



Borough Council Meeting Voting Session
September 17, 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 Hearings

- A. An Ordinance of the Borough of West Chester, Chester County, Pennsylvania, amending the Code of the Borough of West Chester, Chapter 66, titled "Housing and Property Maintenance" to amend Section 66-2 titled "amendments, additions and deletions", by amending Section R which adopted a new Chapter 10, Section 1000.1 "purpose/legislative findings" and Section 1006.E(3) to increase the points for violations of Chapter 73 noise and Chapter 84 nuisance.

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

A. Acknowledgment of Employees:

The Borough of West Chester is appreciative of the hard work and dedication of our long time employees that celebrated work anniversaries:

30 Years of service: Robert Kuehn

25 years of service: Chief Joshua Lee, Dana DiDomenico, Varday Jacobs, Derrick Jackson, Paul Widmayer

20 years of service: Jeffrey Gallo, Christopher Daly

15 years of service: Alhassane Fomba, Brad Bergey, Jason Francart, Staci King

10 years of service: Jeff Carbohn

V. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit

which is at the discretion of the Council President and/or Chair.

VI. Comments by the Borough Council and the Mayor

VII. Reports/Presentations

VIII. New Business

IX. Old Business - Discussion

- A. Motion to schedule a public hearing on October 15, 2025 regarding Comcast's past performance under its current franchise agreement
Issue: Schedule a public hearing regarding cable franchise renewal for West Chester Borough

X. Old Business - Consent

- A. Motion to schedule a Public Hearing on October 15, 2025 to amend certain regulations in Subsection 3-38.T - Community Campus Committee (attachment)
Issue: Review amendment
- B. Motion to approve Special Events parking policy (attachment)
Issue: Approve policy to administer fees for special events in garages and lots that occur in town center.
- C. Motion to approve Resolution to enter into an intergovernmental agreement with West Goshen Township for maintenance of roads. (attachment)
Issue: Review agreement for road maintenance
- D. Motion to approve the sale of four (4) decommissioned police vehicles
- E. Motion to approve purchasing requests (attachment):
 - i. CDW-Barracuda Firewall Renewals - \$11,034.72
 - ii. Hewlett Packard - Lease Servers (3 of 5) - \$15,816.76
 - iii. Munibilling SPF Software – 2026 - \$20,181.00
 - iv. Platelogiq – \$11,200.00
 - v. Battavio - \$18,584.04
 - vi. Univar Soda Ash September 2025 – 16,268.16
 - vii. Usalco 57 - \$15,280.00
 - viii. William S Malany and Sons - Chestnut Garage EV Charging - \$11,770.00

Issue: Approve monthly purchase orders over \$10,000

- F. Motion to approve the 2026 Minimum Municipal Obligation prepared by Acrisure for police, non-uniform and defined contribution plans (attachment)
- G. Motion to approve resolution for a mutual aid agreement with WCRERT (attachment)
Issue: Approve Mutual Aid Agreement
- H. Motion to approve the request from GFAC to allow temporary sign installation on

Borough properties (attachment)

Issue: Review request from GFAC to allow signs on Borough properties for fundraising purposes

- I. Motion to direct Solicitor to schedule a public hearing on November 19, 2025 to amend Chapter 112-602 Zoning, referencing curbs and streets (attachment)
Issue: Schedule a public hearing to amend Chapter 112-602 Zoning, referencing curbs and streets
- J. Motion to direct Solicitor to prepare a zoning amendment to the *build to line* (attachment)
Issue: Discuss recommendation from the Planning Commission
- K. Motions directing the Solicitor to attend Zoning Hearing Board (attachment)
 - i. Motion to send Solicitor to the Zoning Hearing to oppose 1032- 436 N. Church St: Decrease allowable side yard and rear yard setback
 - ii. Motion for no Solicitor attendance at the Zoning Hearing 1033-210-214 W. Washington St: Exceed allowable building coverage
- L. Motion to approve HARB applications (attachment)
Issue: Consider a Motion to approve the August HARB Certificate of Appropriateness
 - 1. 2025-27: 18 S. Church St-Replace porch roof
 - 2. 2025-28: 20 N. Matlack St-Replace mural
- M. Motion to appoint Aaron Flook as the Zoning Officer.
- N. Motion to grant the request from the Public Arts Commission to release the Call to Art for mural on the 200 block of East Gay Street (attachment)
- O. Motion to schedule a Public Hearing on October 15, 2025 to enact an Ordinance reauthorizing the West Chester Business Improvement District five-year Final Plan.
- P. Approve August 19, 20 and 28 Borough Council Meeting Minutes

XI. Other Business

XII. 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.

ORDINANCE NO. ____ - 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 66, TITLED "HOUSING AND PROPERTY MAINTENANCE" TO AMEND SECTION 66-2 TITLED "AMENDMENTS, ADDITIONS AND DELETIONS", BY AMENDING SECTION R WHICH ADOPTED A NEW CHAPTER 10, SECTION 1000.1 "PURPOSE/LEGISLATIVE FINDINGS" AND SECTION 1000.6.E(3) TO INCREASE THE POINTS FOR VIOLATIONS OF CHAPTER 73 NOISE AND CHAPTER 84 NUISANCE.

BE IT ENACTED AND ORDAINED, and it is hereby enacted by authority of the Council of the Borough of West Chester that Chapter 10 of the Borough's Property Maintenance Code, codified in Chapter 66 of the Borough Code, shall be amended as follows:

SECTION 1. Section 1000.1.A titled "Purpose/legislative findings" shall be amended as follows:

"It is the purpose of this chapter and the policy of the Council of the Borough of West Chester, in order to protect and promote the public health, safety and welfare of its citizens, to establish rights and obligations of owners and occupants relating to the rental of certain residential dwelling units in the Borough of West Chester and to encourage owners and occupants to maintain and improve the quality of rental housing within the Borough. It is also the policy of the Borough of West Chester that owners, responsible local agents and occupants share responsibilities to obey the laws, statutes, codes and ordinances which are adopted to protect and promote public health, safety and welfare. As a means to those ends, this chapter provides for a system of inspections, issuance and renewal of rental licenses and imposes penalties for violations. This chapter is also enacted to develop a point system for certain Code violations and disorderly conduct that occurs at residential rental dwellings and to authorize the non-renewal, revocation or suspension of a rental license when the owner of a residential rental dwelling unit accumulates ten points in one rental license year. This chapter shall be liberally construed and applied to promote its purpose and policies."

SECTION 2. Section 1000.1.B(1) titled "Purpose/legislative findings" shall be amended as follows:

"1000.1.B(1).There are approximately 4,800 rental residential dwelling units and approximately 1,050 rooming units in the Borough. Because the occupants of these rental

units have no ownership interest in the property, they have allowed the properties to deteriorate.”

SECTION 3. Section 1000.1.B titled “Purpose/legislative findings” shall be amended to add the following finding in a new subparagraph (9)

“(9) The police spend significant time and resources to respond to calls of disorderly conduct at residential rental dwelling units, especially student rental dwelling units. Often these calls result in the police issuing citations to the tenants and occupants for violations of Chapter 73 of the Borough Code, titled “Noise” and/or Chapter 84 of the Borough Code, titled “Nuisance.””

SECTION 4. Section 1000.6.E(3) shall be amended as follows:

“**1000.6.E(3).** Three points shall be assigned for the first violation in a rental license year of the following ordinances as set forth in Section 1000.8: Public Nuisance and Noise. Four points for the second violation by the same tenant in the same rental license year of the following ordinances as set forth in Section 1000.8: Public Nuisance and Noise. Five points for the third violation by the same tenant in the same rental license year of the following ordinances as set forth in Section 1000.8: Public Nuisance and Noise.”

SECTION 5. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 6. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS ____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS ____ DAY OF _____, 2025.

**MAYOR OF THE BOROUGH
OF WEST CHESTER**

Lillian L. DeBaptiste

ORDINANCE NO. ____ – 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

**AN ORDINANCE OF THE BOROUGH OF WEST CHESTER,
CHESTER COUNTY, PENNSYLVANIA, AMENDING
CHAPTER 3 OF THE WEST CHESTER BOROUGH CODE,
TITLED "ADMINISTRATIVE CODE", SECTION 3-38, TITLED
"ADVISORY BOARDS AND COMMISSIONS", SUBSECTION
3-38.T TO AMEND CERTAIN REGULATIONS FOR THE
COMMUNITY CAMPUS COMMITTEE.**

BE IT ENACTED AND ORDAINED, and it is hereby enacted by the authority of the Council of the Borough of West Chester that Chapter 3 of the Code of the Borough of West Chester, titled, "ADMINISTRATIVE CODE," shall be amended as follows:

SECTION 1. Section 3-38, titled, "Advisory Boards and Commissions", is amended by amending Subsection T, titled "COMMUNITY CAMPUS COMMITTEE, as follows:

"T. Community Campus Committee. Pursuant to the authority in § 3-38A, there is hereby established for the Borough of West Chester an Advisory Committee known as the "Community Campus Committee" which may also be referred to as "West Chester Together" which shall be organized for the purposes hereinafter set forth.

- (1) Mission. The purpose of the Community Campus Committee is to promote and increase communication and collaboration between Borough of West Chester community leaders and residents and West Chester University officials and students on issues that affect health, safety, and quality of life for the campus and Borough community.
- (2) Responsibilities of Committee. The Committee shall serve in an advisory capacity to Borough Council and to West Chester University administration and shall perform the following duties:
 - (a) Partner in community engagement and conduct regular meetings with Borough and University community members to discuss issues and concerns about University activities, events, policies and affairs.
 - (b) Promote and encourage cooperation and planning for University events that will have an impact on Borough residents such as move in and move out days, homecoming, graduation and other functions or events that impact the residents of the Borough in and around the University Campus.

- (c) Develop and foster relationships and liaise with leaders and committees of the Borough and University.
 - (d) Promote and encourage cooperation and planning for Borough events that encourage engagement between permanent residents and students.
 - (e) Identify issues of mutual concern to the Borough and University while maintaining open and transparent communications with all relevant parties and departments within both the Borough and the University.
 - (f) Initiate and implement solutions for issues or problems that impact the quality of life for Borough residents.
 - (g) Provide reports to Borough Council on the activities and accomplishments of the Committee either by submission of a written report sent to Council members or by a Committee member presenting an oral report at Council meetings. The Committee shall submit at least one report per University semester to Borough Council.
- (3) Membership and Terms of Office. The Committee shall consist of four members representing the Borough (the "Borough members") who are appointed by Borough Council. The Borough members shall consist of the following:
- (a) The West Chester Borough Mayor or his/her designee;
 - (b) A representative from the West Chester Borough Police Department;
 - (c) A member of Borough Council; and
 - (d) A Borough employee.

In addition to the Borough Members, the Committee shall consist of five members representing the residents of the Borough (the "resident members") who are appointed by Borough Council. The resident members shall consist of the following:

- (a) A Borough resident from the 2nd Ward;
- (b) A Borough resident from the 4th Ward;
- (c) An at-large Borough resident;
- (d) A student rental permit holder within the Borough; and
- (e) A Borough business owner.

In addition to the members appointed by Council, the Committee shall include **five** representatives from West Chester University (the "University members") who shall be selected by the University and represent **one of the following** departments:

- (a) Student Affairs;
- (b) Civic Engagement and Social Impact;
- (c) External Relations;
- (d) Fraternity and Sorority Life;
- (e) Student Government Association;
- (f) Off Campus and Commuter Services;
- (g) Public Safety;
- (h) Student Conduct; and
- (i) Wellness Promotion.

~~Borough Council shall appoint the Borough members to serve on the Committee at the reorganizational meeting of Council held in January of 2022. The University administration shall appoint the University members to serve on the Committee on or before January 1, 2022.~~ Members shall be appointed to serve a three-year term except for the initial terms which shall be staggered so that the terms of at least three members shall expire every year.

~~The first term of the Committee shall commence on January 1, 2022 and continue until Borough Council elects to abolish the same.~~ The Committee shall have Co-Chairpersons. One Chairperson shall represent the Borough members and be selected by the Borough members of the Committee. The second Chairperson shall represent the University members and be selected by the University members of the Committee. **A Secretary will also be appointed as selected by the full membership. The Co-Chairpersons and Secretary will serve a 2-year term for a maximum of up to two consecutive terms.**

- (4) Vacancy. A vacancy on the Committee shall be filled in the same manner as the original appointment by the Borough Council for Borough members and by the University for University members.

SECTION 2. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the

Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor



BOROUGH OF WEST CHESTER COUNCIL POLICY: SPECIAL EVENT PARKING POLICY

July 9th, 2025, Reiner

1. PURPOSE

To provide consistent standards and methods, as determined by Council, for “Special Event” parking in the Town Center District.

2. POLICY

SPECIAL EVENT: A parade, assembly, athletic event, street fair, art and craft show, carnival, soap box derby, rally, or other special event or activity that occurs in a public place or on a Borough street, sidewalk, alley or other street right-of-way and that obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic or does not comply with traffic laws and controls, but excluding a block party. The term "special event" shall also include indoor or outdoor concerts, displays, fairs and athletic events occurring on private property and designed to attract large crowds such that the event will interfere with normal traffic flow.

All Special Events that take place within the Town Center District, that require use of the main thoroughfare, will engage a \$20 fee per car at all Borough owned garages and surface lots. The fee will begin at 8am the day of the event and will end at the time the event ends. **For Sunday events, event rates will begin at noon in both garages and lots.** This does not include the Open-Air Market, which is not considered a standard Special Event, and is exempt from this requirement.

Vendors that participate in Special Events will be given one parking pass per vendor for free parking in either the garage or the lots.

Monthly account holders at all garages will be permitted to park during their regular hours with no additional fee but will be required to pay the event fee if they park outside of their allotted garage hours. Garages will be posted with notice at least one month prior to the event.

Revenue from all Special Event parking will not be shared and will be retained wholly to the Borough of West Chester Parking Services Department.

Events that take place on Sundays will allow for church parking in neighboring lots with use of a Borough-generated parking pass until a specified time. All vehicles utilizing the lot after the specified time will be required to pay the event fee. Lots will be posted with signage designating the times. Churches will be notified by the Parking Services Department at least one month prior to the event.

3. PROCEDURE

All Special Events within the Town Center will be required to submit a Special Event Application with the Parks and Recreation Department and follow all procedures dictated by that process.

The Director of Parking Services, or designee thereof, shall notify the garage management company of any Special Events that have been approved by Council at least one month before the event takes place. All kiosks and software related to Special Event parking will be updated by the Director or designee at least one month before the event takes place. Signage will be posted in all lots at least 48 hours prior to the event.

4. DOCUMENT CONTROL INFORMATION

Document Name	2025 Council Policy: Special Event Parking Policy
Owner	Ramsey Reiner, Director of Parking Services
Version Number	Version 2
Proposal Date to Council	August 19 th , 2025
Approval Date	
Approved By	
Date of Commencement	
Date of Last Review	
Date for Next Review	
For Office Use – Keywords for search function	Policy, special event, garage, parking, church

**INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN WEST
GOSHEN TOWNSHIP AND BOROUGH OF WEST CHESTER FOR THE
MAINTENANCE OF CERTAIN PUBLIC ROADS**

THIS INTERGOVERNMENTAL COOPERATION AGREEMENT (the “Agreement”) is made this ____ day of _____, 2025 by and between **WEST GOSHEN TOWNSHIP**, a Second Class Township organized under the laws of the Commonwealth of Pennsylvania, with an address of 1025 Paoli Pike, West Chester, Pennsylvania 19380 (“Township”) and **BOROUGH OF WEST CHESTER**, a Home Rule municipality organized under the laws of the Commonwealth of Pennsylvania, with an address of 401 East Gay Street, West Chester, Pennsylvania 19380 (“Borough”) (the Township and Borough shall hereinafter collectively be referred to as the “Municipalities”).

BACKGROUND:

WHEREAS, portions of Bolmar Street (T600), Goshen Road (T704), and Rosedale Avenue (T641) (collectively the “Public Roads”) are located in both Municipalities; and

WHEREAS, the Municipalities have historically shared the obligations to maintain portions of the Public Roads and desire to memorialize the respective obligations of each party for same; and

WHEREAS, Article 9, Section 5 of the Pennsylvania Constitution and the Intergovernmental Cooperation Act of 1996, 53 Pa. C.S.A. §2301 et. seq. (the “Act”), authorize local governmental units to jointly cooperate with other local governments in the exercise or performance of their respective governmental functions, powers, and responsibilities; and

WHEREAS, pursuant to the procedures in the Act, the Municipalities desire to enter this Agreement to establish the responsibilities for the maintenance and improvement of various segments of the Public Roads;

NOW THEREFORE, the Municipalities hereto intending to be legally bound, do hereby covenant and agree as follows:

1. **Incorporation of Recitals.** The Recitals, as set forth in the Background Section of this Agreement, are incorporated hereinafter by reference.

2. **Definitions.**

A. “Maintenance” includes, but is not limited to, the repair and resurfacing of roads as performed by the Municipalities in the usual course, the removal of snow, ice, and brush therefrom, the management of roadside vegetation, the maintenance, repair, repainting and replacement, if necessary, of culverts, inlets, curbs, drainage facilities, guide rails, shoulders, centerlines, all safety features, together with all other maintenance as is generally performed by the Municipalities with respect to roads entirely within their jurisdictional boundaries.

B. “Improvements” include, but shall not be limited to, the realignment, rebuilding, straightening, widening, regrading, relocating, providing for drainage, resurfacing, and other similar reshaping or reconstructing of roads, both as to the paved cartways and shoulders, drainage facilities and curbs.

3. **Maintenance Responsibilities and Future Improvements to Bolmar Street.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Bolmar Street from Union Street heading south to Snyder Avenue. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Bolmar Street from Union Street heading north to East Gay Street. A plan which identifies the portion of Bolmar Street which each Party is responsible for maintaining is attached hereto as Exhibit A.

4. **Maintenance Responsibilities and Future Improvements to Goshen Road.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Goshen Road from Marshall Street to the paving notch at North Franklin Street. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary for Goshen Road from the paving notch at North Franklin Street to Pottstown Pike. A plan which identifies the portion of Goshen Road which each Party is responsible for maintaining is attached hereto as Exhibit A.

5. **Maintenance Responsibilities and Future Improvements to Rosedale Avenue.**

The Township shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary on Rosedale Avenue from the paving notch at South Church Street heading west to the boundary of East Bradford Township where there is a paving notch located approximately at 699 West Rosedale Avenue. The Borough shall be responsible for all Maintenance and for completing any and all future Improvements that it deems necessary for

Rosedale Avenue from the paving notch at South Church Street heading east to Joseph Alley. A plan which identifies the portion of Rosedale Avenue which each Party is responsible for maintaining is attached hereto as Exhibit A.

6. **Traffic Signals.** Various traffic signals are located at various intersections along the Public Roads that have been permitted by PennDOT and are subject to Traffic Signal Maintenance Agreements between the Municipalities and PennDOT. The Municipalities agree that the ownership and maintenance of the following traffic signals shall remain the responsibility of the respective permittee which is as follows:

- Intersection of Bolmar Street and East Gay Street – the Township
- Intersection of Bolmar Street and East Market Street – Borough
- Intersection of South New Street and Rosedale Avenue – Borough
- Intersection of South Church Street and Rosedale Avenue – Borough
- Intersection of South High Street/Business 322 and Rosedale Avenue – Borough

7. **Liquid Fuel Reimbursements.** The Township and the Borough shall be entitled to receive from PennDOT all eligible funds that PennDOT pays to the Township and the Borough from the Municipal Liquid Fuel Program Funds (“Liquid Fuel Funds”) for the entire length and width of the Public Roads that each municipality is required to maintain pursuant to this Agreement. The Township and Borough shall be responsible for submitting all necessary reports and documents that PennDOT requires for the Township to be eligible for Liquid Fuel Funds for the Public Roads.

8. **Police Power.** The Municipalities shall both be entitled to enforce their local ordinances and the laws of the Commonwealth of Pennsylvania on those portions of the Public Roads located within their respective jurisdictions.

9. **Duration.** The obligations and responsibilities set forth in this Agreement shall commence when this Agreement is approved by resolutions adopted by the Board of Supervisors of the Township and the Borough Council of the Borough and shall continue indefinitely, without the requirement of annual or other renewals, until and unless terminated by either Municipality in writing. If either Municipality elects to terminate this Agreement, it must provide the other Municipality not less than 90 days prior written notice. Upon termination, the Municipalities shall be responsible for the Maintenance and Improvements to only the portion of the Public

Roads located in their respective municipality. The Municipality who elects to terminate this Agreement shall notify PennDOT in writing of the same.

10. **Adoption.** This Agreement shall become effective as of the date that both Municipalities enact a resolution authorizing the respective Municipality's governing body to enter into this Agreement.

11. **Notice.** Whenever notice is required to be given to either of the Municipalities, such notice shall be sent to the address listed above unless a different address is specifically designated by the representative Municipality. The notices shall be addressed to the Municipality's Manager and sent by certified mail, United States mail, prepaid postage, or personal delivery.

12. **Entire Agreement.** This writing constitutes the entire agreement between the Municipalities with respect to the Maintenance and Improvements to the Public Roads. No modifications of the terms of this Agreement shall be effective unless approved in writing by both Municipalities.

IN WITNESS WHEREOF, the Municipalities hereto have caused this Agreement to be duly executed this ____ day of _____, 2025.

