price:	\$750,000
Location Address:	400 N. PENN ST, WEST CHESTER, PA 19380		

Deed DescriptionAssessments

Lot:	35,640	Act 319:
Property:	105,410	Act 515:
Total:	141,050	
Assessment Date:	12/13/2024	

[< Previous Parcel](#) [Next Parcel >](#)

Google Maps

401 Maple Ave

West Chester, Pennsylvania

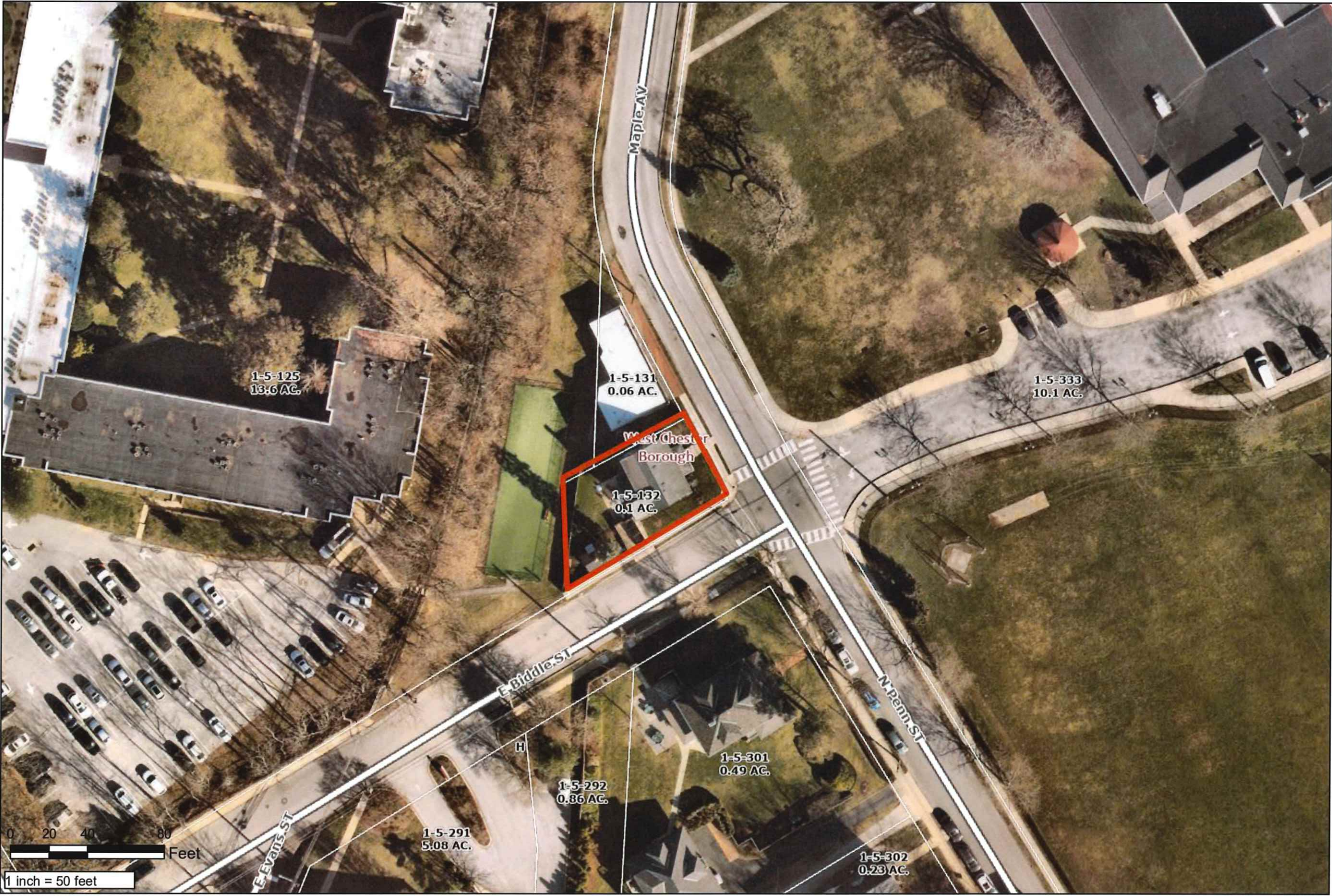
Google Street View

Oct 2024 [See more dates](#)



Image capture: Oct 2024 © 2025 Google





COUNTY OF CHESTER
PENNSYLVANIA



Find Address Information

PARID: 0105 01320000
UPI: 1-5-132
Owner1: WEST CHESTER AREA SCHOOL DISTRICT
Owner2:
Mail Address 1: 1181 MCDERMOTT DR
Mail Address 2: WEST CHESTER PA
Mail Address 3:
ZIP Code: 19380
Deed Book: 11342
Deed Page: 932
Deed Recorded Date: 02/25/2025
Legal Desc 1: NW COR N PENN & E BIDDLE S
Legal Desc 2: LOT & DWG
Acres: 0.101
LUC: R-10
Lot Assessment: 35640
Property Assessment: 105410
Total Assessment: 141050
Assessment Date: 12/13/2024 7:28:35 AM
Property Address: 400 N PENN ST
Municipality: WEST CHESTER
School District: West Chester Area

Map Created:
Wednesday, May 21, 2025

County of Chester

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Attachment 2

Google Maps

399 E Biddle St



Image capture: Oct 2024 © 2025 Google

Google Maps

399 E Biddle St

West Chester, Pennsylvania

Google Street View

Oct 2024 [See more dates](#)