ATTEST:

BOARD OF SUPERVISORS
WEST GOSHEN TOWNSHIP

Christopher Bashore, Secretary

By: _____
Shaun Walsh, Chairman

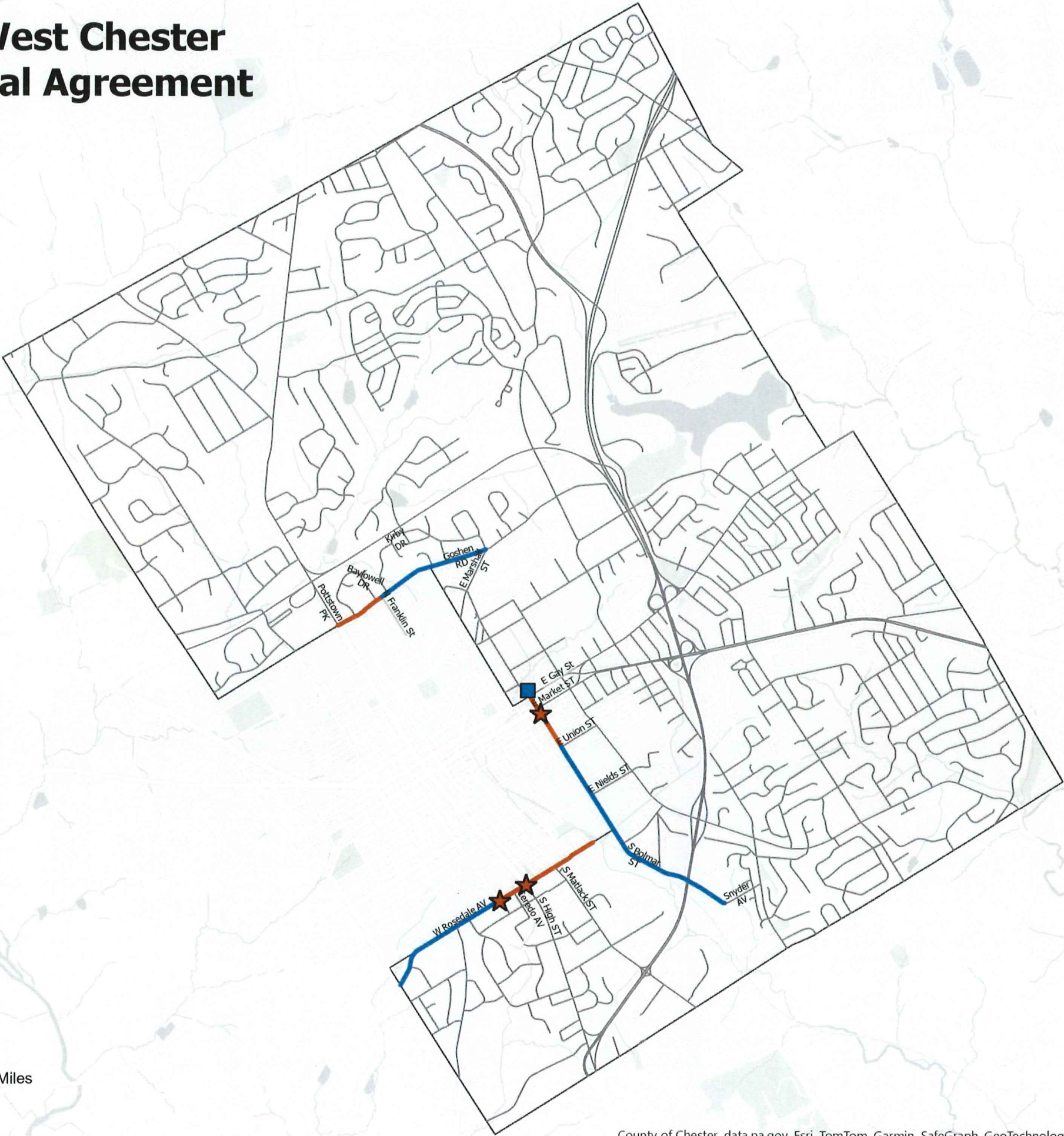
ATTEST:

BOROUGH OF WEST CHESTER

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

West Goshen & West Chester Intergovernmental Agreement



Legend

Traffic Lights

★ West Chester

■ West Goshen

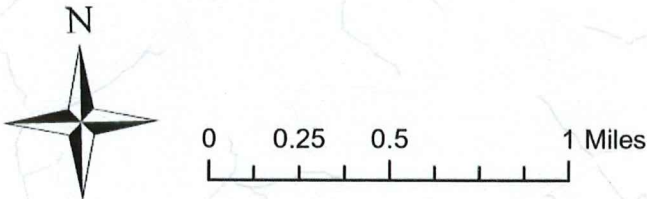
Municipal Roads

— West Chester

— West Goshen

— Road Centerlines

□ West Goshen Border



BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Will Williams

SUB: PURCHASE ORDER REQUEST

DATE: 9/2/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor William S. Malany & Sons Electrical Construction

Contact Jason Malany

Address 24 Hagerty Blvd, Suite 5

Phone (610) 436-4023

Email jason@malanyelectric.com

Fax

Justification

Installation of ChargePoint dual plug EV charging station at Chestnut Street Garage. Budget of \$15,000 in Parking Dept's 2025 capital improvement budget

TOTAL AMOUNT TO BE PAID:	\$ 11,770.00
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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

Will Williams Digitally signed by Will Williams
Date: 2025.09.02 15:34:05
-04'00'

9/2/2025

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 09-43013/09

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 _____

WILLIAM S. MALANY & SONS

Electrical Construction & Maintenance



Will Williams
Borough of West Chester
Chestnut Street Parking Garage
RE: EV Charger 2nd Floor

Supply all labor, materials, permit, and inspection for the following:

Option 1:

- Supply and install (1) ChargePoint #CT4023-GW1 EV charger
- Install approx. 125' of 8/4 PVC jacketed parking deck cable from existing panel to charger
- Install (2) 2/40 amp breakers in panel
- Verify and test equipment

\$11,770.00

Option 2:

- Supply and install (1) ChargePoint #CT4023-GW1 EV charger
- Install approx. 125' of 1" galvanized rigid conduit from existing panel to charger
- Install #8 THHN conductor x 4 and #10 THHN ground x1 in conduit
- Install (2) 2/40 amp breakers in panel
- Make all terminations at each end. Verify and test

\$14,860.00

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: 8/28/2025

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.
5,000 gallons @ \$3.056 a gallon.

TOTAL AMOUNT TO BE PAID:	\$ 15,280.00
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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: 2025.08.28 09:20:10 -0400

8/28/2025

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: Will Williams

SUB: PURCHASE ORDER REQUEST

DATE: 8/26/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Munibilling

Contact Jai Lewis

Address 3300 Battleground Ave
Greensboro NC 27410

Phone (336) 217-1030

Email jai@munibilling.com

Fax

Justification

2026 SPF AR software and billing platform fees. This is for SPF only, and does not include tax billing. Costs are included in 2026 SPF budget. Monthly fees are \$1,682 and include SaaS, BPaaS, and EPaaS.

TOTAL AMOUNT TO BE PAID:	\$ 20,181.00
---------------------------------	---------------------

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

Will Williams

Digitally signed by Will Williams
Date: 2025.08.26 11:45:22
-04'00'

8/26/2025

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 16-40122/16

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 _____



Borough of West Chester - 2026 Service

Quote created: August 20, 2025 Reference: 20250820-155225662

Borough of West Chester

Stream Protection Fee, 401 E Gay St
West Chester, Pennsylvania 19380
United States

Will Williams

wwilliams@west-chester.com
484-887-2761

Comments

Subscription as a Service is for up to 4500 Parcels. MuniBilling helps you handle every aspect of your customer billing process, from the collection of usage data, managing property & ownership information, generating bills, processing payments, assessing late fees, and producing collection notices.

*** THIS IS A QUOTE - NOT AN INVOICE ***

Once you approve the quote, you will be sent an updated agreement.

This quote is for a 1-year contract for up to 4500 parcels.

Bill Printing is \$.31 per page printed (one side). Quantity will be based on printed pages. Postage is extra. We will use the best mailing rate we are able to receive. A minimum fee may apply if printing is less than 200 pages.

Convenience Fees for processing online credit card payments will be provided at the following tiered rates to your customers:

Charge Amount Fee

\$0.01 - \$50.00 \$1.49

\$50.01 - \$100.00 \$2.94

\$100.01 - \$150.00 \$4.39

\$150.01 - \$200.00 \$5.84

Over \$200.00 2.99%

The Echeck/ACH Fee is \$1.00 per transaction.

Convenience fees can be passed directly to your customers. If there are any chargebacks or returned checks, you are also charged these fees.

Jai Lewis - Solutions Consultant MuniBilling



Products & Services

Software as a Service (SaaS)

Licensed user access to the MuniBilling SaaS platform includes customer support, maintenance updates, and tailored client success consulting.

1 x ~~\$2,295.00 / month~~ Monthly
after 35% discount
\$1,491.75 / month
for 1 year

Payment starts: January 1, 2026

Bill Print as a Service (BPaaS)

Bill printing and mailing services are provided via MuniBilling's preferred commercial vendor at \$0.31 per printed page (postage not included).

[BPaaS](#)
[Statement of](#)
[Work](#)

1 x \$60.00 / month Monthly
for 1 year

Payment starts: January 1, 2026

Electronic Payment as a Service (EPaaS)

Electronic payments are processed which supports real-time and scheduled autopay transactions

[EPaaS
Statement of
Work](#)

1 x \$130.00 / month
for 1 year Monthly

Payment starts: January 1, 2026

Due now \$0.00

Future Payments Summary

Software as a Service (SaaS)	\$1,491.75 / month starting on January 1, 2026 for 12 payments
Bill Print as a Service (BPaaS)	\$60.00 / month starting on January 1, 2026 for 12 payments
Electronic Payment as a Service (EPaaS)	\$130.00 / month starting on January 1, 2026 for 12 payments

This quote expires on November 18, 2025

Purchase Terms and Conditions

This proposal is subject to your acceptance of the terms and conditions outlined in MuniBilling's standard Software Subscription Agreement, which defines the rights, responsibilities, and expectations for both parties.

[Master Service Agreement](#)

The Master Service Agreement (MSA) outlines the overarching terms and conditions governing our services, detailing responsibilities, service standards, and limitations.

[MSA Terms and Billing Information](#)

MSA terms include billing schedules, invoicing details, and tailored contract provisions to meet client needs, with clear requirements for payment dates and remittance.

[Contract Information](#)

Contract details outline terms, deliverables, and timelines, with designated contacts and stakeholders to ensure seamless operations, issue escalation, and accurate invoice processing.

[Implementation Statement of Work](#)

The Implementation Statement of Work defines the professional services provided to onboard new clients, including timeline, deliverables, and client responsibilities.

[Client Service and Support Statement of Work](#)

The Client Service and Support Statement of Work details frontline support services for MuniBilling end users, addressing all application-related inquiries and assistance.

Questions? Contact me



Jai Lewis

Solutions Consultant
jai@munibilling.com
+13362171030

MuniBilling

3300 Battleground Ave
Greensboro NC 27410
United States

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CISO

SUB: PURCHASE ORDER REQUEST

DATE: 8/28/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor CDW-G

Contact Fred Wills

Address CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Phone (866) 872-0845

Email fred@cdw.com

Fax

Justification

Barracuda firewall annual licenses and subscriptions for four (4) appliances located at the municipal building (2) and Public Works (2).

State Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)

TOTAL AMOUNT TO BE PAID:	\$ 11,034.72
---------------------------------	---------------------

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

n/a

QUOTATION NUMBER

multiple - attached docs

PAYMENT TERMS

purchase order

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

William Mann Digitally signed by William Mann
Date: 2025.08.28 10:18:52
+04'00'

8/28/2025

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 01-45802/70

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 _____



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JEFF CARBOHN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPDF149	8/27/2025	PPDF149	6429958	\$2,758.68

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda Malware Protection for Barracuda CloudGen Firewall F280 - subscri Mfg. Part#: BNGF280A-M UNSPSC: 43233205 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753517	\$47.90	\$574.80
Barracuda Advanced Threat Protection - subscription license (1 month) - 1 a Mfg. Part#: BNGF280A-A Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753513	\$65.31	\$783.72
Barracuda Energize Updates - subscription license (1 month) - 1 license Mfg. Part#: BNGF280A-E UNSPSC: 43233204 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753514	\$58.34	\$700.08
Barracuda Instant Replacement - extended service agreement - 1 month - ship Mfg. Part#: BNGF280A-H UNSPSC: 81111811 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753516	\$58.34	\$700.08

SUBTOTAL	\$2,758.68
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,758.68

PURCHASER BILLING INFO	DELIVER TO
Billing Address: BOROUGH OF WEST CHESTER ACCTS PAYABLE 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: BOROUGH OF WEST CHESTER 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Fred Wills | (866) 872-0845 | fred@cdw.com

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<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

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Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

JEFF CARBOHN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPDF749	8/27/2025	PPDF749	6429958	\$2,758.68

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda Energize Updates - subscription license (1 month) - 1 license Mfg. Part#: BNGF280A-E UNSPSC: 43233204 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753514	\$47.90	\$574.80
Barracuda Instant Replacement - extended service agreement - 1 month - ship Mfg. Part#: BNGF280A-H UNSPSC: 81111811 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753516	\$65.31	\$783.72
Barracuda Advanced Threat Protection - subscription license (1 month) - 1 a Mfg. Part#: BNGF280A-A Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753513	\$58.34	\$700.08
Barracuda Malware Protection for Barracuda CloudGen Firewall F280 - subscri Mfg. Part#: BNGF280A-M UNSPSC: 43233205 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753517	\$58.34	\$700.08

SUBTOTAL	\$2,758.68
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,758.68

PURCHASER BILLING INFO	DELIVER TO
Billing Address: BOROUGH OF WEST CHESTER ACCTS PAYABLE 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: BOROUGH OF WEST CHESTER 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Fred Wills | (866) 872-0845 | fred@cdw.com

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QUOTE CONFIRMATION

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Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPDG167	8/27/2025	PPDG167	6429958	\$2,758.68

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda Energize Updates - subscription license (1 month) - 1 license Mfg. Part#: BNGF280A-E UNSPSC: 43233204 Coverage Dates: 11/27/2025 - 11/27/2025 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753514	\$58.34	\$700.08
Barracuda Malware Protection for Barracuda CloudGen Firewall F280 - subscri Mfg. Part#: BNGF280A-M UNSPSC: 43233205 Coverage Dates: 11/27/2025 - 11/27/2025 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753517	\$47.90	\$574.80
Barracuda Instant Replacement - extended service agreement - 1 month - ship Mfg. Part#: BNGF280A-H UNSPSC: 81111811 Coverage Dates: 11/27/2025 - 11/27/2025 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753516	\$58.34	\$700.08
Barracuda Advanced Threat Protection - subscription license (1 month) - 1 a Mfg. Part#: BNGF280A-A Coverage Dates: 11/27/2025 - 11/27/2025 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753513	\$65.31	\$783.72

SUBTOTAL	\$2,758.68
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,758.68

PURCHASER BILLING INFO	DELIVER TO
Billing Address: BOROUGH OF WEST CHESTER ACCTS PAYABLE 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: BOROUGH OF WEST CHESTER 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Fred Wills | (866) 872-0845 | fred@cdw.com

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QUOTE CONFIRMATION

JEFF CARBOHN,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPDF749	8/27/2025	PPDF749	6429958	\$2,758.68

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda Energize Updates - subscription license (1 month) - 1 license Mfg. Part#: BNGF280A-E UNSPSC: 43233204 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753514	\$47.90	\$574.80
Barracuda Instant Replacement - extended service agreement - 1 month - ship Mfg. Part#: BNGF280A-H UNSPSC: 81111811 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753516	\$65.31	\$783.72
Barracuda Advanced Threat Protection - subscription license (1 month) - 1 a Mfg. Part#: BNGF280A-A Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753513	\$58.34	\$700.08
Barracuda Malware Protection for Barracuda CloudGen Firewall F280 - subscri Mfg. Part#: BNGF280A-M UNSPSC: 43233205 Coverage Dates: 11/28/2025 - 11/27/2026 Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Software (121923)	12	5753517	\$58.34	\$700.08

SUBTOTAL	\$2,758.68
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,758.68

PURCHASER BILLING INFO	DELIVER TO
Billing Address: BOROUGH OF WEST CHESTER ACCTS PAYABLE 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: BOROUGH OF WEST CHESTER 401 E GAY ST WEST CHESTER, PA 19380-2792 Phone: (610) 696-1773 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Fred Wills | (866) 872-0845 | fred@cdw.com

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BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Sean Mitchell

SUB: PURCHASE ORDER REQUEST

DATE: 8/29/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Battavio Plumbing, Heating, and Cooling

Contact Bill Hosier

Address 640 Snyder Ave.
West Chester, PA 19382

Phone (484) 888-6012

Email Bill@Battavio.com

Fax

Justification

30+ yr old oil burner completely failed in the maintenance building, installing mini split heat pumps. Requesting to use second lowest quote because they are hanging units on wall of building incase creek rises over banks during storm, lowest was installing on a pad on ground. \$425 difference between two lowest bids. Includes two inspection in first year.

TOTAL AMOUNT TO BE PAID:	\$ 18,584.04
---------------------------------	---------------------

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

SHIP TO:

Goose Creek WWTP
351 Snyder Ave.
West Chester, PA 19382

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

ENGMEHHFC

PAYMENT TERMS

50% down, 50% completion

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Sean Mitchell

Digitally signed by Sean Mitchell
DN: cn=Sean Mitchell, o=Borough of West
Chester, ou, email=smitchell@west-chester.com,
c=US
Date: 2025.08.29 10:22:42 -04'00'

8/29/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 08-47115/08

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 _____

Your Proposal

(2) Wall Mount Units

Customer: Ed Jamieson

Address: 351 Snyder Avenue West Chester, PA 19382

Phone: (610) 696-2320

Email: ejamieson@west-chester.com

Consultation Code: ENGMEHHFC

Date Presented: Aug 25, 2025

Expiration Date: Nov 23, 2025

Presented by: Bill Hosier

Phone: (484) 888-6012

Email: Bill@Battavio.com

Since 1972, Battavio Plumbing, Heating and Cooling has been a leading HVAC services provider in Chester, Delaware, and Montgomery Counties.

Focused on serving the residential and commercial community, our local roots and commitment to our customers continues to define us as a proven reliable organization.

We are a second generation, family owned business that is passionate about providing local residents with reliable installation and 24/7 emergency repair services.

LIC PA000545

System Enhancements

SUBTOTAL: \$18,584.04

See total investment below

NOTES

This proposal includes two new mini split systems from start to finish

EQUIPMENT

Quantity: 0

ACCESSORIES

Quantity: 8



Category: Ductless

R454B 21.2 24k 29kHP ODU Ductless

37MAHAQ24AA3 / Quantity: 2

37MAHAQ24AA3. 3. = Horizontal Discharge / Product. 7. = Puron Advance (R-454B) / Refrigerant. MAH. = Model Type. A. = Major Series. Q. = Heat Pump / Unit Type. 24. = 24000 / Nominal...



Category: Ductless

R454B 21.2 24k 29kHP IDU Ductless

D5MAHAQ24XA3 / Quantity: 2



Category: HVAC Add-Ons

Kit Combines the TP-VRM-60A, TP-SPD-50, & 60A disconnect breaker in a NEMA 3R enclosure

TPVRMDCKIT / Quantity: 2

The TP-VRMDC-KIT combines the TP-VRM-60A, TP-SPD-50, & 60A disconnect breaker in a NEMA 3R enclosure, for an all-in-one equipment solution. The TP-SPD-50 uses Gas Discharge...



Category: Thermostats

Honeywell - TH9320WF5003 WiFi 9000 Color Touchscreen Thermostat

TH9320WF5003 / Quantity: 2

Honeywell - Wi-Fi 9000 allows remote access to the thermostat through a computer, tablet, or smart phone with Honeywell's Total Connect Comfort Service. Features. - Stages: up to 3 heat/2...



Category: HVAC Add-Ons

Quick-Sling® - QSWB2000 Wall Bracket w/Rail - Holds up to 350 lb.

QSWB2000 / Quantity: 2

DiversiTech® - QSWB2000 Wall Bracket w/Rail. Holds up to 350 lbs. Wall Bracket provides a quick safe, and stable way to mount your unit. They allow for easy access during installation, service, an...



Category: Ductless

KSAIC0301230 - 24V Interface Kit 230V

KSAIC0301230 / Quantity: 2

KSAIC0301230 - 24V Interface Kit 230V. - Allows the Ductless System to be controlled using a Third Party Thermostat.



Category: HVAC Add-Ons

TRADEPRO® 3/4" X 6' Non-Metallic Connector Whip

TPWHIP34X6NM / Quantity: 2

Liquid-tight flexible conduit system - a labor saving convenience kit for A/C unit hookup. Also use for heat pumps, refrigeration, hot tubs, swimming pools and outdoor lighting. Three distinct wire...



Category: Services

Battavio's 1 Year Platinum Warranty Included (\$439.00 Value)

CUSTOM-G9RYKU / Quantity: 1

Your New System is backed with ONE YEAR LABOR and PARTS WARRANTY. This starts the day of the final completion date. This also Includes TWO Additional Inspections. ONE Spring & ONE...

WHAT YOU'LL GET

Quantity: 10

Battavio Inc. licensed technicians will adjust refrigerant levels for optimum performance & efficiency and install a new equipment pad

Bryant 10 year parts warranty

Line Hide

Manufacturer recommended commissioning of equipment.

Permits will be pulled. ***PERMIT COST WILL BE ADDED TO THE FINAL INVOICE AT NO ADDITIONAL MARKUP***

Run new electrical to the outdoor disconnects and install new breakers as needed

Run New Refrigerant Lines.

The job supervisor will ensure that your home remains clean and everything is replaced properly

Unless otherwise noted, all labor is guaranteed for 1 years, as per the terms of service.

Wall mount units outside above flood levels

INVESTMENT DETAILS

Sale Price	\$18,584.04
Total Investment	
The Total Investment is the total cost of the goods and services described in this proposal	\$18,584.04

PAYMENT TERMS

Work will be scheduled upon receipt of signed proposal.

Proposals over \$1,000 require 50% deposit at acceptance. Balance is due upon completion.

Price shown reflects a cash or check payment method. Credit card payments are subject to a 4% processing fee.

REVIEW AND SIGN PROPOSAL

Date:

TERMS AND CONDITIONS

1.

[To View The HVAC Opcost website - CLICK THIS LINK!](#)

2.

[To read about Battavio Plumbing Inc.. - CLICK THIS LINK!](#)

TERMS & CONDITIONS OF AGREEMENT 1. Purchaser hereby accepts the equipment and service described above and agrees to pay Battavio Plumbing Inc.. the price shown above. 2. All equipment and material are guaranteed by Battavio Plumbing Inc.. to be as specified. All work will be completed in a workmanlike manner according to normally accepted practices. 3. Materials and work in addition to that described herein will be furnished only on Purchaser's authorization and will be paid by Purchaser as an extra charge. 4. Upon failure to pay any sums due hereunder, Purchaser agrees to pay Battavio Plumbing Inc.. interest at the rate of one and one half percent (1½%) per month (annual rate of 18%) on all outstanding balances. 5. Battavio Plumbing Inc. shall not be liable for any default caused by events beyond its control, including but not limited to, fire, flood, strikes, accidents, or delays affecting this work or other operations in which it is involved, directly or indirectly. 6. Purchaser shall permit Battavio Plumbing Inc.. reasonable access to the property on which equipment is to be installed. Title to all provided equipment remains with Battavio Plumbing Inc.. until all amounts due thereon are paid in full, whether such equipment is affixed to the realty or not, and shall remain personal property and be deemed sever-able without injury to the freehold. On any payment default by Purchaser, then, Battavio Plumbing Inc. may without further notice enter the premises and remove or resell the equipment, and Purchaser shall be liable for any actual deficiency or loss sustained by Battavio Plumbing Inc.. in connection therewith. 7. Once equipment is connected at Purchaser's property, Purchaser assumes all risk of loss or damage to such equipment and shall insure same fully to protect all interests of Battavio Plumbing Inc., cost of insurance to be paid by Purchaser. Battavio Plumbing Inc. carries liability insurance and Worker's Compensation Insurance. 8. Battavio Plumbing Inc. provides a one-year limited labor warranty. Equipment or system failure due to lack of proper maintenance service or abuse is

expressly excluded. Normal maintenance check-ups and filter replacements are the responsibility of Purchaser. All other warranties, expressed or implied, are the responsibility of the manufacturer of the equipment, parts, or materials used in connection with the services. 9. There are no warranties, expressed or implied, for existing equipment, duct work, or other materials not installed by Battavio Plumbing Inc.. 10. All warranty work will be performed during Battavio Plumbing Inc. normal working hours, 8:00AM to 4:30PM, Monday through Friday. 11. Purchaser is responsible for all costs and reasonable attorney fees incurred by Battavio Plumbing Inc.. in connection with any action or proceeding (including arbitration and appeals) arising out of this agreement, including collection of any outstanding amounts due, only to the extent ordered by court or agreed by the parties. 12. Except as provided herein Battavio Plumbing Inc. makes no other representations or warranties, either express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose Battavio Plumbing Inc.. expressly disclaims all other warranties. Under no circumstances will Battavio Plumbing Inc.. be liable to any other person for any damages, including, without limitation, any indirect, incidental, special, or consequential damages, expenses, cost, profits, lost savings or earnings, lost or corrupted data, or other liability arising out of or related to this agreement, or the services or equipment provided hereunder. 13. This agreement shall be governed and construed solely according to the internal laws of the State of Pennsylvania, without reference to any conflicts of laws. 14. This agreement is the complete and exclusive statement of the agreement between Purchaser and Battavio Plumbing Inc.. and it supersedes all prior oral and written proposals and any prior or subsequent communications pertaining to the subject matter hereof. Signature of Authorized Purchaser: _____ Date _____ Payment to be made as follows: Balance on completion Battavio Plumbing Inc. proposes hereby to furnish and install the equipment and materials as described above on the terms and conditions provided herein. This proposal is good for thirty (30) days from the date hereof, but may be accepted at any later date at the sole discretion of Battavio Plumbing Inc.. Signature of Authorized Representative of Battavio Plumbing Inc.:

_____ Date _____



127 Garfield Ave
West Chester PA 19380
(610) 692-5252

Estimate

ESTIMATE #	73243
DATE	08/27/2025

CUSTOMER
Goose Creek Waste Water Treatm 351 Snyder Ave. West Chester, PA, 19380

SERVICE LOCATION
Goose Creek Waste Water Treatm 351 Snyder Ave. West Chester, PA, 19380

DESCRIPTION	New Heat Pump
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Estimate					
Description	Qty	Rate	Tax	Total	
CARRIER DUCTLESS HEAT PUMP SYSTEM 1- 37MBHAQ48FA3 48,000 BTU 21 SEER HFPF 9 HEAT PUMP 2- 45MAHAQ24K 24,000 BTU High Wall. Unit will hang on wall. ACR Piping (copper tubing) Plastic cover. 10 Year Warranty	1.00	\$18,159.09	\$0.00	\$18,159.09	

CUSTOMER MESSAGE
Estimate pricing is only valid for 15 days TERMS OF PAYMENT: 40% DEPOSIT BALANCE DUE ON COMPLETION All Piping Wiring and drain piping will be covered. Condensing unit will set on a plastic pad, not over 85' feet from coil. All control wiring and new thermostat supplied by us. All power wiring to equipment installed by us. All parts and labor for service are supplied for the first year after installation.



Wesley Wood
319 A Westtown Road
West Chester, PA 19382
(610) 431-2626
www.WesleyWood.com

Estimate 168708680
Job 168686809
Estimate Date 8/22/2025
Customer PO

Billing Address
EDWIN JAMIESON
351 Snyder Avenue
West Chester, PA 19382 USA

Job Address
EDWIN JAMIESON
351 Snyder Avenue
West Chester, PA 19382 USA

Estimate Details

Mini Split 24k BTU (WIP)

Service #	Description	Quantity	Your Price	Your Total
Quote	Please enter description for items being quoted/estimated for	1.00	\$0.00	\$0.00
SYS-3MXS24RMVJU	Daikin, 24k BTU, Variable Capacity, 3-Zone, Heat Pump Mini Split System - Up to 20 SEER & 12.5 HSPF - As Quiet as 46 dB - 24,000 BTU - Outdoor Unit: 3MXS24NMVJUA - Indoor Unit:	1.00	\$7,283.10	\$7,283.10
UNT-FTXB12AXVJU	DAIKIN - 12,000 BTU/HR - UNT-FTXB12AXVJU	1.00	\$1,848.00	\$1,848.00
UNT-FTXB12AXVJU	DAIKIN - 12,000 BTU/HR - UNT-FTXB12AXVJU	1.00	\$1,848.00	\$1,848.00
Electrical Add-on 240v	Electrical Add-on 240v - 240volt high voltage add-on	1.00	\$1,098.00	\$1,098.00
Lineset up to 50ft	- Lineset up to 50ft - Includes filter drier and pump-down, not refrigerant	1.00	\$1,879.90	\$1,879.90
Lineset up to 50ft	- Lineset up to 50ft - Includes filter drier and pump-down, not refrigerant	1.00	\$1,879.90	\$1,879.90
DiffWar-005	Additional Difficulty, Person, or Warranty - Level 5. Includes 4 hours for additional difficulty or additional person	4.00	\$1,088.00	\$4,352.00
			Potential Savings	\$652.80
			Sub-Total	\$20,188.90
			Tax	\$0.00
			Total	\$20,188.90

Thank you for choosing Wesley Wood.

By signing below, I understand and agree to the following terms and conditions ("Specific Terms") that govern this Service Order:

Service Authorization & Payment. I authorize Service Experts to perform the work described above (the "Service") and agree to pay the total amount due upon completion.

General Terms and Conditions. I understand and agree to the Service Experts General Terms and Conditions, which are incorporated here by reference.

Residential Customer State Addenda & Right to Cancel. I have been notified verbally of my Right to Cancel. As a residential customer, I may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction or the time period afforded to me under applicable state law. See the Notice of Cancellation form and, if applicable, the state addendum attached to your Service Order for an explanation of this right.

E-Sign Consent. My electronic signature constitutes my acceptance of these Specific Terms and my consent to receive notices from Service Experts electronically. My electronic signature is the same as a handwritten signature for purposes of validity, enforceability, and admissibility. I am not required to sign documents or receive notices electronically and I may withdraw my consent at any time by notifying Service Experts and requesting future notices and documents be given to me in paper form. A future decision to withdraw my consent to conduct business electronically will not release me from obligations I previously entered into electronically with Service Experts.

Change Order Terms. This Service Order (1) constitutes the entire agreement between the parties, (2) supersedes any other written or oral agreements concerning its subject matter, and (3) may only be modified in writing by the parties.

Memberships and the Advantage Program. If you are receiving Services related to a membership agreement with Service Experts, the terms and conditions of your applicable membership agreement shall govern this transaction. If you are requesting Services related to

BOROUGH OF WEST CHESTER

Finance Department Use Only
Purchase Order Number



PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CISO

SUB: PURCHASE ORDER REQUEST

DATE: 8/19/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Hewlett Packard Financial Services Company

Contact

Address Hewlett Packard Financial Services Co
P.O. Box 402582
Atlanta, Georgia - 30384-2582

Phone (888) 277-0670

Email hpefs.invoicing@hpe.com

Fax

Justification

Annual HP Lease payment (3 of 5) for our 3 HP (host) Virtual servers which server the entire organization.

Account# 10000026000

COSTARS - 003-E22-586

TOTAL AMOUNT TO BE PAID:	\$ 15,816.76
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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

n/1

QUOTATION NUMBER

100001299163

PAYMENT TERMS

purchase order

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT FORM

Authorized Department Manager

Date

Sean Metrick, Borough Manager

Date

Account # 01-44568/70

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 _____

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: 8/28/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Univar Solutions USA Inc.

Contact Vicki Meakim

Address 532 East Emaus St.
Middletown, PA 17057

Phone (215) 337-5403

Email www.univar.com

Fax (215) 337-6290

Justification

For a truckload of soda ash to treat the Taylor Run WWTP that is under contract.
32 tons @ \$508.38/ton

TOTAL AMOUNT TO BE PAID:	\$ 16,268.16
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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

April 1, 2025 Contract

PAYMENT TERMS

net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXEMPT 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: 2025.08.28 10:04:23 -04'00'

8/28/2025

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 08-45746/08

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 _____

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: 8/13/2025

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Platelogiq

Contact

Address 600 Eagleview Blvd, Ste 300
Exton, PA 19341

Phone (610) 463-0100

Email accounts@vipr.ai

Fax

Justification

Annual LPR Service
COSTARS 033-E22-045

TOTAL AMOUNT TO BE PAID:	\$ 11,200.00
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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

PL-211151

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Joshua B. Lee

Digitally signed by Joshua B. Lee
Date: 2025.08.18 11:55:16
-04'00'

Authorized Department Manager

Date

Sean

Sean Metrick, Borough Manager

Date

Account # 01-410-31/40 Contracts

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 _____

**PENSION PLAN FOR EMPLOYEES OF THE BOROUGH OF WEST CHESTER (DC)
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2026 MUNICIPAL BUDGET**

A. Defined Contribution

1. Employer Defined Contribution as a Percent of Payroll	5.0%
2. Estimated 2026 Payroll	\$ <u>3,077,380</u>
3. Total Defined Contribution (A1 x A2)	\$ <u><u>153,869</u></u>

B. Financial Requirement and Minimum Municipal Obligation (MMO)

1. Total Defined Contribution (A3)	\$ 153,869
2. Anticipated Administrative Expense	<u>0</u>
3. Total Financial Requirement and MMO (B1 + B2)	\$ <u><u>153,869</u></u>

NOTES:

1. 2026 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
2. Actual employer obligation for 2026 will depend on actual eligible participants and payroll for 2026.
3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2026 budget along with an interest penalty.

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

**BOROUGH OF WEST CHESTER POLICE PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2026 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	18.140%
2. Estimated 2025 Payroll for Active Participants	\$ <u>5,949,343</u>
3. Normal Cost (A1 x A2)	\$ <u>1,079,211</u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 1,079,211
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	172,531
4. Amortization Payment, if any ^	<u>470,627</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>1,722,369</u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 1,722,369
2. Anticipated Employee Contributions (5.0% of Estimated Payroll)	297,467
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>1,424,902</u>

^The amortization payment from the January 1, 2023 valuation was adjusted to reflect amortization base(s) that have since expired. The amortization payment decreased by \$622,881.

NOTES:

1. 2026 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2026 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2026 budget along with an interest penalty.
-

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2023 Valuation.

**PENSION PLAN FOR EMPLOYEES OF THE BOROUGH OF WEST CHESTER
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2026 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	7.249%
2. Estimated 2025 Payroll for Active Participants	\$ <u>2,909,488</u>
3. Normal Cost (A1 x A2)	\$ <u>210,909</u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 210,909
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	87,285
4. Amortization Payment, if any ^	<u>151,770</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>449,964</u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 449,964
2. Anticipated Employee Contributions	101,482
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>348,482</u>

^The amortization payment from the January 1, 2023 valuation was adjusted to reflect amortization base(s) that have since expired. The amortization payment decreased by \$130,670.

NOTES:

1. 2026 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2026 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2026 budget along with an interest penalty.
-

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2023 Valuation.

**WEST CHESTER AREA REGIONAL EMERGENCY RESPONSE TEAM
MUTUAL AID AND
INTERGOVERNMENTAL COOPERATION AGREEMENT**

THIS AGREEMENT, made and entered into the _____ day of _____, 202__, among the following municipalities, all of which are political subdivisions of the Commonwealth of Pennsylvania or intergovernmental entities created pursuant to the Intergovernmental Cooperation Act, by their duly elected Board of Supervisors, Borough Councils, and Governing Executives, or duly appointed Commissions: East Bradford Township, East Goshen Township, West Chester Borough, West Goshen Township, West Whiteland Township, Westtown Township, Willistown Township, Uwchlan Township, and the Westtown-East Goshen Police Commission (the latter acting on behalf of East Goshen Township and Westtown Township), (hereafter collectively referred to as the “Political Subdivisions”).

WHEREAS, Pursuant to Title 42, Section 8953, subsection A, entitled “Statewide Municipal Police Jurisdiction” (hereinafter the “Code”), it is the desire of various municipalities and police departments within said municipality to form a Mutual-Aid Agreement for the purpose of mutual police and emergency protection; and

WHEREAS, Pursuant to Title 53, Section 2301, et seq, entitled “Intergovernmental Cooperation” (hereinafter the “Cooperation Law”; the Code and the Cooperation Law are hereinafter referenced collectively as “State Law”) authorizes political subdivisions to enter into joint agreements deemed appropriate to jointly cooperate in the exercise or in the performance of their respective governmental functions, powers, or responsibilities; and

WHEREAS, the Parties recognize that the people and communities within their jurisdictional boundary are vulnerable to crime, injury, loss of life, and other situations which may exceed the equipment and personnel requirements of each individual Party; and

WHEREAS, the governing officials of the Parties desire to secure for each Party the benefits of mutual aid and protection of life and property in the event of a situation which exceeds the equipment and personnel requirements of each individual Party; and

WHEREAS, the Parties wish to provide for a trained tactical unit to respond to such critical incidents and preserve life, and are so authorized to make this Agreement pursuant to State Law.

NOW, THEREFORE, WITNESSTH, that, for and in consideration of mutual promises and agreements contained herein, the Political Subdivisions hereby agree as follows:

1. The above is expressly incorporated herein as material part of the Agreement.
2. Capitalized terms used herein but not defined herein shall have the meanings ascribed to such terms under State Law.

Creation and Management of the West Chester Regional Emergency Response Team by an Executive Board

3. The Political Subdivisions hereto do hereby create the West Chester Regional Emergency Response Team (hereinafter the “WCRERT”).
4. The mission of the WCRERT is to provide a trained tactical unit to respond to critical incidents and preserve life.
5. WCRERT shall be governed by an executive board of six (6) members, consisting of the Police Chief from each of the Political Subdivisions (hereinafter the “Board”). Any member may designate in writing a qualified representative to serve and vote in that member’s stead. In the event a Political Subdivision participates in a regional police department or contract for service from another police department, the Police Chief of said police department will represent that Political Subdivision.
6. Each member of the Board shall appoint a solicitor for counsel on issues relevant to the mission of the WCRERT.
7. The Board shall establish, by majority vote, certain policies to carry out the mission of the WCRERT (hereinafter “Policies & Procedures”).
8. All decisions of the Board, as specified in this Agreement and in the Operating Policies, shall be determined by a simple majority vote of the Board.

9. The Board may appoint a Team Leader to assist in the oversight and operations of the WCRERT and any agents or contractors appointed by the Board.
10. The Board shall prepare and submit an annual report to each Political Subdivision that is a party of this Agreement. The report shall be delivered no later than March 31 of each calendar year and shall cover the preceding calendar year. The annual report shall include, at a minimum: a summary of team activities and deployments; training exercises and certifications; budget and financial expenditures; member participation and staffing levels; and any significant operational developments or strategic initiatives. The report shall be submitted in writing to the governing body of each Political Subdivision and may be provided electronically unless a hard copy is specifically requested.

Management of the WCRERT through an Agent

11. Grants to an individual Political Subdivision, regardless of the source, are not part of the contemplated funding of WCRERT under this Agreement.
12. The location of facilities and equipment to support the mission of the WCRERT shall be determined by a majority vote of the Board.
13. A Political Subdivision party to this Agreement shall serve as an agent (hereinafter the “Agent”) to manage, through the WCRERT Team Leader and Board, the programmatic, financial, and grant-related activities of the WCRERT in accordance with State Law and policies set by the Board.
14. The Board is authorized to enter into a separate agreement with Agent detailing roles and responsibilities.
15. The Agent shall establish a special interest-bearing account for the WCRERT to carry out the mission of the WCRERT and its responsibilities as the Agent.
16. The WCRERT shall follow the procurement policies and procedures of the Agent.
17. The Agent shall conduct an annual financial audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Governing Auditing Standards*, issued by the Comptroller General of the United States of America (*Government Auditing Standards*). The annual audit must be completed and provided to each Political Subdivision party to this

Agreement no later than 180 days after the Agent's fiscal year ends. The Board may set additional policies or guidelines for the audit.

18. The auditor of any participating Political Subdivision may audit the finances of the WCRERT.
19. The Political Subdivisions shall cooperate with the Agent in a timely manner in providing programmatic, financial, and other grant-related information consistent with Operating Policies.

Membership in WCRERT

20. The Police Departments of the Parties are automatically members of the WCRERT (hereinafter "Jurisdictional Members") and agree to comply with the provisions of this Agreement.
21. Other Law Enforcement agencies are eligible to become members of the WCRERT (hereinafter "Other Members") provided they satisfy the requirements of this section on Membership and otherwise comply the provisions of this Agreement.
22. Jurisdictional Members and Other Members agree to assign one or more Act 120 Certified Police Officers which meet the qualifications established by the Board (hereinafter "Assigned Officer" or "Assigned Officers").
23. Jurisdictional Members and Other Members must agree to render, on a mutual aid basis, in response to a duly authorized request, such police assistance or other emergency services as shall be requested or required within the corporate limits of the Parties, subject to conditions and limitations hereinafter set forth.
24. Assigned Officers will train and work as set forth in Policies and Procedures developed and approved by the Board.
25. Assigned Officers shall remain employees of their Police Department in which their employment originated.
26. Any financial compensation of Assigned Officers is the responsibility of the Assigned Officer's employing municipality.
27. All health care benefits will be the responsibility of the Assigned Officer's employing municipality.

28. Any injury received while responding to, attending, or returning from activation, whether training or actual, will be considered work-related and will fall under the provisions of the injured Assigned Officer's respective employer's Collective Bargaining Agreement. The employer shall provide workers' compensation coverage for all Assigned Officers during these activities, ensuring compliance with the Pennsylvania Workers' Compensation Act.
29. Nothing herein is intended nor shall be construed to violate the undersigned municipalities' collective bargaining agreements. Any conflict between this agreement and a municipality's applicable collective bargaining Agreement shall be governed by the collective bargaining agreement.
30. Jurisdictional Members and Other Members will make every reasonable effort to ensure their Assigned Officer or Assigned Officers attend any and all training as directed by the WCRERT.
31. Jurisdictional Members and Other Members agree that the Assigned Officer or Assigned Officers will be subject to and comply with the Command Structure of the WCRERT.
32. Jurisdictional Members and Other Members agree that they will supply all needed and necessary equipment to the Assigned Officers assigned to the WCRERT.
33. Jurisdictional Members and Other Members agree that they will pay an annual membership fee as set by the Board to be used to purchase training and equipment for use by the WCRERT and the Assigned Officers.
34. Jurisdictional Members and Other Members agree they will carry General Liability, Auto Liability, Auto Physical Damage, Police Professional Liability, and Public Officials and Employment Practices Liability coverages in amounts determined to be sufficient by the Board. The Board may not set coverages less than the following amounts:
- a. General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - b. Auto Liability: \$1,000,000 combined single limit
 - c. Police Professional Liability: \$1,000,000 per claim / \$1,000,000 aggregate
 - d. Public Officials and Employment Practices Liability: \$1,000,000 per claim / \$1,000,000 aggregate
35. Jurisdictional Members and Other Members agree they will defend themselves, at their own cost, in any action related to this Agreement, any action related to WCRERT's

provision of service, and any action involving their Assigned Officer or Assigned Officers.

Term

36. This Agreement shall continue in force and remain binding on each participating Political Subdivision for one year with an automatic renewal for additional one-year terms on the execution date of the Agreement, unless and until the governing body of a participating Political Subdivision shall take action to withdraw from the Agreement. Such action shall not be effective until thirty (30) days after written notice of withdrawal has been sent by the Political Subdivision desiring to withdraw to the other participating Political Subdivisions to this Agreement.