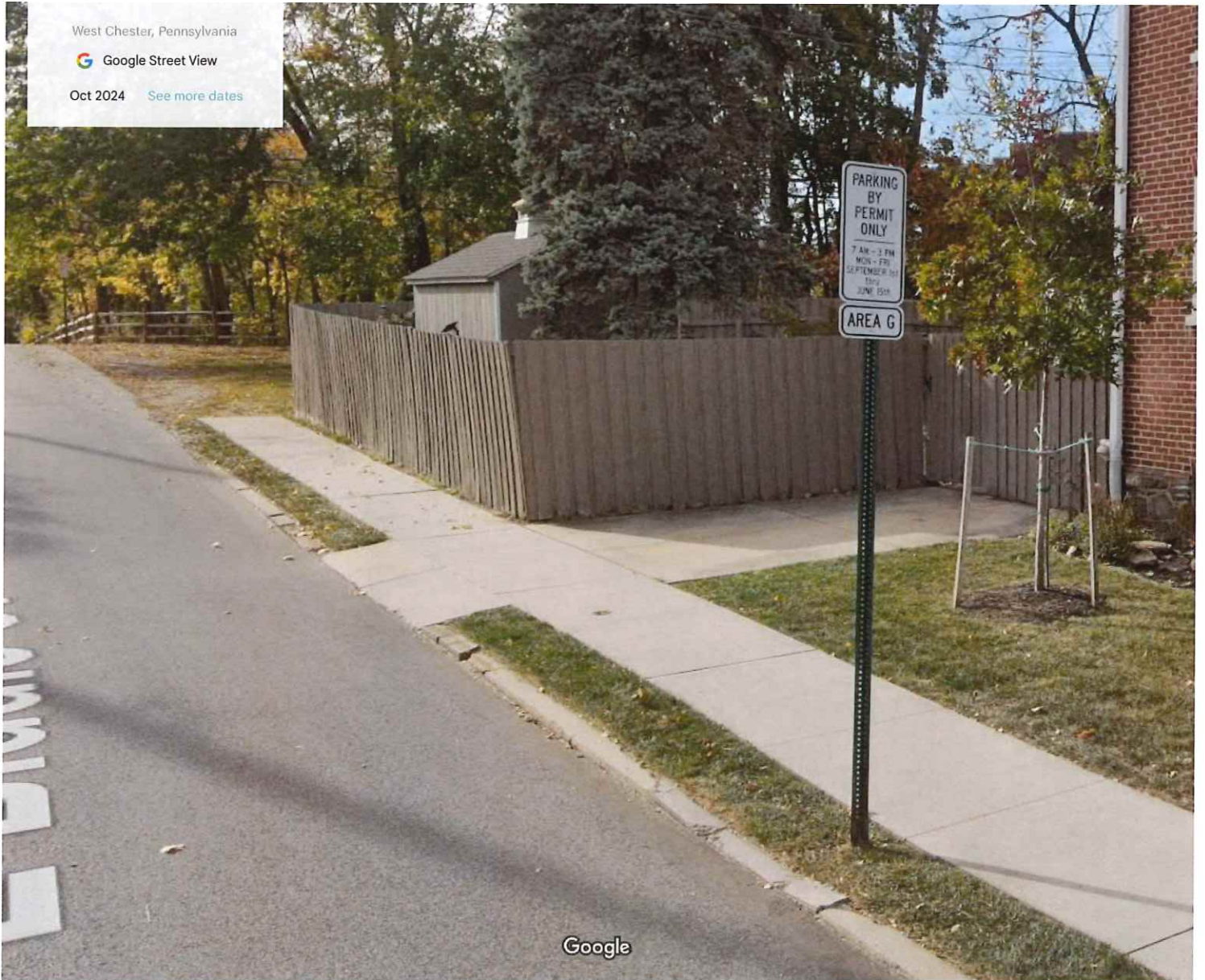
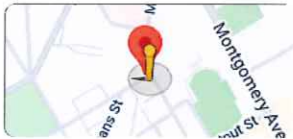


Image capture: Oct 2024 © 2025 Google





Department of Building, Housing & Code 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

NOTICE IS HEREBY GIVEN that the Zoning Hearing Board of the Borough of West Chester, Pennsylvania has scheduled a Meeting at **6:00 pm, on June 23, 2025**. The purpose of this meeting is to hear following appeal:

<i>Appeal # 1030</i>	<i>Applicant</i>	West Chester Area School District
	<i>Site Address</i>	400 N. Penn Street
	<i>Zoning District</i>	NC-3 Neighborhood Conservation
	<i>Parcel #</i>	1-5-132

The Applicant is requesting a special exception under §112-304.D.4 to allow an educational use in the NC-3 Zoning district. The Applicant is also requesting a variance for relief from §112-603.A related to the required number of parking spaces.

In addition, the Zoning Hearing Board will hear such other relief deemed necessary per the Application.

The Application is available for public review at the Department of Building & Housing at 401 E. Gay St., West Chester, Pennsylvania or online at www.west-chester.com. All interested persons will be given an opportunity to be heard at this Public Meeting.

Those individuals with disabilities and ADA accommodations for effective participation in the meeting should call 610-692-7574 at least two days prior to the meeting. All attempts will be made for reasonable accommodations.

Yerkes Associates, Inc

MICHAEL BARBEIRI

Michael Barbeiri

Borough of West Chester Zoning Officer