Notices

37. Any notices required hereunder shall be given as follows:

If to East Bradford Township to:

If to East Goshen Township to:

If to West Chester Borough to:

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

Chief of Police
West Chester Police Department
401 East Gay Street
West Chester, PA 19380

If to West Goshen Township to:

If to West Whiteland Township to:

If to Westtown Township to:

If to Willistown Township to:

If to Uwchlan Township to:

Uwchlan Township Manager
715 N. Ship Road
Exton, PA 19341

Uwchlan Township Police Chief
717 N. Ship Road
Exton, PA 19341

If to Westtown-East Goshen Police Commission to:

38. Notices shall be deemed given when received if given in person, by facsimile or by electronic means (if a record of receipt is kept by the sending party showing the date and time of receipt) or three (3) days following deposit in the United States Mail, postage prepaid, to the addresses set forth above.

39. Any Political Subdivision may change its contact individual and/or address for notice by giving written notice of the change to the other Political Subdivisions and the Agent of the WCRERT.

Miscellaneous

40. This is a complete agreement and supersedes all previous Agreements.

41. This Agreement shall become effective immediately upon its executive by all Parties.

42. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned Political Subdivisions, by their respective governing bodies, duly execute this Agreement the day and year first above written.

EAST BRADFORD TOWNSHIP, PENNSYLVANIA

ATTEST:

EAST GOSHEN TOWNSHIP, PENNSYLVANIA

ATTEST:

WEST CHESTER BOROUGH, PENNSYLVANIA

ATTEST

DATE: _____

BOROUGH COUNCIL PRESIDENT

BOROUGH COUNCIL VICE PRESIDENT

BOROUGH MANAGER

WEST GOSHEN TOWNSHIP, PENNSYLVANIA

WEST WHITELAND TOWNSHIP, PENNSYLVANIA

WESTTOWN TOWNSHIP, PENNSYLVANIA

WILLISTOWN TOWNSHIP, PENNSYLVANIA

UWCHLAN TOWNSHIP, PENNSYLVANIA

ATTEST:

Katie Churchill, Secretary

Laura Obenski, Chairperson

William Miller, Vice Chairperson

Mayme Baumann, Supervisor

WESTTOWN-EAST GOSHEN POLICE COMMISSION
(Acting on behalf of East Goshen Township and Westtown Township)

ATTEST:

BOROUGH OF WEST CHESTER
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. _____

A RESOLUTION OF THE BOROUGH OF WEST CHESTER AUTHORIZING THE BOROUGH TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH EAST BRADFORD TOWNSHIP, EAST GOSHEN TOWNSHIP, WEST GOSHEN TOWNSHIP, WEST WHITELAND TOWNSHIP, WESTTOWN TOWNSHIP, WILLISTOWN TOWNSHIP, UWCHLAN TOWNSHIP AND THE WESTTOWN-EAST GOSHEN POLICE COMMISSION (COLLECTIVELY REFERRED TO AS THE "POLITICAL SUBDIVISIONS") TITLED "WEST CHESTER AREA REGIONAL EMERGENCY RESPONSE TEAM MUTUAL AID AND INTERGOVERNMENTAL COOPERATION AGREEMENT".

WHEREAS, pursuant to 42 Pa.C.S. § 8953 entitled Statewide Municipal Police Jurisdiction, subsection (e) (relating to police service agreements), 53 Pa.C.S. § 2303 of the General Local Government Code (relating to intergovernmental cooperation authorized), it is the desire of the Borough, East Bradford Township, East Goshen Township, West Goshen Township, West Whiteland Township, Westtown Township, Willistown Township, Uwchlan Township, and the Westtown-East Goshen Police Commission (the latter acting on behalf of East Goshen Township and Westtown Township) and the police departments within said municipalities to enter into a mutual aid agreement for the purpose of mutual aid and protection of life and property in the event of a situation which exceeds the equipment and personnel requirements of each individual municipality or police department; and,

WHEREAS, the municipalities who are signatories thereto, and the police departments within said municipalities, desire to reduce their mutual aid agreement to a cooperative agreement titled "West Chester Area Regional Emergency Response Team Mutual Aid and Intergovernmental Cooperation Agreement" to which the municipalities will be parties.

NOW THEREFORE BE IT RESOLVED, and it is hereby resolved by authority of Borough Council of the Borough of West Chester, as follows:

SECTION 1. AUTHORIZATION. The Borough Council of the Borough of West Chester (the "Borough") is hereby authorized to enter into the West Chester Area Regional Emergency Response Team Mutual Aid and Intergovernmental Cooperation Agreement (the "Agreement") with East Bradford Township, East Goshen Township, West Goshen Township, West Whiteland Township, Westtown Township, Willistown Township, Uwchlan Township, and the Westtown-East Goshen Police Commission, in accordance with the terms and conditions authorized by this Resolution and set forth in the Agreement, a copy of which is attached hereto as Exhibit "A" and is incorporated herein by reference. Furthermore, the appropriate officers of the Borough of West Chester are hereby authorized to do whatever is necessary and appropriate to carry out the provisions of the Agreement and this Resolution, and to comply with the purposes and intent of the

Agreement and this Resolution.

SECTION 2. CONDITIONS OF AGREEMENT. The Agreement is conditioned upon each municipality's governing body enacting an Ordinance or adopting a Resolution which authorizes such municipalities to enter into and execute the Agreement.

SECTION 3. DURATION AND TERM OF AGREEMENT. The term of the Agreement shall commence when the Political Subdivision all approve the same and shall continue in force for one year with an automatic renewal for additional one-year periods.

SECTION 4. PURPOSE AND OBJECTIVES OF THE AGREEMENT. The purposes and objectives of the Agreement are to form a Mutual-Aid Agreement for the purpose of mutual police and emergency protection.

SECTION 5. ORGANIZATIONAL STRUCTURE NECESSARY TO IMPLEMENT THE AGREEMENT. Each municipality that enters the Agreement is governed by an elected governing body who shall oversee the implementation and enforcement of the Agreement.

SECTION 6. SEVERABILITY. If any provision, sentence, clause, section, or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts hereof. It is hereby declared as the intent of the Borough Council that this Resolution would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION 7. EFFECTIVE DATE. This Resolution shall become effective upon enactment as by law provided.

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

From: Chaz Brogan <cbrogan@goodfellowship.org>
Sent: Tuesday, September 2, 2025 10:51 AM
To: Sean Metrick <SMetrick@west-chester.com>
Cc: Dana DiDomenico <ddidomenico@west-chester.com>
Subject: 2026 Subscription Drive Marketing

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

Hi Sean,

We will be kicking off our annual subscription drive in late October and are continuing with a more proactive marketing approach.

I wanted to ask if the Borough would permit us to place one or two signs on Borough properties. The Borough building and parks throughout the Borough seem like good potential locations. We certainly want to remain within the rules and will gladly follow any approval process required. We believe this would be a strong opportunity to help increase funding for GFAC.

Our plan is to place the signs the week of 10/27 and keep them up until the week of 12/1. We

Charles M. Brogan IV
Executive Director / EMS Chief



600 Montgomery Avenue; PO Box 361
West Chester, PA 19381-0361
(610) 228-0259 – Direct
(610) 431-3132 – Main
(610) 431-0271 – Fax

Join Our Email List



ORDINANCE NO. ____ - 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE BOROUGH OF WEST CHESTER, CHAPTER 112 TITLED “ZONING” TO AMEND SECTION 112-602.P REGARDING PARKING AREAS FOR THREE OR MORE VEHICLES.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

SECTION 1. Chapter 112 of the Code of the Borough of West Chester, titled “Zoning”, Section 112-602.P shall be amended as follows:

“**§112-602.P.** In addition to the requirements set forth under § **112-602O**, the following shall apply whenever an off-street parking area has a required capacity for three or more motor vehicles:

(1) Any such parking area shall be screened and landscaped in accordance with this chapter.

(2) Any such parking area shall be physically separated from any street by a raised-concrete or other approved curb, except where entrance or exit drives cross street lines. In the case where the parking area abuts an alley, the Zoning Officer may waive the requirement for a curb upon recommendation from the Borough Public Works Director or Fire Department that due to the width of the alley a curb may create a potential hazard or damage to pedestrians or vehicles.”

SECTION 2. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this

Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor

ZONING

112 Attachment 2

Borough of West Chester

Appendix B Zoning Summary Table

WEST CHESTER ZONING DISTRICTS SUMMARY TABLE

April 9, 2021

REQUIREMENT	ZONING DISTRICT		
	NC-1	NC-2	NC-3
Lot Area	Median value of lots on Block Face	Median value of lots on Block Face	2,500 square feet
Lot Width, minimum	60 feet	- Detached 40 feet - Semi-Detached 30 feet - Attached 20 feet	- Detached 40 feet - Semi-Detached 30 feet - Attached 20 feet - Apartment building 80 feet
Build-to line/front yard	match existing adjacent setbacks	match existing adjacent setbacks	match existing adjacent setbacks
Side yard, minimum	15 feet minimum	existing adjacent, 10 feet minimum	existing adjacent, 10 feet minimum - Apartment building 20 feet - Accessory Structures 5 feet
- Accessory Structures	5 feet	5 feet	5 feet
Rear yard, minimum	35 feet	20 feet	20 feet
- Accessory Structures	5 feet	5 feet	5 feet
Height, maximum	35 feet	35 feet	35 feet, apartment 55 feet
Impervious coverage:	- Lots over 20,000 sq.ft. 30% - Lots 12,000 to 20,000 sq.ft. 35% - Lots under 6,500 sq.ft. 50%	- Lots over 5,000 sq.ft. 50% - Lots 5,000 to 4,000 sq.ft. 70% - Lots less than 4,000 sq.ft. 80%	70%
Building coverage:	- Lots over 20,000 sq.ft. 15% - Lots 12,000 to 20,000 sq.ft. 20% - Lots less than 12,000 sq.ft. 30%	- Lots over 5,000 sq.ft. 35% - Lots 5,000 to 4,000 sq.ft. 45% - Lots less than 4,000 sq.ft. 45%	50%
	MU	TC	CS
Lot Area	2,500 square feet	2,500 square feet	7,500 square feet
Lot Width, minimum	20 feet	20 feet	75 feet
Build-to line/front yard	10 feet from curb	match existing adjacent setbacks	10 feet from curb
Side yard, minimum	10 feet	existing adjacent, 5 feet minimum	existing adjacent, 5 feet minimum
Rear yard, minimum		5 feet	10 feet
Height, maximum	45 feet, 60 feet Conditional Use	45 feet	35 feet
Impervious coverage:	95%	95%	85%
Building coverage:	90%	92%	60%
	ID	IS	
Lot Area	40,000 square feet	100,000 square feet	
Lot Width, minimum	100 feet	150 feet	
Build-to line/front yard	20 feet from curb	75 feet	
Side yard, minimum	20 feet 30 feet, adjacent to residential	50 feet 30 feet, parking	
Rear yard, minimum	10 feet	75 feet	
Height, maximum	60 feet	40 feet	
Impervious coverage:	85%	75%	
Building coverage:	50%	40%	

Borough of West Chester
Summary Table of Area and Bulk Regulations¹

Zoning District	Minimum ²															Maximum ²			
	Lot								Yard							Coverage		Height	
	Area (square feet)	Area per Dwelling Unit (square feet)			Width at Building Line				Width at Street Line	Front	Rear	Side		Aggregate Side		Green Area (per- cent)	Imper- vious Surface (percent)	Buil- ding(s) (per- cent)	Building(s)/ Structure(s)
		Single- Family Detached	Multi- family	All Others	Single- Family and Two- Family De- tached	Single- Family and Two- Family Semi- detached	Multi- family and Single- Family Attached	All Others				Single- Family and Two- Family De- tached	All Others	Single- Family and Two- Family De- tached	All Others				
NC-1 Neighborhood Conservation																			
Block Class A	20,000							110	50	40	35		20		45	55	30	15	35
Block Class B	12,000							80	50	35	30		15		35	50	35	20	35
Block Class C	6,500							65	50	30	25		10		25	35	50	30	35
NC-2 Neighborhood Conservation																			
Block Class A		7,000		4,000	60	30	25		20	25	25	10	15	25	35	35	50	30	35
Block Class B		5,000		3,000	50	25	25		20	20	25	10	15	20	30	25	60	35	35
Block Class C		4,000		2,000	40	20	20		20	15	20	5	10	15	25	15	70	45	35
NC-3 Neighborhood Conservation	35,000 (tract)		2,000				200	150		30	30		30		60	25	70	50	35/55
TC Town Center																			
Block Class A	5,400							25	20	0	20		5		10	10	90	85	45
Block Class B	2,500							20	20	0	5		0		0	5	95	90	45/80
CS Commercial Service	7,500 (per use)							100	75	35	35/45		20		40	15	85	50	35
ID Industrial	40,000							125	100	30 ³	30 ³		30 ³		100	10	85	50	40
IS Institutional	100,000							200	150	75	75		50			25	75	40	40/60

NOTES:

¹ See text for complete details, especially pertaining to area and bulk regulations for uses by special exception and for conditional uses.

² All numerical values are recorded in feet unless otherwise noted.

³ [Amended 2-8-1989 by Ord. No. 5-1989]



BOROUGH OF WEST CHESTER PLANNING COMMISSION

September 05, 2025

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

RE: Rec Space (97.A.19.19)

Members of Council,

The Planning Commission reviewed discussed and voted on the "Rec Space (97.A.19.19)" at the PC voting session August 26, 2025.

A. Burke moved to delete the following from Chapter 97, Appendix A: 1) photo in Subsection 97.A.19 (Recreation Facilities) captioned "Rooftop Courtyard Public Space;" and 2) Subsection 97.A.19.19. M. Clapp seconded the motion.

Public Comments

- No Citizen Comments

The motion passed with a vote of 6-0.

The vote was as follows:

Q. Birl-Yes, A. Burke-Yes, J. Cherry-Yes, M. Clapp-Yes, T. Dougherty-Absent, A. Katz-Yes, 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



BOROUGH OF WEST CHESTER PLANNING COMMISSION

September 05, 2025

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

RE: Build-to Line in the TC District

Members of Council,

The Planning Commission reviewed discussed and voted on the "Build-to Line in the Town Center District" at the PC voting session August 26, 2025.

J. Cherry moved to develop three ordinance amendments to zoning: 1) revise the dimensional requirement listed in 112-309 for the "Build-to line/front yard" in the TC District; the dimension would be revised from "Build-to line/front yard" to "Front yard setback" and the requirement would be revised from "match existing adjacent setbacks" to "0 ft"; and 2) add a new separate requirement for "Front yard setback" of 10 ft in the HO Districts (either add this new requirement to the table in 112-309 or add it to 112-401 and 402) and revised in the summary table; and 3) revise side yard setback to 0 ft. M. Clapp seconded the motion.

Public Comments

- Daryl Cook (506 S. Walnut St.) asked to clarify that even for a 100 ft wide building, the side yard would be 0 ft. - J. Cherry said yes.
- Lisa Kearns (312 W. Biddle St.) asked for A. Burke's objections. - A. Burke suggested this is not the problem solver for the large buildings we have reviewed in the past couple of years. The height and parking ordinance amendments should be more effective in managing those types of buildings. This likely won't have much effect. - J. Cherry clarified purpose includes changing from a "build-to" to a "setback".
- A. Flook noted the issue with the existing language is the lack of definition of "adjacent." Noted other requirements that allow for step backs as buildings grow larger.

The motion passed with a vote of 5-1.

The vote was as follows:

Q. Birl-Yes, A. Burke-No, J. Cherry-Yes, M. Clapp-Yes, T. Dougherty-Absent, A. Katz-Yes, 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



Gawthrop Greenwood, PC
Attorneys at Law

17 East Gay Street, Suite 100, P.O. Box 562 p. 610.696.8225
West Chester, PA 19381-0562 www.gawthrop.com

James D. Doyle
610.696.8225 x.1743
jdoyle@gawthrop.com

June 11, 2025

Sean Metrick, Borough Manager
Borough of West Chester
401 East Gay Street
West Chester, PA 19380

Re: Zoning Hearing Board Application

Dear Mr. Metrick:

As you will recall, I represent Daniel A. Hollander and Melissa Jean Hollander ("Applicants"). Attached please find an amended Zoning Hearing Board Application for the parcel located at 531 Marshall Drive (UPI No. 1-2-89), located in the NC-1 Neighborhood Conservation District of West Chester Borough, along with an amended Plan.

A check for the required continuance fee of \$200.00 will be delivered to Borough Hall, per Wendy Mecke's instruction. Thank you for your consideration of this matter.

Very truly yours,
GAWTHROP GREENWOOD, PC



James D. Doyle



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 # _____

DATE RECEIVED _____

Property (real estate) Location 531 Marshall Drive

Zoning District: NC-1 Neighborhood Conservation District Tax Parcel: 1-2-89

I / We (name) Daniel and Melissa Hollander of (address) 531 Marshall 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:

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

§112-306.B (Dimensional Requirements)

§112-602L (General Regulations and Design Standards)

§112-602K (Parking in Front of Building)

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

☐ **Other** _____

Application Received By: _____

Date: _____

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 approximately 0.2357 acres in area, and is improved with a single-family detached dwelling and driveway. The use is residential.

- 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).

Please see attached narrative.

(X) 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)

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.

Daniel and Melissa Hollander

Name of Applicant(s)

Signature, James Doyle, Esq., Attorney for Applicants

531 Marshall Drive, West Chester, PA 19380

Address of Applicant

507-709-1089

Phone Number

daniel@nooneborger.com

Email Address (if any)

Daniel and Melissa Hollander

Name of Applicant(s)

6/11/2025

Date

James D. Doyle, Esquire

Attorney (If Represented)

17 East Gay St, Suite 100

West Chester, PA 19381-0562

610-696-8225;

jdoyle@gawthrop.com

Phone or Email

Borough Use Only

Zoning Hearing Board Fee: _____ Check No.: _____ Date Received: _____

Received By: _____

Borough Employee

**Zoning Hearing Board Application of
Daniel A. Hollander and Melissa Jean Hollander**

Property Information

Address: 531 Marshall Drive (UPI No. 1-2-89)
Owners: Daniel A. Hollander and Melissa Jean Hollander
Lot Area: 0.2357 acres
Zoning District: NC-1 Neighborhood Conservation District

Daniel A. Hollander and Melissa Jean Hollander (hereinafter "Applicants") respectfully file this zoning hearing board application with the West Chester Borough Zoning Hearing Board (hereinafter "Board"). The subject property is UPI No. 1-2-89, on Marshall Drive in the NC-1 Neighborhood Conservation District (hereinafter "Property").

The Property is owned by Applicants as husband and wife. The Property is used by Applicants as their primary residence and is currently improved with one single-family dwelling and driveway. The Property does not have a garage, which limits the Applicants' ability to securely store vehicles and other personal property.

The Applicants seek to construct a one-story attached garage attached to the existing single-family detached dwelling that will be approximately 533 square feet in size, and corresponding driveway extension.

Variance Request

The Applicants are seeking a variance from Section 112-306.B (dimensional requirements) of the West Chester Borough Zoning Ordinance to permit the construction of a one-story attached garage that will encroach approximately 12.6 feet into the 15 foot required side yard setback.

The Applicants are also seeking a variance from Section 112-306.B (dimensional requirements) and Section 112-602.L (General regulations and design standards) to permit the construction of a corresponding driveway extension that will encroach approximately 3.7 feet into the 5 foot required side yard setback for an accessory structure and parking spaces.

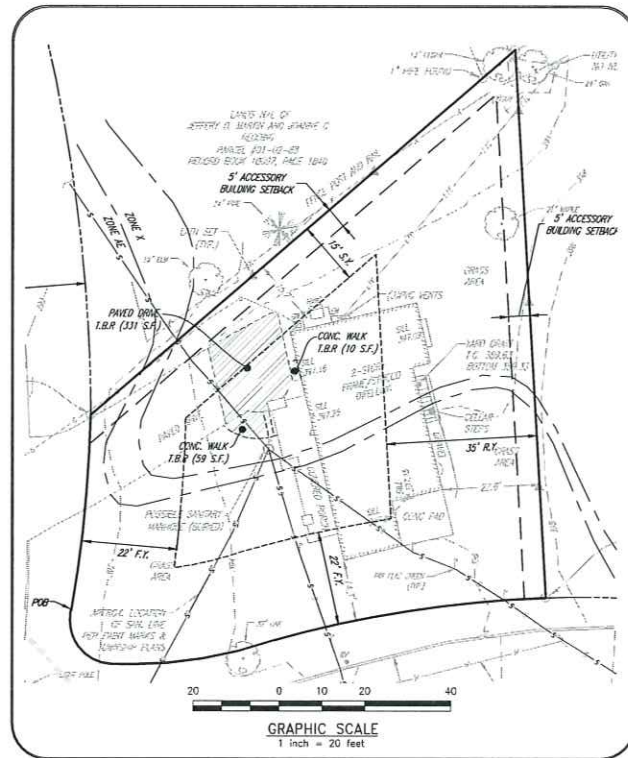
Additionally, the Applicants seek a variance from Section 112-602.K (Parking in front of building) to permit parking spaces to be located within the required front yard.

The Property will otherwise comply with all applicable area and bulk regulations, including existing nonconforming conditions, such as minimum lot area, minimum lot width, minimum front yard setback, minimum rear yard

setback, minimum rear yard setback for accessory structures, maximum building coverage, maximum impervious coverage, and maximum building height.



DEMOLITION PLAN:



KEY TO ABBREVIATIONS

AGT = AGGREGATE
BC = BOTTOM OF CURB
BW = BOTTOM OF WALL
CD = CLEAN CUT
C/F = CEMENT
D = DRED DESCRIBED
DPT = DEPRESSION CURB
DW = DOUBLE YELLOW LINE
EL = ELEVATION
ELEV = ELEVATION
EWP = ELEVATION POINT
FF = FIRST FLOOR ELEVATION
GM = GAS METER
GV = GAS VALVE
HCP = HANDICAP PARKING SIGN/SPOT
HW = HATCH ELEVATION
LA = LANDSCAPED AREA
OH = OVERHEAD WIRE
RD = ROAD
R/W = RIGHT-OF-WAY
S = SURVEY
SML = SINGLE WHITE LINE
STL = SINGLE YELLOW LINE
TC = TOP OF CURB
TO = TOP OF GRADE
TBY = TELEPHONE/COAXIAL BOX
TW = TOP OF WALL
UP = UNDERGROUND UTILITY
UP = UTILITY POLE
URD = UNDERGROUND ROOF DRAIN
WV = WATER VALVE
WV = WATER VALVE

LEGEND

PROPERTY BOUNDARY
ADJACENT PROPERTY LINE
FLOOD PLAIN LINE
EDGE OF PAVING
EDGE OF DRIVE
CENTRAL
BUILDING LINE
MUNICIPAL BOUNDARY LINE
SOLID LINE
SOIL TYPE DESIGNATION
DRAINAGE LINE
WATER/STORM/POUND
STORM PIPE
SAWTOOTH SLOPE
SAWTOOTH SLOPE
BUILDING SETBACK LINE
GAS LINE
OVERHEAD WIRE
OVERHEAD ELECTRIC TELECOMMUNICATION CABLE LINES
OVERHEAD ELECTRIC LINE
UNDERGROUND ELECTRIC LINE
UNDERGROUND TELECOMMUNICATION LINE
WATER SERVICE LINE
FENCE LINE
CONCRETE CURB LINE
LEGAL RIGHT-OF-WAY
TREE LINE
BRUSH LINE
METAL
GUT WIRE
UTILITY POLE
AIR CONDITIONING UNIT
WELL
STREET SIGN
GAS MANHOLE
SAWTOOTH MANHOLE
STORM MANHOLE
ELECTRIC MANHOLE
COMMUNICATIONS MANHOLE
WATER MANHOLE
GENERAL UTILITY MANHOLE
STORM PILE TYPE "C"
STORM PILE TYPE "W"
STORM PILE TYPE "Y"
CITY STORM PILE
LIGHT POST
FIRE HYDRANT
SAWTOOTH CLEAN OUT
WATER VALVE
GAS VALVE
RETARD FLAG
ROOF DRAIN
WORMHOLE FOUND
WORMHOLE SET
PREFORMED FOUND
5/8" REBAR SET
STONE FOUND
STONE SET
SITE BENCH MARK
DECIDUOUS TREE
CONIFER TREE
SLANTED TEXT=EXISTING INFORMATION
UPRIGHT TEXT=PROPOSED INFORMATION
TITLE REPORT NOTE

IMPERVIOUS CALCULATIONS

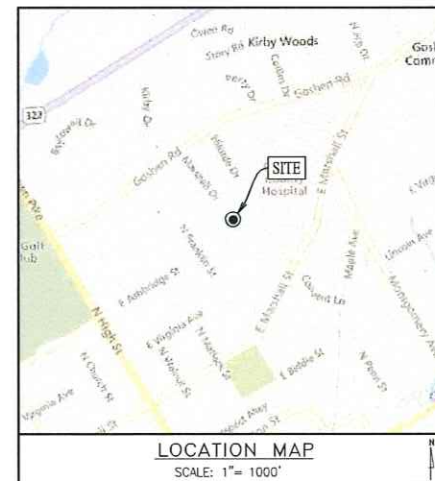
BUILDING	1,355
PAVED DRIVE	943
PORCH	253
CONC. WALKS & PADS	267
TOTAL	2,818

TO BE REMOVED IMPERVIOUS CALCULATIONS

PAVED DRIVE	-331
WALK	-69
TOTAL REMOVED	-400
TOTAL IMPERVIOUS	2,418

PROPOSED IMPERVIOUS CALCULATIONS

GARAGE ADDITION	533
DRIVEWAY EXTENSION	55
WALK	69
TOTAL	657
TOTAL PROPOSED	3,075



GENERAL NOTES

- RECORD OWNER/SITE ADDRESS:
DANIEL A. HOLLANDER & JESSICA JEAN HOLLANDER
531 MARSHALL DRIVE
WEST CHESTER, PA. 19380
- TAX PARCEL #: 1-2-89
- SOURCE OF TITLE: RECORD BOOK 11314, PAGE 660
- LOT AREA: 9,842 S.F./0.226 ACRE (GROSS)
- TOPOGRAPHIC AND PHYSICAL IMPROVEMENTS SHOWN ARE FROM FIELD SURVEY BY HOWELL SURVEYING, LLC. PERFORMED ON 03/14/2025.
- THIS MAP AND SURVEY WERE PREPARED FROM INFORMATION OF RECORD, FURNISHED AND/OR OBTAINED, TOGETHER WITH EVIDENCE FOUND ON THE GROUND. THIS PLAN DOES NOT REPRESENT A BOUNDARY SURVEY. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT, WHICH WOULD DISCLOSE ANY RIGHTS, RESERVATIONS, EASEMENTS, ETC., OF RECORD.
- CONTOURS PLOTTED FROM FIELD RUN TOPOGRAPHIC SURVEY BY HOWELL SURVEYING, LLC. DATUM: NAVD 88 (COMPUTED USING GEOID18) & NAV 83 (2011) (EPOCH2010.0000) (AS DETERMINED BY GPS OBSERVATION). SITE BENCH = TOP OF R/W OF STORM MANHOLE LOCATED ON MARSHALL DRIVE AS SHOWN ON PLAN. ELEVATION = 390.56', CONTOUR INTERVAL: 2 FEET.
- UNDERGROUND UTILITIES SHOWN WERE PLOTTED FROM OBSERVABLE EVIDENCE AT THE TIME OF SURVEY AND INFORMATION FROM PLANS SUPPLIED BY UTILITY COMPANIES. NO GUARANTEE IS MADE THAT UNDERGROUND UTILITIES ARE ACCURATELY OR COMPLETELY SHOWN HEREON.
- THIS PROPERTY IS PARTIALLY LOCATED WITHIN FLOOD HAZARD ZONE X AN AREA OF SPECIAL FLOOD HAZARD, AND ZONE X AN AREA OF MINIMAL FLOOD HAZARD PER THE NATIONAL FLOOD INSURANCE RATE MAP FOR CHESTER COUNTY, PA. MAP NO. 4202002100, PANEL 210 OF 380, DATED SEPTEMBER 28, 2017. FLOOD PLAIN BOUNDARIES SHOWN HEREON WERE SCALED FROM THE ABOVE MENTIONED MAP.
- TWO PARKING SPACES 9 FEET X 18 FEET ARE REQUIRED FOR A SINGLE FAMILY DETACHED DWELLING. IN THE GARAGE, A FLOOD AREA TO MEET THIS REQUIREMENT MUST REMAIN FREE OF ARTICLES THAT WOULD PREVENT USE OF THE REQUIRED PARKING SPACES.

REFERENCE PLAN(S)

- PLAN ENTITLED "THANK MANOR", PREPARED BY T.G. COLEWORTH, WEST CHESTER, PA. MAY 1950, RECORD PLAN BOOK 2.

PA ONE CALL

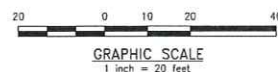
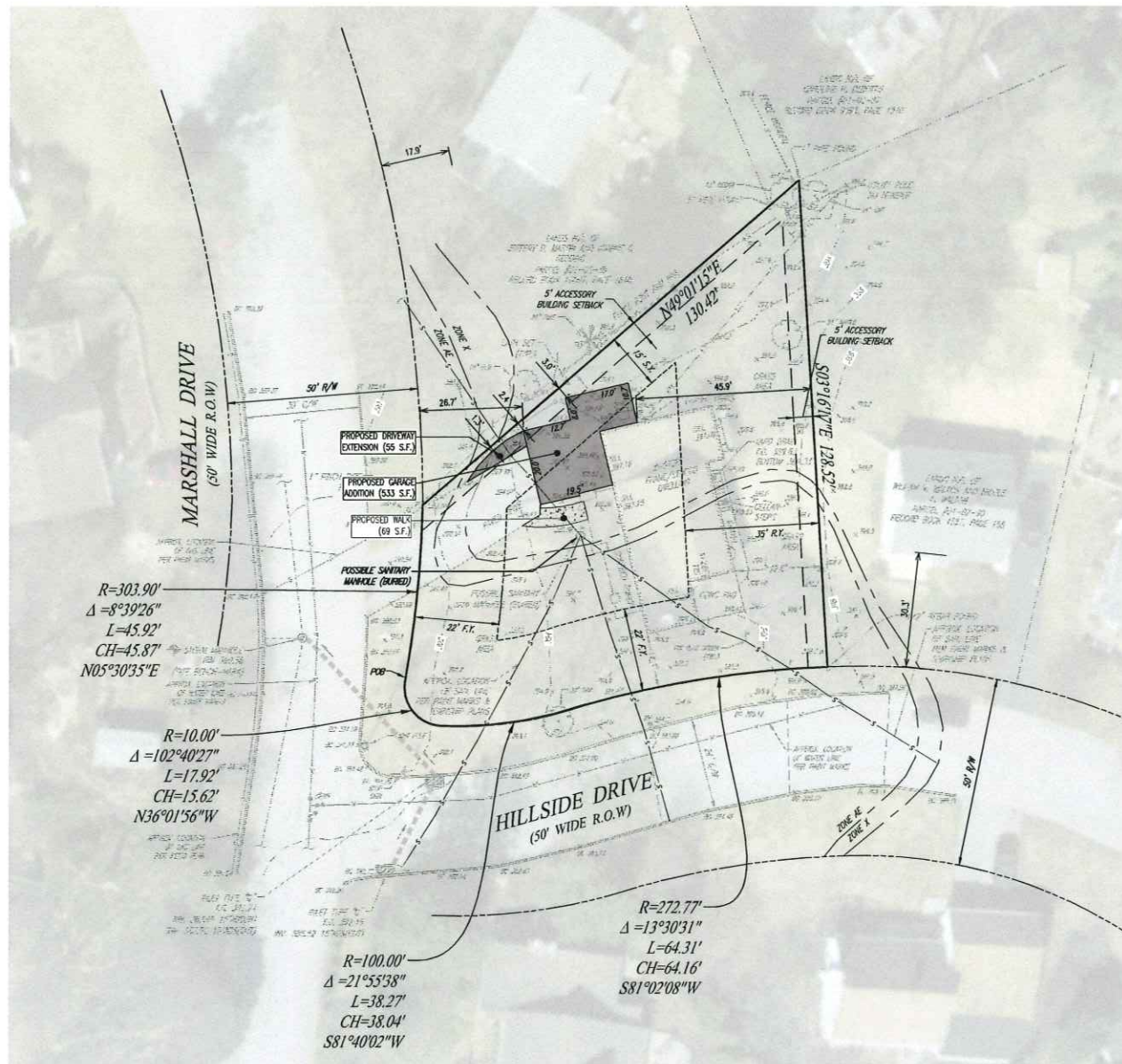
ACT 287 SERIAL NUMBER: 20250801870
HOWELL SURVEYING DOES NOT GUARANTEE THE ACCURACY OF THE LOCATIONS FOR EXISTING SUBSURFACE UTILITY LINES, STRUCTURES, ETC. SHOWN ON THE PLANS. NOR DOES HOWELL SURVEYING GUARANTEE THAT ALL SUBSURFACE UTILITY LINES, STRUCTURES, ETC. ARE SHOWN. CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATIONS OF ALL SUBSURFACE UTILITY LINES, STRUCTURES, ETC. BEFORE THE START OF WORK, BY CALLING THE PENNSYLVANIA ONE CALL SYSTEM AT 1-800-242-1776.

UTILITIES NOTIFIED

COMPANY: AQUA PENNSYLVANIA
ADDRESS: 752 LANCASTER AVE
CONTACT: THOMAS MADOT
PHONE: 610-525-1400 EXT. 52105
COMPANY: PEED AN EXELON COMPANY C/O USG
ADDRESS: 450 S HENDERSON ROAD SUITE B
CONTACT: MIKHA SHIPKINS
PHONE: 484-691-5720
COMPANY: WEST CHESTER BOROUGH
ADDRESS: 401 E GAY ST
CONTACT: DON EDWARDS
PHONE: 610-695-5282
COMPANY: VERIZON BUSINESS FORMERLY MCI
ADDRESS: 400 INTERNATIONAL PKWY
CONTACT: ROBERT BUTLER
PHONE: 484-695-4091

ZONING VARIANCE REQUEST:

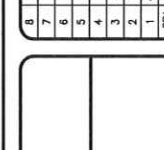
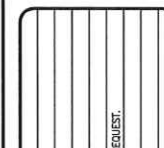
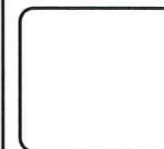
- APPLICANTS ARE SEEKING A VARIANCE FROM SECTION 112-306.B (DIMENSIONAL REQUIREMENTS) OF THE WEST CHESTER BOROUGH ZONING ORDINANCE TO PERMIT THE CONSTRUCTION OF A ONE-STORY ATTACHED GARAGE THAT WILL ENCRoACH APPROXIMATELY 12.6 FEET INTO THE 15 FOOT REQUIRED SIDE YARD SETBACK.
- THE APPLICANTS ARE SEEKING A VARIANCE FROM SECTION 112-306.B (DIMENSIONAL REQUIREMENTS) AND SECTION 112-802.L OF THE WEST CHESTER BOROUGH ZONING ORDINANCE TO PERMIT THE CONSTRUCTION OF A CORRESPONDING DRIVEWAY EXTENSION THAT WILL ENCRoACH APPROXIMATELY 3.7 FEET INTO THE 5 FOOT REQUIRED SIDE YARD SETBACK FOR AN ACCESSORY STRUCTURE AND PARKING SPACES.
- THE APPLICANTS ARE SEEKING A VARIANCE FROM SECTION 112-802.K (PARKING IN FRONT OF BUILDING) OF THE WEST CHESTER BOROUGH ZONING ORDINANCE TO PERMIT PARKING SPACES LOCATED WITHIN THE FRONT YARD AREA.



UPI#: 1-2-89

HOWELL
SURVEYING
Local Knowledge. Engineered.

1250 Wright Lane, West Chester, PA 19380
(610) 918-8004 | Fax: (610) 918-9005



PLAN OF
TOPOGRAPHIC SURVEY
CLIENT: NEW CREATION BUILDERS, LLC.
PROJECT: 531 MARSHALL DRIVE
LOCATION: WEST CHESTER BOROUGH
CHESTER COUNTY, PA

DATE: 03/14/2025
SCALE: 1"=20'
DRAWN BY: AAR
CHECKED BY: PSN
PROJECT NO: 16434
CAD FILE: GRADING PERMIT PLAN (REV.1)
DRAWING NO: S1
SHEET 1 of 1

August 5, 2025

VIA HAND DELIVERY

Borough of West Chester
Attn: Sean Metric
401 East Gay Street
West Chester, PA 19380

Re: Zoning Hearing Board Application of Grubb Road, LLC

Dear Chris:

I am submitting on behalf of my client, Grubb Road, LLC, two (2) copies of the following:

- Zoning Hearing Board Application,
- Narrative in Support of Application, and
- Site Layout Plan.

The application fee of \$500.00 is also enclosed.

Kindly list the matter for a hearing before the Zoning Hearing Board. Thank you for your courtesy in this matter.

Very truly yours,



Natalie R. Young

/cfg

Enclosures

cc: Arthur L. Sagnor, III, Esquire, Solicitor (w/enclosures) [via Electronic Mail Only]
Housing@west-chester.com, (w/enclosures) [via Electronic Mail Only]



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 # _____

DATE RECEIVED _____

Property (real estate) Location 436 N. Church Street

Zoning District: NC-2

Tax Parcel: 1-4-155

I / We (name) Grubb Road LLC of 136 Grubb Road, Malvern, PA 19355 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:

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

Sections 112-307.B - See attached Memorandum.

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

☐ **Other** _____

Application Received By: w. mecke

Date: 08/05/2025

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 on the corner of N. Church Street and W. Marshall Street and consists of .3 acres (5,521.4 (+/-) s.f.).

The Property is used for multi-family housing and contains an existing four-story detached house with 6 apartment units.

B) a) Does the Applicant own the Property? (X) 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 Narrative including any documents supporting your request).

(X) See Attached Narrative

D) Has any Exception or Variance. You may also attach your explanation in a separate narrative or previous application or appeal been filed with this Property?

() Yes (X) No

(E) PLOT PLAN REQUIREMENTS (Supporting Documents)

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.

Grubb Road, LLC

Name of Applicant(s)



Signature Attorney-in-Fact

136 Grubb Road, Malvern, PA 19355

Address of Applicant

(610) 840-0233

Phone Number

bnagle@macelree.com
nyoung@macelree.com

Email Address (if any)

Name of Applicant(s)

Date

Brian Nagle and Natalie Young

Attorney (If Represented)

MacElree Harvey, Ltd.
17 W. Miner St., West Chester, PA 19381

Address

(610) 840-0233
bnagle@macelree.com, nyoung@macelree.com

Phone or Email

Borough Use Only

Zoning Hearing Board Fee: \$500.00 Check No.: 140714 Date Received: 08/05/2025

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: _____

BEFORE THE ZONING HEARING BOARD OF WEST CHESTER BOROUGH

IN RE: Dimensional Variance Application of Grubb Road LLC

I. Introduction

Grubb Road LLC ("Applicant") is the owner of a 0.3-acre parcel of real property located at 436 N. Church Street, Borough of West Chester ("Borough"), Chester County, Pennsylvania (the "Property"), being UPI No. 1-4-155. The Property is in the NC-2 zoning district and is a corner lot at the corner of N. Church Street and W. Marshall Street. The Property is improved with a four-story detached house containing six apartment units. Applicant proposes to subdivide the lot to create a new lot with a proposed single-family home with a footprint of 1,200 square feet ("Lot 1") located on the rear portion of the existing lot. No alterations are proposed for existing four-story detached house containing six apartment units which would sit on the remaining portion of the existing lot after the subdivision ("Lot 2"). Applicant seeks dimensional variances from the side and rear setback requirements for Lot 1 and from the minimum lot area requirement for Lot 2, in order to allow subdivision and construction of a new single-family home on Lot 1.

II. Request for Relief

A. Variance from Rear and Side Yard Setback Requirements (Section 112-307.B)

Section 112-307.B of the Borough of West Chester Zoning Ordinance (the "Ordinance") sets a minimum setback requirement for the rear yard of 20 feet and a minimum setback for the side yard(s) of 10 feet. Applicant seeks a variance from this section to allow a rear yard setback of 15.74 feet and a left elevation side yard setback of 7.46 feet on the proposed Lot 1. The proposed left elevation side yard setback of 7.46 on Lot 1 is adjacent to the rear yard setback of 20 feet on Lot 2 – which is also owned by the Applicant. In other words, the proposal preserves 27.46 feet of yard space between the existing dwelling on Lot 2 and the proposed dwelling on Lot 1.

The Property is a corner lot fronting N. Church Street with a rear yard along W. Marshall Street containing 5,521.4 (+/-) square feet. The Applicant proposes a single-family home with a footprint of 1,200 square feet on the newly created Lot 1, which would be consistent with the size and appearance of other single-family homes within the Borough. The requested variance differs from the side yard setback requirement by 2.54 square feet and rear yard setback requirement by 4.26 square feet. In the context of a setback of 10 feet, where 7.46 feet of the setback is maintained, the variance request is *de minimis*. In viewing a side yard of 7.46 feet, next to Lot 2's adjacent rear yard of 20 feet, the public will have no ability to discern that the side yard is less than the required 10-foot setback. The same analysis would apply to the proposed rear yard, where the proposal would preserve 15.74 feet of the setback.

The Applicant, as of right, has the option to expand the nonconforming use by constructing an additional apartment structure consisting of 6,300 square feet in the rear yard space of the existing lot. However, the allowance of the requested variances would preserve 20 feet of rear yard space immediately behind the existing structure on the existing lot and would provide for a home on a new lot with similar character to other homes within the Borough.

The requested variance will not alter the essential character of the neighborhood or the NC-2 District, nor will it substantially or permanently impair the use or development of neighboring properties or be detrimental to the public welfare. To the contrary, the Applicant's proposed subdivision and home will be an attractive addition to the neighborhood and help maintain the value of neighboring dwellings. The requested variance will represent the minimum variance that will afford Applicants relief and will represent the least modification possible of Section 112-307.B of the Ordinance.

B. Variance from Minimum Lot Area Requirement (Section 112-307.B)

Section 112-307.B of the Ordinance sets a minimum lot area consistent with the median value of the lot on the block face. The median lot area along the block face is .26 acres or 11,505

square feet. The Applicant requests a variance to allow for a lot area of .206 acres or 8,958.9 square feet for Lot 2. There are 3 properties along the block face of N. Church Street between W. Lafayette Street and W. Marshall Street. The lot area of the existing lot that is the subject of this application currently consists of .3 acres or 12,890 square feet. The other two lots along the block face consist of lot areas of .26 acres or 11,505 square feet at 430 N. Church Street and .11 acres or 4,688 square feet at 428 N. Church Street. The existing lot, which contains 12,890 square feet, has the largest lot area on the block face by 1,385 square feet. If the requested variance is granted, Lot 2 would have the second largest lot area along the block face. Because the new Lot 2 would fall in between the largest and smallest lot along the block face, Lot 2 would not be inconsistent with the other lots along the block face.

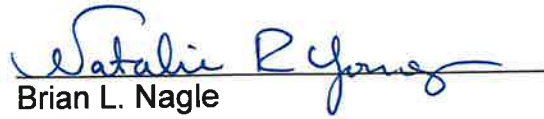
The requested variance will not alter the essential character of the neighborhood or the NC-2 District, nor will it substantially or permanently impair the use or development of neighboring properties or be detrimental to the public welfare. The requested variance will represent the minimum variance that will afford Applicant relief and will represent the least modification possible of Section 112-307.B of the Ordinance.

III. Conclusion

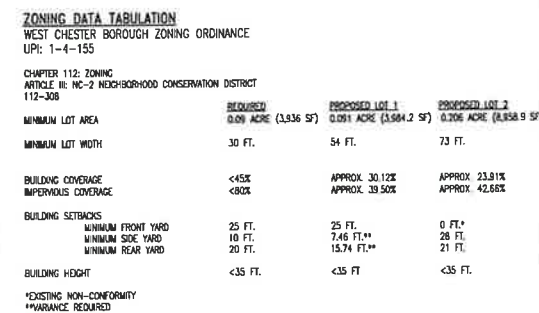
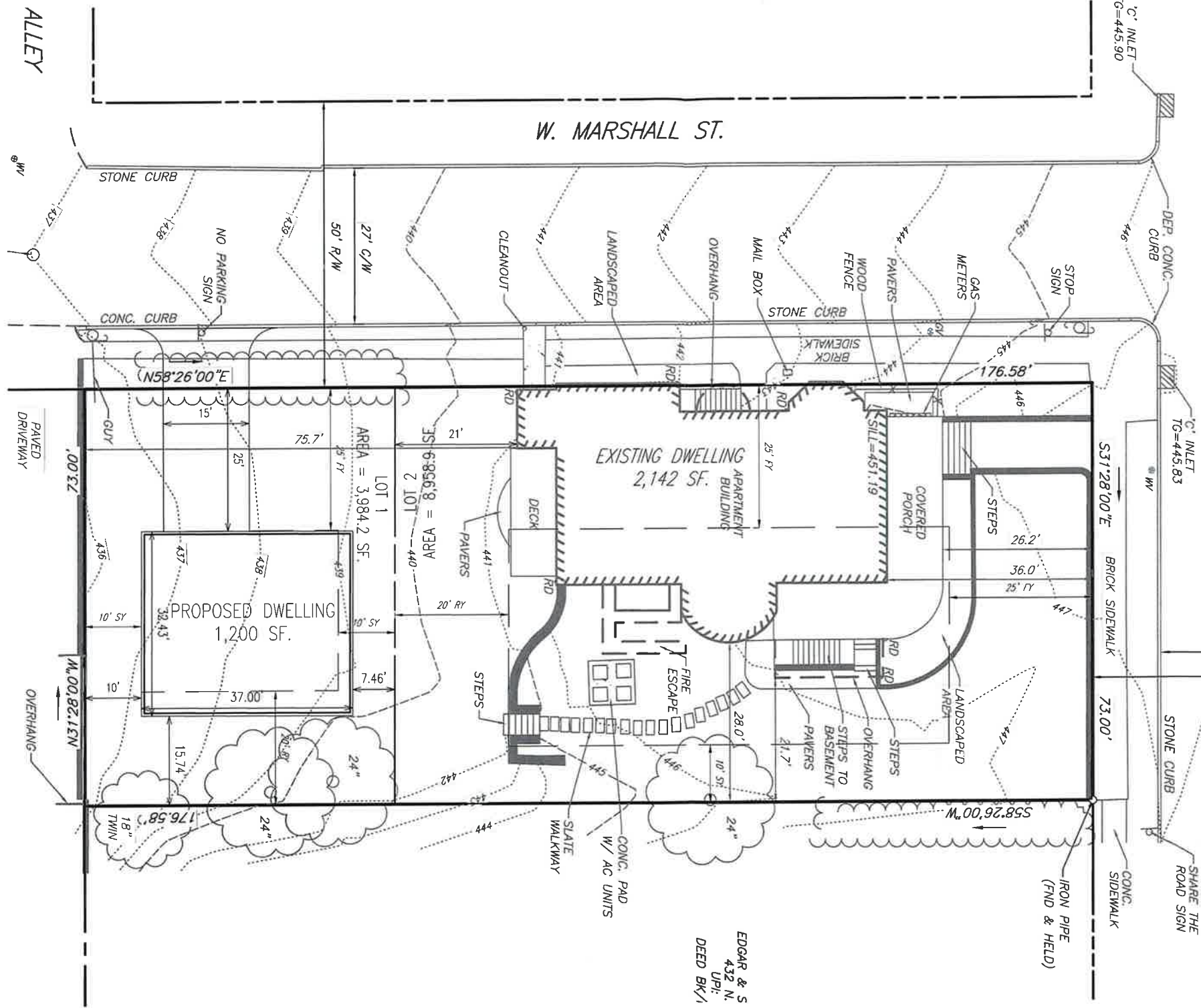
Applicant will establish compliance with the applicable variance standards and other applicable Ordinance requirements during the hearing before the Zoning Hearing Board. Applicant requests that the relief sought herein be granted, in addition to any other relief deemed necessary by the Zoning Hearing Board to effectuate the proposed addition.

Respectfully submitted,

Date: August __, 2025



Brian L. Nagle
Natalie R. Young
MacElree Harvey, Ltd.
17 West Miner Street
P.O. Box 660
West Chester, PA 19381-0660
(610) 436-0100
Attorneys for Applicants



ITEM	DATE	DESCRIPTION
8		
7		
6		
5		
4		
3		
2		
1		

CLIENT: MACELREE HARVEY LTD.
PROJECT: 5139
LOCATION: 436 N CHURCH STREET
WEST CHESTER BOROUGH,
CHESTER COUNTY PA

DATE:	03/28/25
SCALE:	1"=10'
DRAWN BY:	MF
CHECKED BY:	DH3
PROJECT NO.:	5139
CAD FILE:	5130 PILING
PLOTTED:	03/26/25
DRAWING NO.:	SK-1
SHEET	1 of 3



July 25, 2025

West Chester Borough
Attn: Aaron Flook, Director of Building and Code Enforcement
401 E. Gay Street
West Chester, PA 19380

**RE: Final Land Development Plan
Axle Square LLC, 210-214 West Washington St.
Inland Design Project No. 12308
Request for Zoning Predetermination for Proposed Building Coverage**

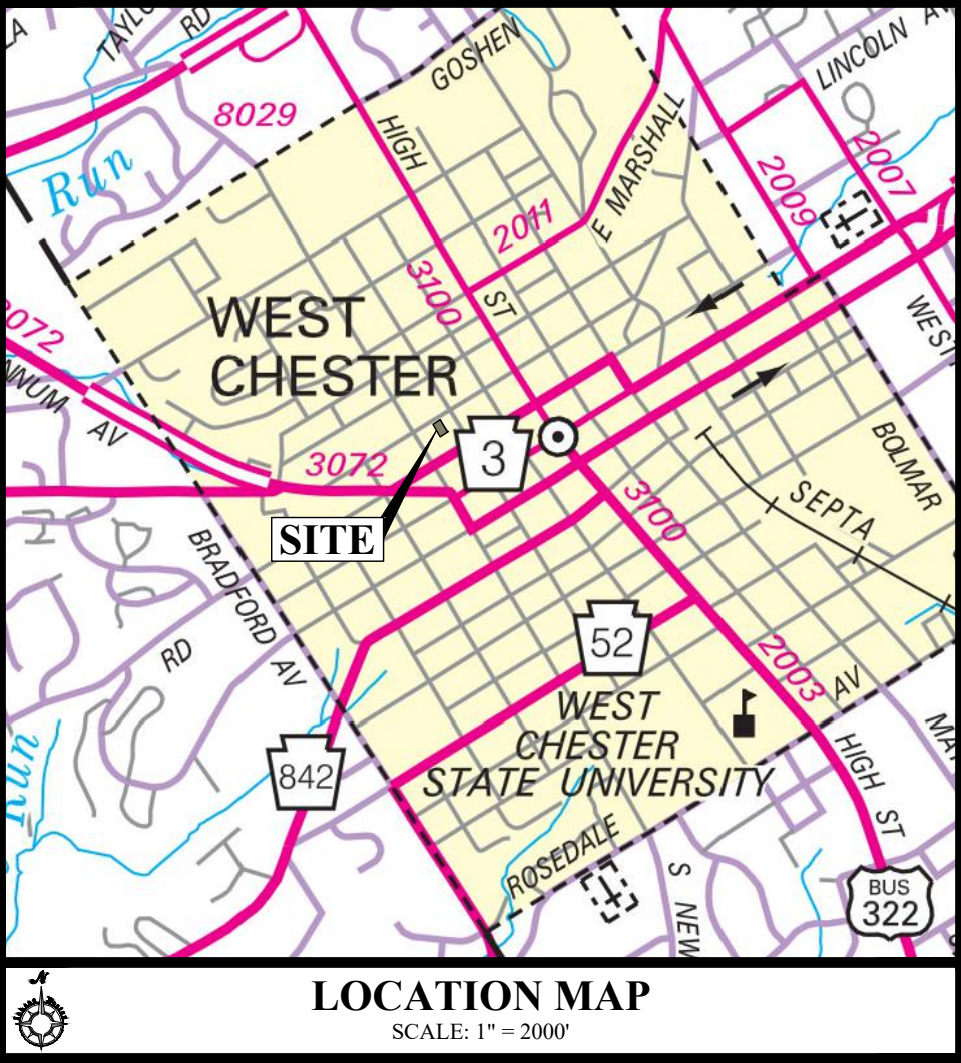
Dear Mr. Flook:

Pursuant to our recent conversation, attached is the latest revision of the Land Development Plans for the above-referenced project. The attached plans show the properties being redeveloped into a residential community of 8 townhomes. As discussed, the existing conditions on the parcels include 3 buildings that present building coverage and overall impervious coverage of 84.9% and 88.6% respectively. The development proposal will reduce the overall impervious cover on the property to 48.7%, which is less than the 50% permitted by zoning and significantly less than what presently exists on the site. It is also noted that the proposed building coverage of the 8 new townhomes is 45.5%, which exceeds the 35% permitted by zoning. In consideration of the significant reduction in the overall building and impervious coverage proposed for the property, we respectfully request a predetermination of whether the proposed building coverage can be considered as compliant with the zoning ordinance.

Please let me know if you require any additional information regarding this matter. Thank you for your consideration.

Sincerely,

Scott J. Zwizanski, P.E.
Project Engineer



GENERAL NOTES:

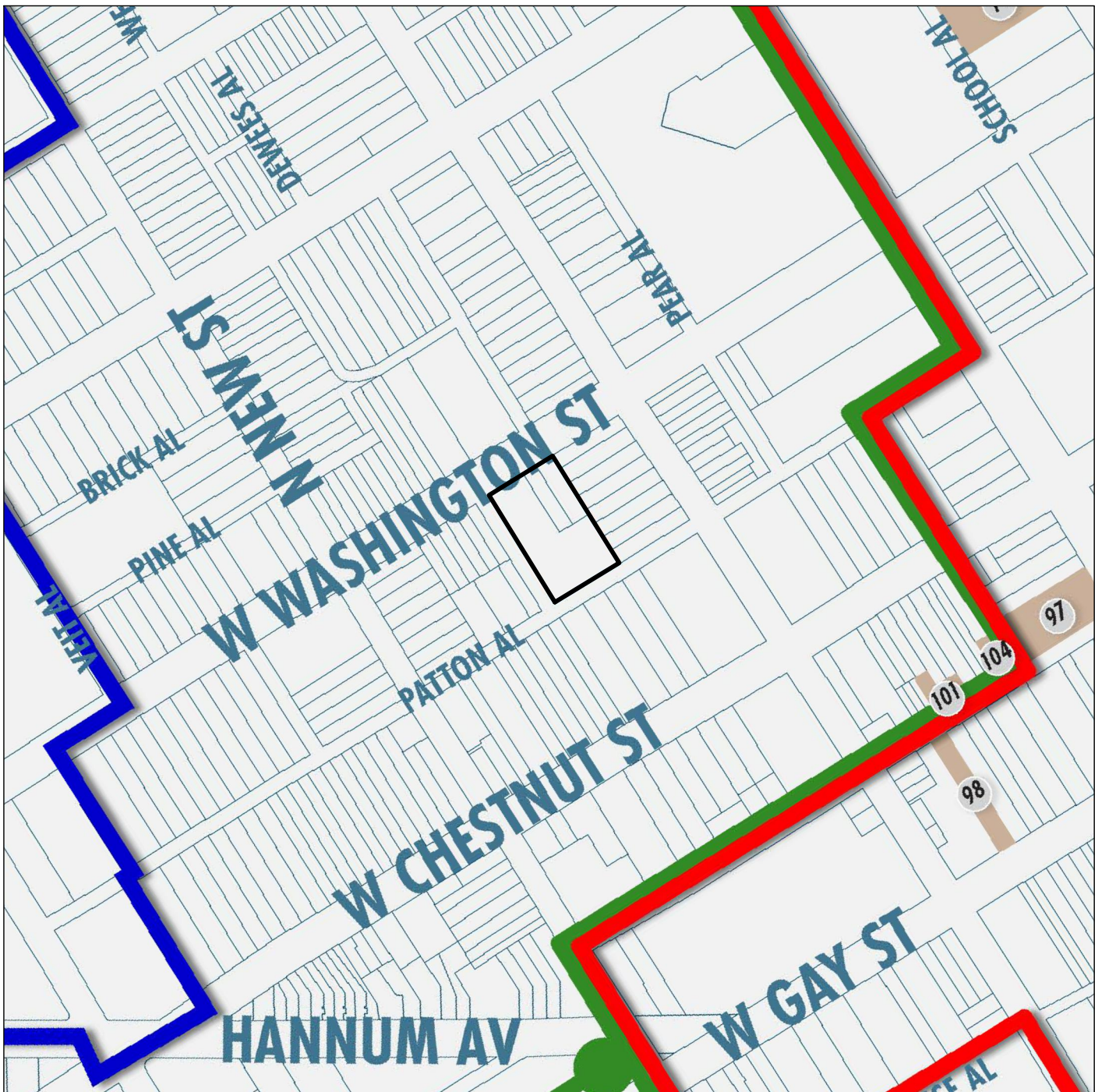
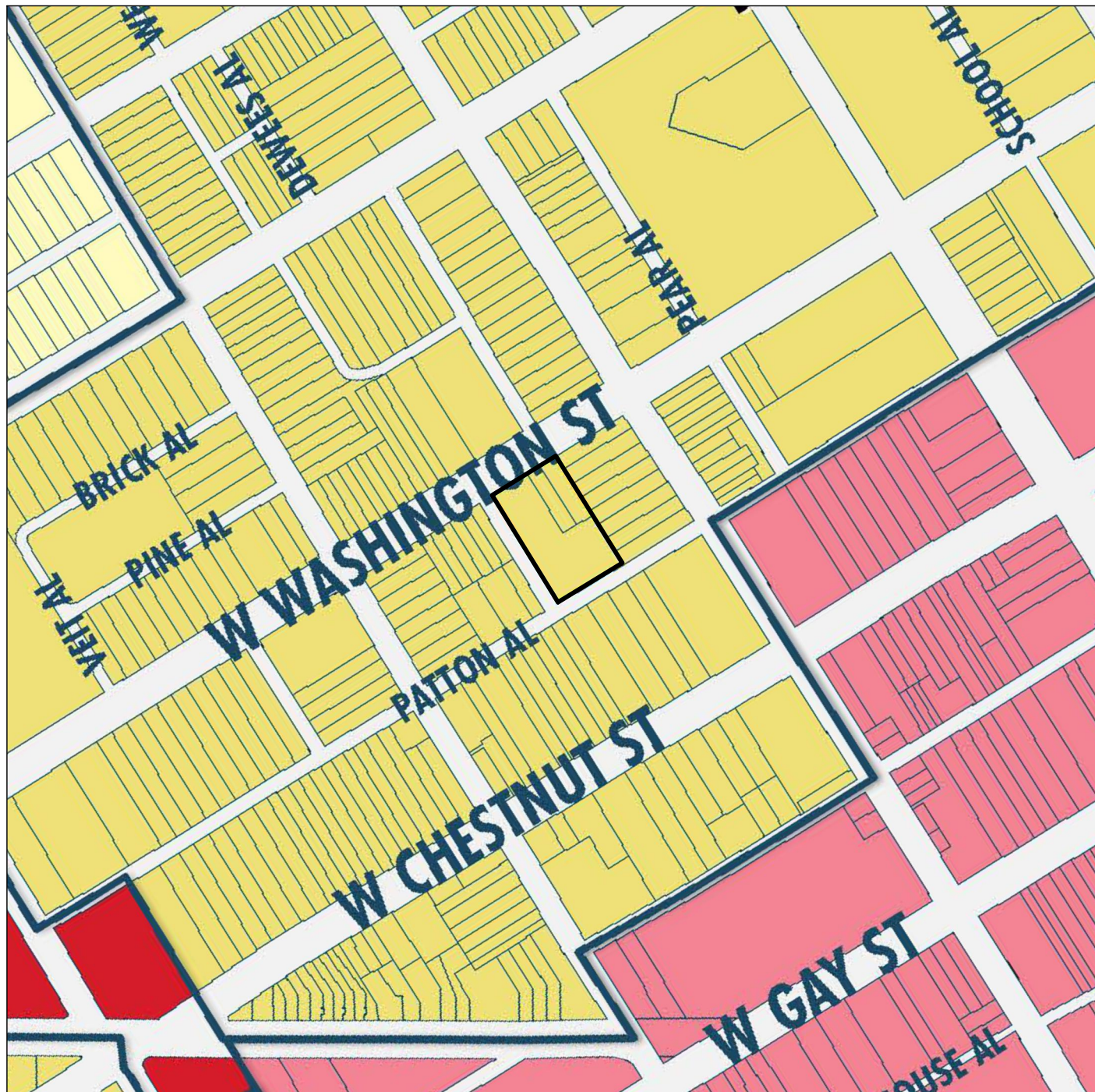
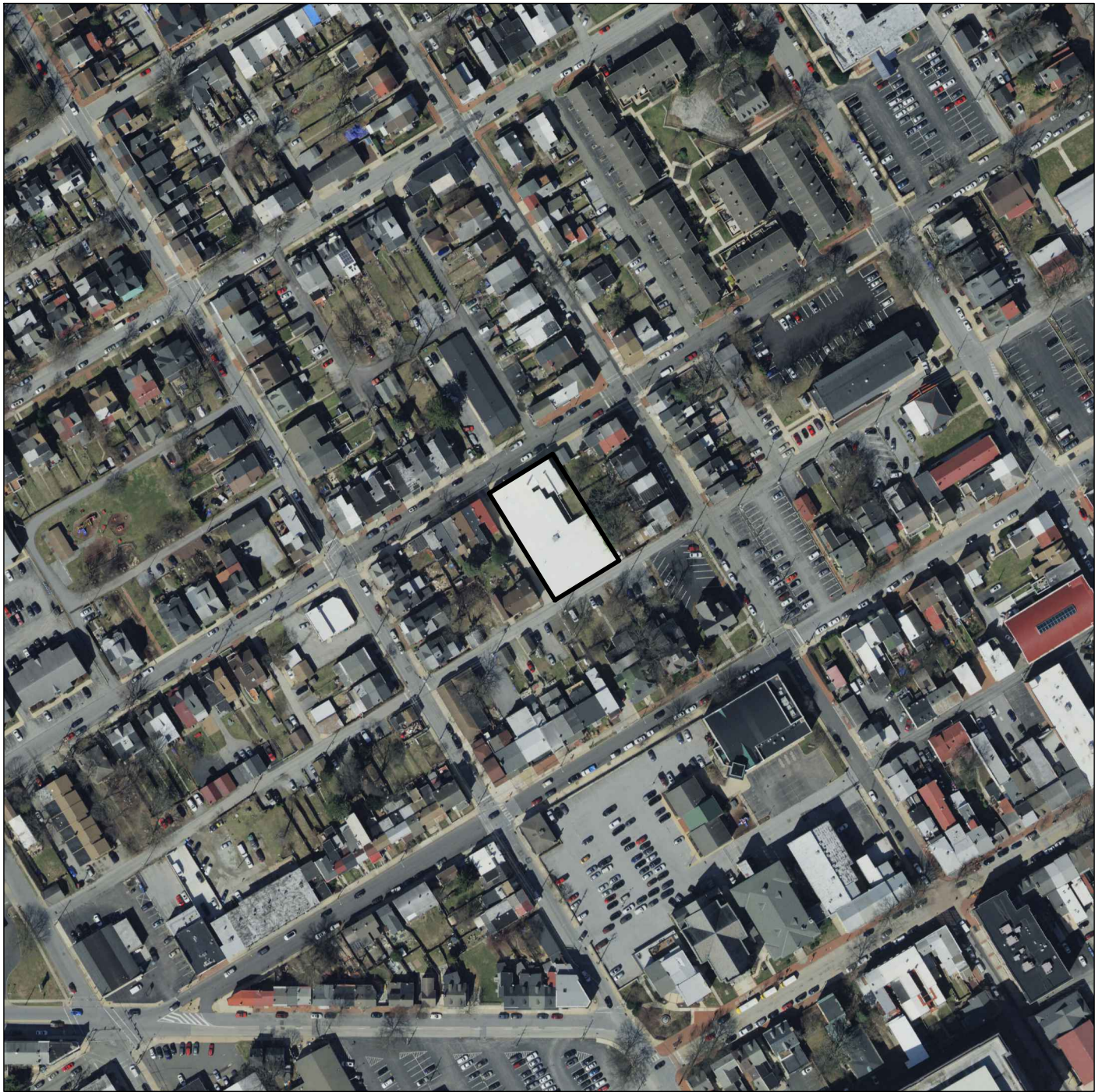
- TOTAL TRACT AREA = 0.385 ACRES (16,883 S.F.)
- TAX PARCEL NUMBERS: UPLs: 1-8-147, 1-8-147.1, AND 1-8-148.
- THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
- BOUNDARY INFORMATION SHOWN PER FIELD SURVEY PERFORMED IN JUNE 2024 BY INLAND DESIGN, LLC, WEST CHESTER, PA.
- TOPOGRAPHIC INFORMATION AND IMPROVEMENTS SHOWN BY PHYSICAL FIELD SURVEY PERFORMED IN JUNE 2024 BY INLAND DESIGN, LLC, WEST CHESTER, PA. CONTOUR INTERVAL = 2 FOOT.
- ELEVATIONS BASED ON NAVD83 DATUM. VERTICAL DATUM OBTAINED BY GPS OBSERVATIONS ON JUNE 18, 2024.
- THE PROPERTY IS LOCATED WITHIN THE NC-2 - NEIGHBORHOOD CONSERVATION ZONING DISTRICT FOR SINGLE-FAMILY ATTACHED DWELLINGS.
- THERE ARE NO WETLANDS LOCATED ON THE SUBJECT PROPERTY PER THE NATIONAL WETLANDS INVENTORY.
- THERE IS NO 100 YEAR FLOODPLAIN LINE SHOWN ON THE PLAN, WHICH WAS DETERMINED FROM THE REFERENCE FIRM PANELS, MAP NUMBER 42029C0210G, EFFECTIVE SEPTEMBER 29, 2017.
- SOILS INFORMATION TAKEN FROM UNITED STATES DEPARTMENT OF AGRICULTURE, NATURAL RESOURCE CONSERVATION SERVICE. THE ENTIRE SITE FALLS WITHIN THE SOIL CLASSIFICATION OF UH - URBAN LAND.
- SITE GEOLOGY IS CHARACTERIZED AS Fgpp: FELSIC GNEISS.
- THE PROPERTY IS SERVICED BY PUBLIC SEWER AND PUBLIC WATER.
- THE SITE IS LOCATED IN THE TAYLOR RUN WATERSHED WHICH IS TRIBUTARY TO THE BRANDYWINE CREEK WATERSHED. THE CHAPTER 93 DESIGNATION FOR TAYLOR RUN: TROUT STOCKING (TSF), MIGRATORY FISHES (MF).
- COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND FACILITIES CANNOT BE GUARANTEED. THE CONTRACTOR MUST VERIFY THE LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES AND/OR FACILITIES PRIOR TO BEGINNING ANY EARTH-MOVING ACTIVITIES.
- A HOMEOWNER'S ASSOCIATION WILL BE CREATED FOR THE PURPOSES OF MAINTAINING ALL COMMON ELEMENTS INCLUDING, BUT NOT LIMITED TO DRIVEWAYS, STORMWATER MANAGEMENT FACILITIES, SIDEWALKS, LANDSCAPING AND ANY OTHER RELATED ELEMENTS.
- THE SITE DEVELOPER SHALL BE RESPONSIBLE TO COORDINATE WITH A PROFESSIONAL LAND SURVEYOR TO SET ALL PROPOSED BOUNDARY MONUMENTATION AT THE COMPLETION OF CONSTRUCTION.
- THE OWNER AND CONTRACTOR ARE RESPONSIBLE TO ENSURE THAT NO DAMAGE OCCURS TO EXISTING CURBING OR ROADWAYS. ANY DAMAGE WILL REQUIRE IMMEDIATE REPAIR TO THE BOROUGH'S SATISFACTION. ADDITIONALLY, WEST CHESTER BOROUGH DOES NOT ACCEPT MUD, DIRT OR DEBRIS TRACKED ONTO EXISTING ROADS. ANY MUD, DIRT OR DEBRIS OFFSITE / ON THE ROADS SHALL BE IMMEDIATELY CLEANED/REMOVED.
- THERE ARE NO STREETS, RIGHTS-OF-WAY, OR ANY PUBLIC USE INTENDED FOR DEDICATION BY THIS PLAN.
- ALL UTILITY LINES INCLUDING BUT NOT LIMITED TO ELECTRIC, GAS, STREETLIGHT SUPPLY, AND TELEPHONE SHALL BE PLACED UNDERGROUND. INSTALLATION OF ALL UTILITIES SHALL BE IN STRICT ACCORDANCE WITH THE ENGINEERING STANDARDS AND SPECIFICATIONS OF THE MUNICIPALITY, MUNICIPAL AUTHORITY OR OTHER PUBLIC UTILITY CONCERNED.
- STORMWATER MANAGEMENT SHOWN PER PROJECT NARRATIVE AND POST CONSTRUCTION MANAGEMENT CALCULATIONS FOR MAZ CONSTRUCTION, 210-214 WEST WASHINGTON STREET, WEST CHESTER BOROUGH, CHESTER COUNTY, DATED SEPTEMBER 30, 2024, LAST REVISED APRIL 2, 2025.
- IN ACCORDANCE WITH SECTION 97-38.1.E. THE APPLICANT IS PROPOSING TO PROVIDE A FEE IN LIEU OF ACREAGE TO BE SET ASIDE FOR RECREATION AND OPEN SPACE.
- AFTER ALL PROPOSED CONSTRUCTION ACTIVITY HAS BEEN COMPLETED THE FULL WIDTH OF WASHINGTON STREET AND PATTON ALLEY SHALL BE MILLED AND OVERLAID FOR THE EXTENT OF THE FRONTAGE OF THE PROPERTY.
- ACCESS TO THE ALLEYS, ADJACENT RESIDENTIAL DRIVEWAYS AND THE WASHINGTON STREET SIDEWALK SHALL BE AVAILABLE AT ALL TIMES AND NOT UTILIZED FOR CONSTRUCTION PURPOSES. IF CONSTRUCTION REQUIRES TEMPORARY CLOSURE OF AN ALLEY OR SIDEWALK, SIGNAGE AND DETOURS SHALL BE POSTED PER WEST CHESTER BOROUGH REQUIREMENTS.
- EACH NEW DWELLING SHALL BE CONSTRUCTED TO PROVIDE A DEDICATED BRANCH CIRCUIT AND OVER CURRENT PROTECTION TO ACCOMMODATE A FUTURE LEVEL 2 EVCS INSTALLATION, WITH A WIRED RECEPTACLE AND RACEWAY TERMINATION WITHIN CLOSE PROXIMITY TO VEHICLE PARKING.
- THE ONE-CAR GARAGE IN EACH DWELLING SHALL MAINTAIN A 9-FOOT BY 18-FOOT OPEN PARKING SPACE AREA.
- THE CONTRACTOR SHALL REPAIR ANY DAMAGED SECTIONS OF EXISTING SEWER MAIN THAT IS ENCOUNTERED/CAUSED DURING LATERAL CONNECTIONS.
- PRE AND POST LATERAL CONNECTION TV INSPECTION OF THE EXISTING PATTON ALLEY SEWER MAIN SHALL BE COMPLETED BY THE DEVELOPER.

WAIVER REQUESTS:

- THE FOLLOWING WAIVERS ARE REQUESTED FROM THE WEST CHESTER BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.
- 897-27 F(7) - THE APPLICANT REQUESTS A WAIVER FROM THE REFERENCED SECTION OF THE ORDINANCE THAT REQUIRES 75-FOOT CLEAR-SIGHT TRIANGLES BE PROVIDED AT THE ALL STREET INTERSECTIONS. THE 75-FOOT CLEAR-SIGHT TRIANGLE AT THE BIRDSEYE ALLEY INTERSECTION WITH WASHINGTON STREET AND PATTON ALLEY IS BLOCKED BY EXISTING BUILDINGS ON ADJOINING PROPERTIES AND THE PROPOSED NEW DWELLINGS ON OUR SITE.
 - 897-27 F(8) - THE APPLICANT REQUESTS A WAIVER FROM THE REFERENCED SECTION OF THE ORDINANCE THAT REQUIRES STREET INTERSECTIONS OF A STREET WITH A 25 MPH POSTED SPEED HAVE A MINIMUM SIGHT DISTANCE OF 175-FEET, MEASURED FROM A POINT 15-FEET FROM THE INTERSECTED PAVEMENT EDGE. THE SIGHTLINE FOR THE BIRDSEYE ALLEY INTERSECTION WITH WASHINGTON STREET, MEASURED 15-FEET BACK IS BLOCKED BY AN EXISTING BUILDING. THE SIGHTLINE FOR THE BIRDSEYE ALLEY INTERSECTION WITH PATTON ALLEY IS BLOCKED BY AN EXISTING BUILDING TO THE WEST AND THE PROPOSED BUILDINGS TO THE EAST. AN EXHIBIT SHOWN IN THE TRAFFIC STUDY SHOWS THAT THE REQUIRED SIGHT DISTANCE (175') IS ACHIEVABLE MEASURED 12.2 FEET BACK AT THE WASHINGTON INTERSECTION AND 10.5 FEET BACK AT THE PATTON INTERSECTION.

FINAL
LAND DEVELOPMENT PLAN
FOR
AXLE SQUARE, LLC

210-214 WEST WASHINGTON STREET, WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA



SHEET INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	TITLE PLAN
3	EXISTING CONDITIONS & DEMOLITION PLAN
4	LAYOUT PLAN
5	IMPROVEMENTS CONSTRUCTION PLAN
6	PCSM PLAN
7	PCSM DETAILS
8	CONSERVATION & EROSION & SEDIMENT CONTROL PLAN
9	EROSION & SEDIMENT CONTROL DETAILS
10	LANDSCAPE PLAN
11	LANDSCAPE & LIGHTING DETAILS
12	CONSTRUCTION DETAILS
13	VEHICLE TURNING PLAN
14	TRUCK TURNING PLAN

CERTIFICATION OF OWNERSHIP AND
ACKNOWLEDGMENT OF SUBDIVISION AND
LAND DEVELOPMENT PLANS

ON THIS, THE _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED _____ WHO BEING DULY SWORN ACCORDING TO LAW, DEPOSES AND SAYS THAT HE IS THE OWNER AND/OR EQUITABLE OWNER OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT HE ACKNOWLEDGES THAT THE SAME TO BE HIS ACT AND PLAN AND DESIRES THE SAME TO BE RECORDED AS SUCH ACCORDING TO LAW.

WITNESS MY HAND AND SEAL THE DAY AND DATE ABOVE WRITTEN. MY COMMISSION EXPIRES: _____

(NOTARY PUBLIC OR OTHER OFFICER)

REVIEWED BY THE PLANNING COMMISSION OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, THIS _____ DAY OF _____, 20____.

REVIEWED BY THE CHESTER COUNTY PLANNING COMMISSION THIS _____ DAY OF _____, 20____.

CCPC FILE # _____

SECRETARY

REVIEWED BY THE BOROUGH ENGINEER OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA THIS _____ DAY OF _____, 20____.

BOROUGH ENGINEER

APPROVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, THIS _____ DAY OF _____, 20____.

RECORDED IN THE OFFICE FOR THE RECORDING OF DEEDS IN AND FOR THE COUNTY OF CHESTER, AT WEST CHESTER, PA, IN PLAN BOOK _____, PAGE NO. _____ ON THE _____ DAY OF _____, 20____.

RECORDED IN THE OFFICE FOR THE RECORDING OF DEEDS IN AND FOR THE COUNTY OF CHESTER, AT WEST CHESTER, PA, IN PLAN BOOK _____, PAGE NO. _____ ON THE _____ DAY OF _____, 20____.

ENGINEER'S CERTIFICATION:

I, SCOTT J. ZWIZANSKI, ON THIS DATE _____, HEREBY CERTIFY THAT THE PLANS ARE IN CONFORMITY WITH ZONING, BUILDING, SUBDIVISION AND OTHER APPLICABLE BOROUGH CHAPTERS AND REGULATIONS. IN ANY INSTANCE WHERE SUCH PLANS DO NOT CONFORM, EVIDENCE SHALL BE PRESENTED THAT AN EXCEPTION OR MODIFICATION HAS BEEN GRANTED OR AUTHORIZED.

Scott J. Zwizanski
SCOTT J. ZWIZANSKI, P.E.

APPLICANT'S CERTIFICATION:

I, _____, ON THIS DATE _____, HEREBY CERTIFY THAT THE PLANS ARE IN CONFORMITY WITH ENGINEERING, ZONING, SUBDIVISION, BUILDING, SANITATION, AND OTHER APPLICABLE BOROUGH CHAPTERS AND REGULATIONS. IF PROPOSED ZONING CHANGES ARE SHOWN, THEN THE SUGGESTED LOCATIONS OF BUILDINGS IN CONNECTION THEREWITH ARE IDENTIFIED HEREON.

APPLICANT

ZONING DATA
NC-2 NEIGHBORHOOD CONSERVATION DISTRICT
SINGLE-FAMILY ATTACHED

DESCRIPTION	REQUIRED	EXISTING			PROPOSED
		UPL: 1-8-147.1	UPL: 1-8-147	UPL: 1-8-148	
MINIMUM LOT AREA PER DWELLING UNIT	MEDIAN VALUE OF LOTS ON THE BLOCK FACE	12,359 S.F.	2,262 S.F.	2,262 S.F.	16,883 S.F. (0.39 AC.)
LOT WIDTH, MINIMUM (ATTACHED)	20 FEET	50 FEET	25 FEET	25 FEET	100 FEET
BUILD-TO LINE/FRONT YARD	MATCH EXISTING ADJACENT SETBACKS	0 FEET	0 FEET	0 FEET	0.5 FEET (WASHINGTON) 10.3 FEET (PATTON)
SIDE YARD, MINIMUM	EXISTING ADJACENT, 10 FEET MINIMUM	0 FEET	0 FEET	0 FEET	10 FEET
REAR YARD, MINIMUM	20 FEET	0 FEET	40 FEET	40 FEET	N/A
MAX. IMPERVIOUS COVERAGE	50% (LOTS OVER 5,000 S.F.) 80% (LOTS UNDER 4,000 S.F.)	98.3% (12,147 S.F.) *	84.2% (1,904 S.F.) *	40.0% (905 S.F.)	48.7% (8,218 S.F.)
MAX. BUILDING COVERAGE	35% (LOTS OVER 5,000 S.F.) 45% (LOTS UNDER 4,000 S.F.)	97.3% (12,028 S.F.) *	71.9% (1,627 S.F.) *	30.2% (684 S.F.)	45.5% (7,680 S.F.)
MAXIMUM BUILDING HEIGHT	35 FEET	< 35 FEET	< 35 FEET	< 35 FEET	34.17 FEET

* EXISTING NON-CONFORMITY.
TOTAL EXISTING IMPERVIOUS COVERAGE OF THE THREE EXISTING PARCELS COMBINED IS 88.6% (14,956 S.F.). THE TOTAL PROPOSED IMPERVIOUS COVERAGE OF THE CONSOLIDATED LOT IS 44.7% (7,548 S.F.). THIS IS A TOTAL REDUCTION OF 43.9% (7,408 S.F.).

OWNER /
APPLICANT:
AXLE SQUARE, LLC
833 LINCOLN AVE, #1
WEST CHESTER, PA 19380
ATTN: MICHAEL ZAPPITELLI

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UPIL: 1-8-147 | UPL: 1-8-147.1 | UPL: 1-8-148



Pennsylvania One Call System
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three working days notice
Serial Numbers:
20241660254

PENNSYLVANIA ACT 187 REQUIREMENTS:
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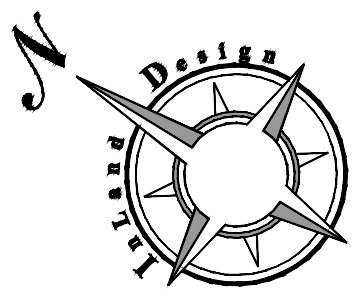
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2	12/18/2024	ADDED PERVIOUS PAVING
3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT

FINAL
LAND DEVELOPMENT PLAN

Date:
9/30/2024
Scale:
AS NOTED
Drawn by:
DWN
Checked by:
SZJ
Project No.
12308

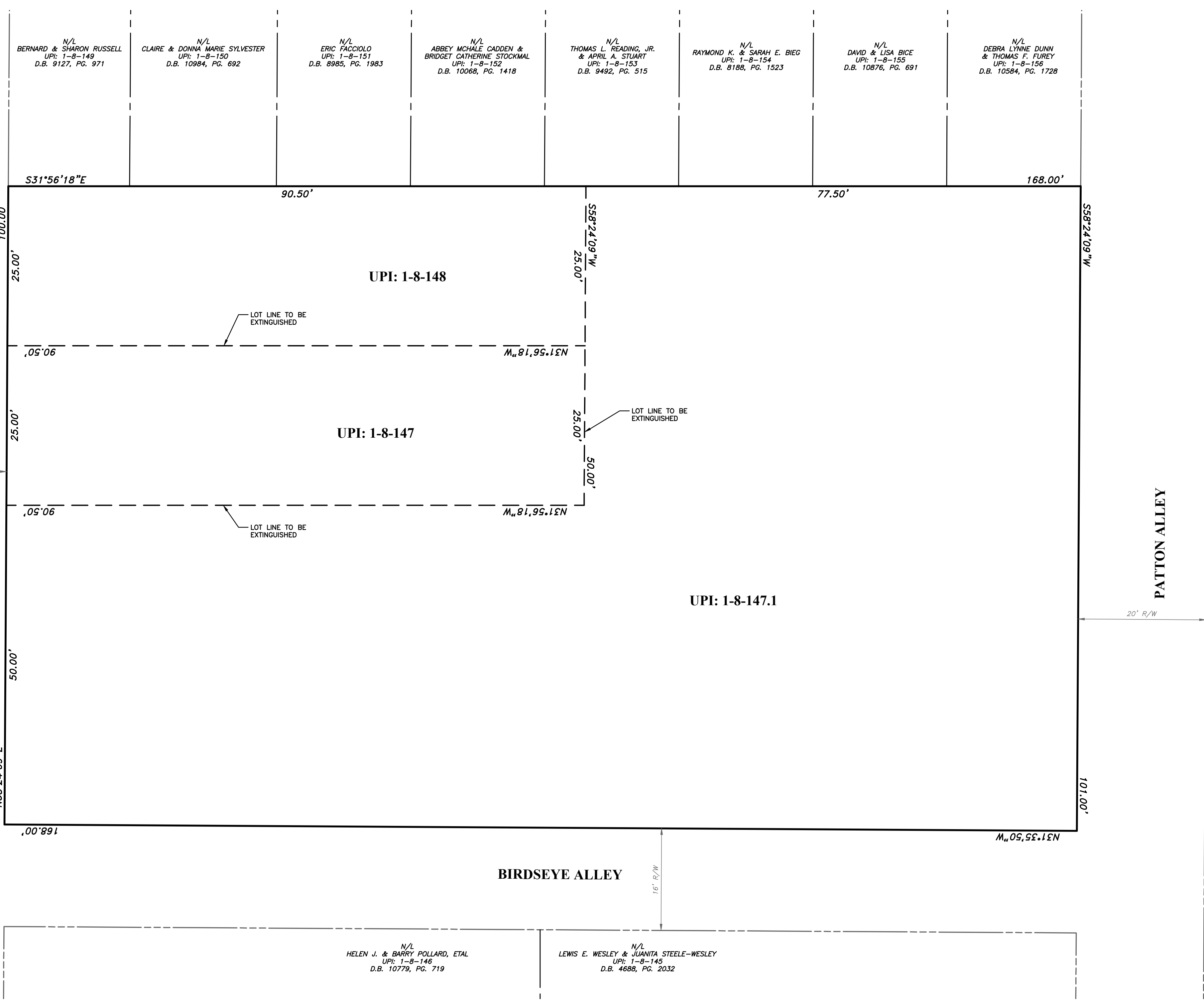
COVER SHEET
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA

S H E E T
1
OF 14



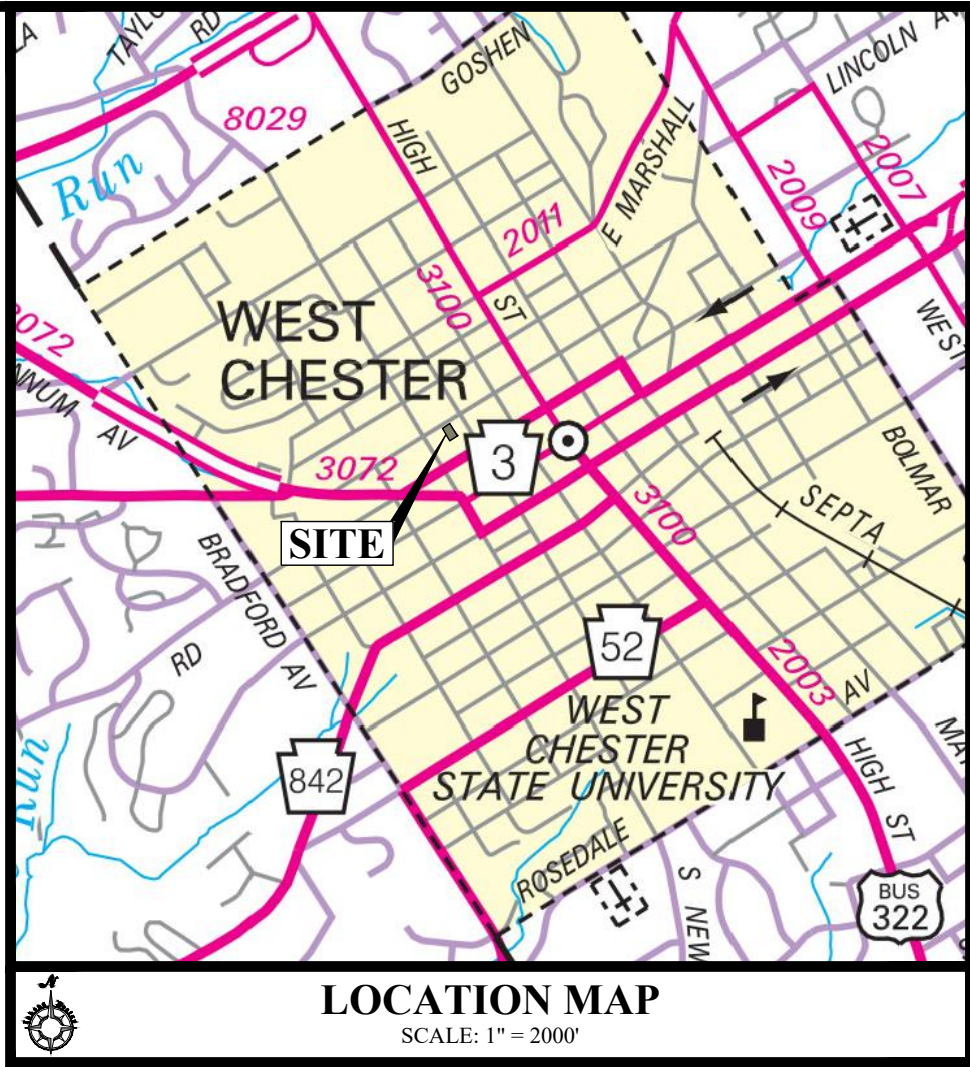
MADISON ALLEY

WASHINGTON STREET
ONE WAY



LEGEND

- PROPERTY BOUNDARY
- PROPERTY BOUNDARY TO BE EXTINGUISHED
- ADJOINING PROPERTY LINE
- EXISTING RIGHT OF WAY LINE



TITLE NOTES:

- THE PURPOSE OF THIS PLAN IS TO CONSOLIDATE TAX PARCELS 1-8-147, 1-8-147.1 AND 1-8-148 INTO ONE LOT BY EXTINGUISHING THE SHARED LOT LINES BETWEEN THEM RESULTING IN A PROPOSED TRACT AREA OF 16,883 S.F. (0.388 ACRES).
- THERE ARE NO STREETS, RIGHTS-OF-WAY, OR ANY PUBLIC USE INTENDED FOR DEDICATION BY THIS PLAN.
- PERMANENT IRON PINS SHALL BE SET AT ALL CORNERS AND/OR ANGLE POINTS OF THE CONSOLIDATED PARCELS. NO OCCUPANCY PERMITS WILL BE ISSUED AND NO PUBLIC IMPROVEMENTS WILL BE ACCEPTED BY THE BOROUGH UNTIL ALL MONUMENTS ARE IN PLACE.

AREA OF TRACT:

UPI: 1-8-147		
GROSS LOT AREA	2,262 S.F.	0.052 AC.
AREA WITHIN RIGHT-OF-WAY	0 S.F.	0.000 AC.
NET LOT AREA	2,262 S.F.	0.052 AC.
UPI: 1-8-147.1		
GROSS LOT AREA	12,359 S.F.	0.284 AC.
AREA WITHIN RIGHT-OF-WAY	0 S.F.	0.000 AC.
NET LOT AREA	12,359 S.F.	0.284 AC.
UPI: 1-8-148		
GROSS LOT AREA	2,262 S.F.	0.052 AC.
AREA WITHIN RIGHT-OF-WAY	0 S.F.	0.000 AC.
NET LOT AREA	2,262 S.F.	0.052 AC.
CONSOLIDATED PARCEL		
GROSS LOT AREA	16,883 S.F.	0.388 AC.
AREA WITHIN RIGHT-OF-WAY	0 S.F.	0.000 AC.
NET LOT AREA	16,883 S.F.	0.388 AC.

OWNER /
APPLICANT:

AXLE SQUARE, LLC
833 LINCOLN AVE, #1
WEST CHESTER, PA 19380
ATTN: MICHAEL ZAPPITELLI

S H E E T

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OF 14

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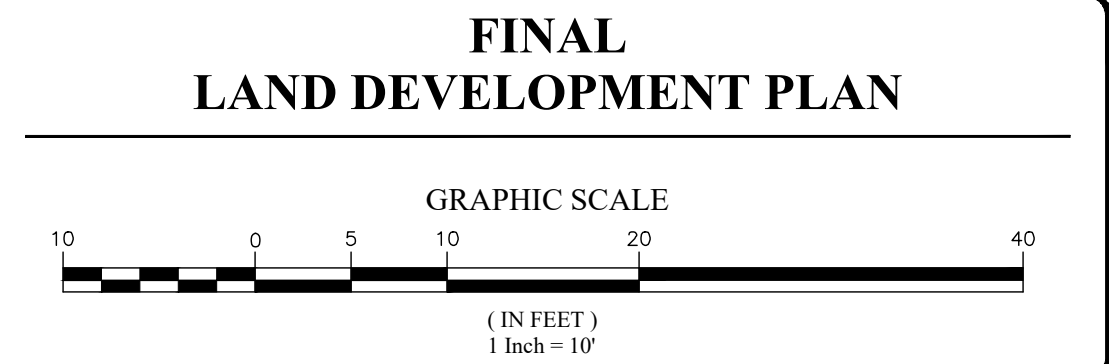
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UPI: 1-8-147 | UPI: 1-8-147.1 | UPI: 1-8-148

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West Chester, PA 19382 Fax: (484) 947-2946
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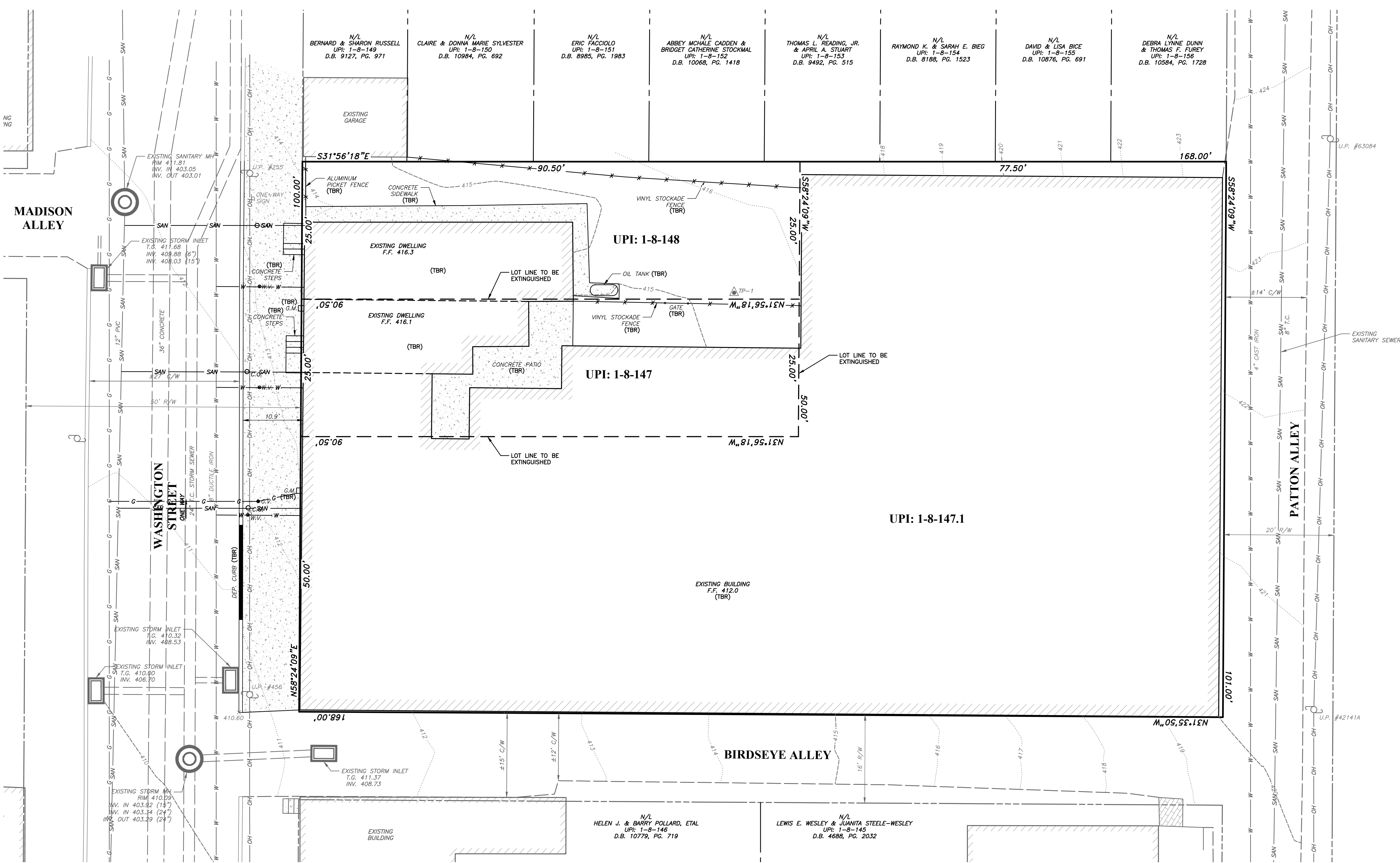
SCOTT H. ZWIZANSKI
ENGINEER
PE091752

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3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT



Date: 9/30/2024
Scale: 1" = 10'
Drawn by: DWN
Checked by: DWN
Project No. 12308

TITLE PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA



	PROPERTY BOUNDARY
	PROPERTY BOUNDARY TO BE EXTINGUISHED
	ADJOINING PROPERTY LINE
	EXISTING RIGHT OF WAY LINE
	TEST PIT LOCATION
	EXISTING 2' CONTOUR
	EXISTING 10' CONTOUR
	EXISTING SPOT ELEVATION
	EXISTING SIGN
	EXISTING CURB LINE
	EXISTING ROAD / PAVING
	EXISTING CONCRETE PAD, SIDEWALK OR PATIO
	EXISTING FENCE LINE
	EXISTING STORM STRUCTURES & PIPE
	EXISTING SANITARY STRUCTURES & PIPE
	EXISTING SANITARY CLEAN-OUT
	EXISTING WATER VALVE
	EXISTING WATER LINE
	EXISTING GAS VALVE
	EXISTING GAS LINE
	EXISTING UTILITY POLE
	EXISTING OVERHEAD WIRE
	TO BE REMOVED

DESCRIPTION	UPI: 1-8-147.1	UPI: 1-8-147	UPI: 1-8-148	COMBINED
BUILDING	12,028 S.F.	1,627 S.F.	684 S.F.	14,339 S.F.
PAVING/CONCRETE	119 S.F.	277 S.F.	221 S.F.	617 S.F.
TOTAL	12,147 S.F.	1,904 S.F.	905 S.F.	14,956 S.F.

SYMBOL	DESCRIPTION	SLOPE	AVAILABLE WATER CAPACITY	DRAINAGE CLASS	DEPTH TO S.H.W.T.	DEPTH TO BEDROCK	CAPABILITY UNIT	HYDROLIC SOIL GROUP
UrB	URBAN LAND	0% - 8%	---	---	---	---	8s	---

AXLE SQUARE, LLC
833 LINCOLN AVE, #1
WEST CHESTER, PA 19380
ATTN: MICHAEL ZAPPITELLI

AXLE SQUARE, LLC
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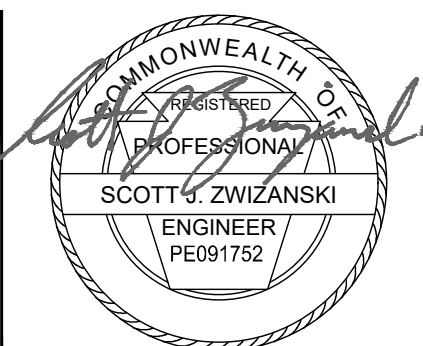


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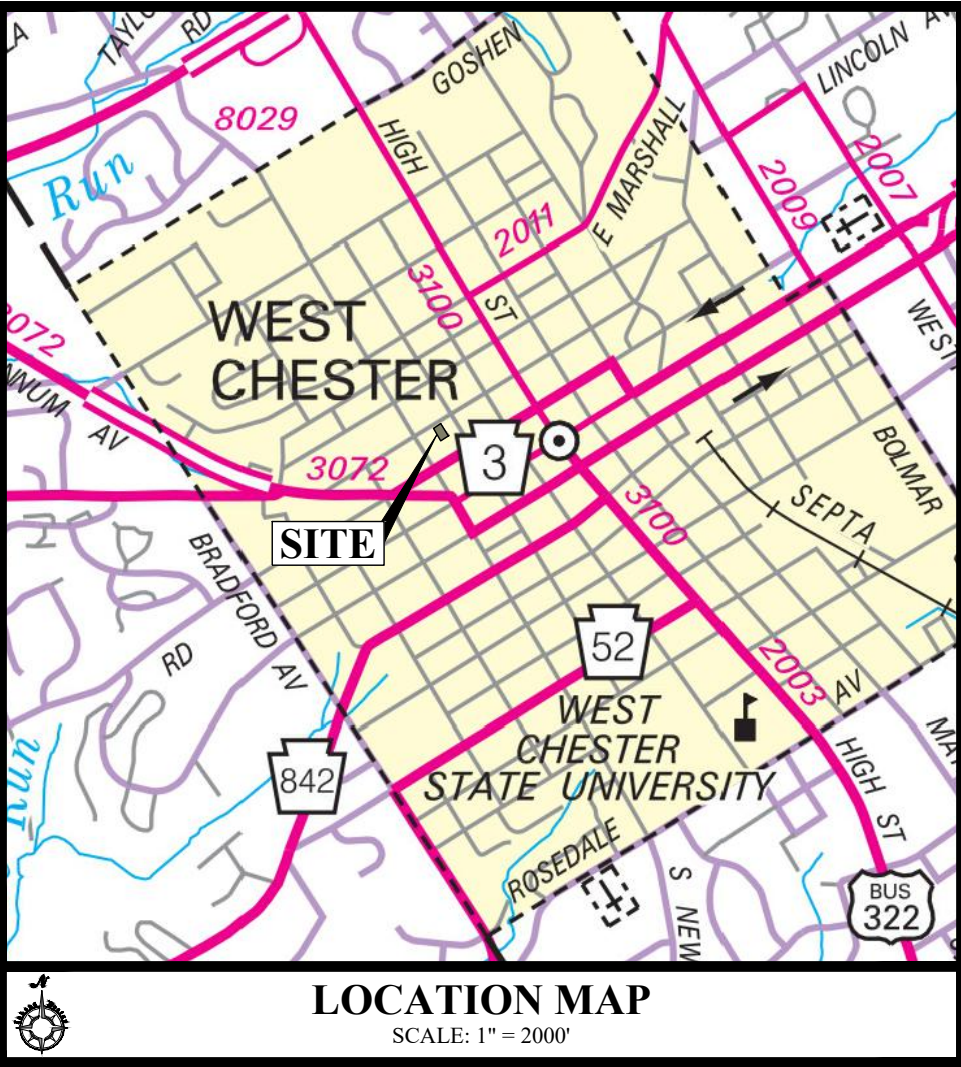
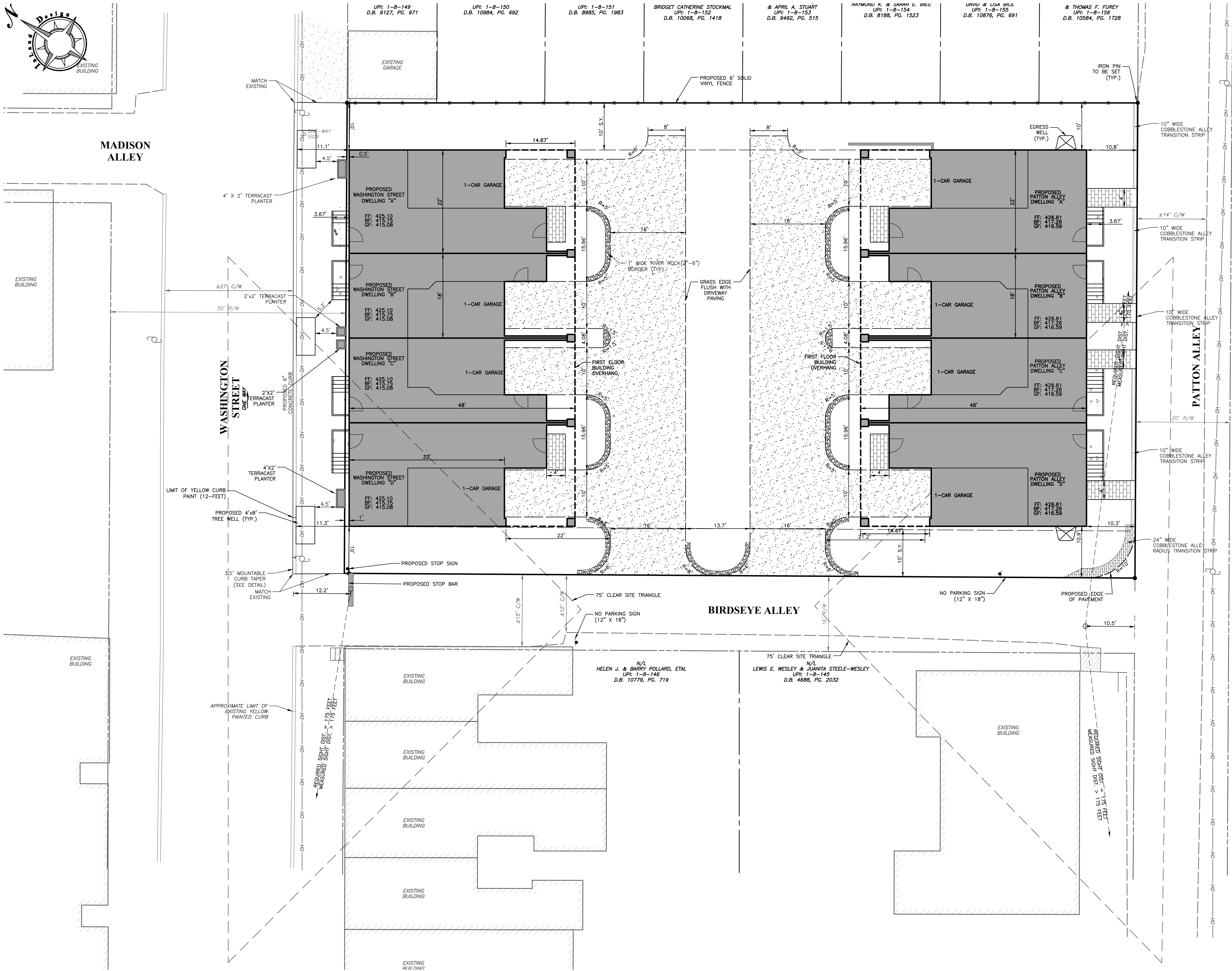
GRAPHIC SCALE

10 0 5 10 20 40

(IN FEET)
1 inch = 10'

Date:	9/30/2024
Scale:	1" = 10'
Drawn by:	DWN
Checked by:	SJZ
Project No.	12308

N:\12300\12308\dwg\Sheets\Preliminary Submission\3 EXISTING CONDITIONS & DEMOLITION PLAN.dwg
Page 104 of 16



PROPOSED IMPERVIOUS COVERAGE:

DESCRIPTION	PROPOSED
BUILDING	7,680 S.F.
CONCRETE/BRICK/BELGIAN BLOCK	486 S.F.
EGRESS WELLS	22 S.F.
RETAINING WALL	9 S.F.
PAVING*	21 S.F.
TOTAL IMPERVIOUS	8,218 S.F.
*HATCHED AREAS OF PROPOSED SITE DRIVEWAY AREAS SHALL BE POROUS ASPHALT PAVEMENT.	

LEGEND

- PROPERTY BOUNDARY
- ADJOINING PROPERTY LINE
- EXISTING RIGHT OF WAY LINE
- EXISTING SIGN
- EXISTING CURB LINE
- EXISTING ROAD / PAVING
- EXISTING CONCRETE PAD, SIDEWALK OR PATIO
- PROPOSED SIGN
- PROPOSED SETBACK LINE
- PROPOSED ROAD / PAVING
- PROPOSED PERVIOUS DRIVEWAY
- PROPOSED CONCRETE SIDEWALK
- PROPOSED BRICK SIDEWALK
- PROPOSED BELGIAN BLOCK TRANSITION

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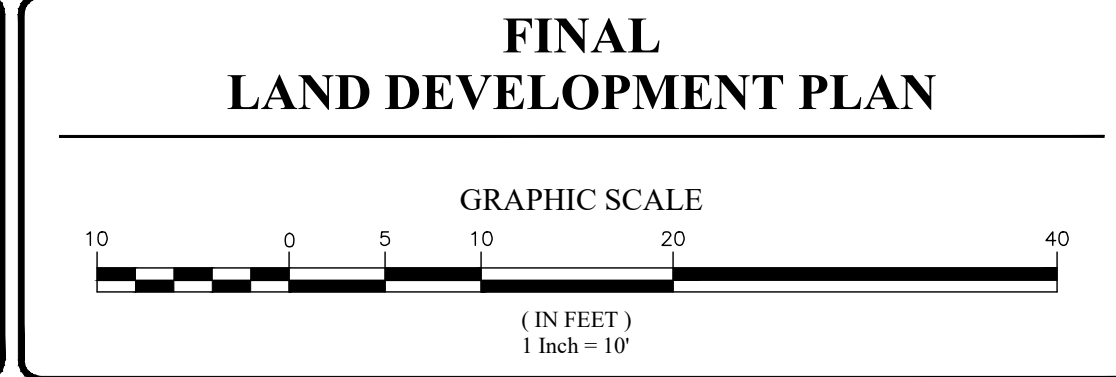
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COMMONWEALTH OF PENNSYLVANIA
REGISTERED PROFESSIONAL
SCOTT H. WIZANSKI
ENGINEER
PE091752

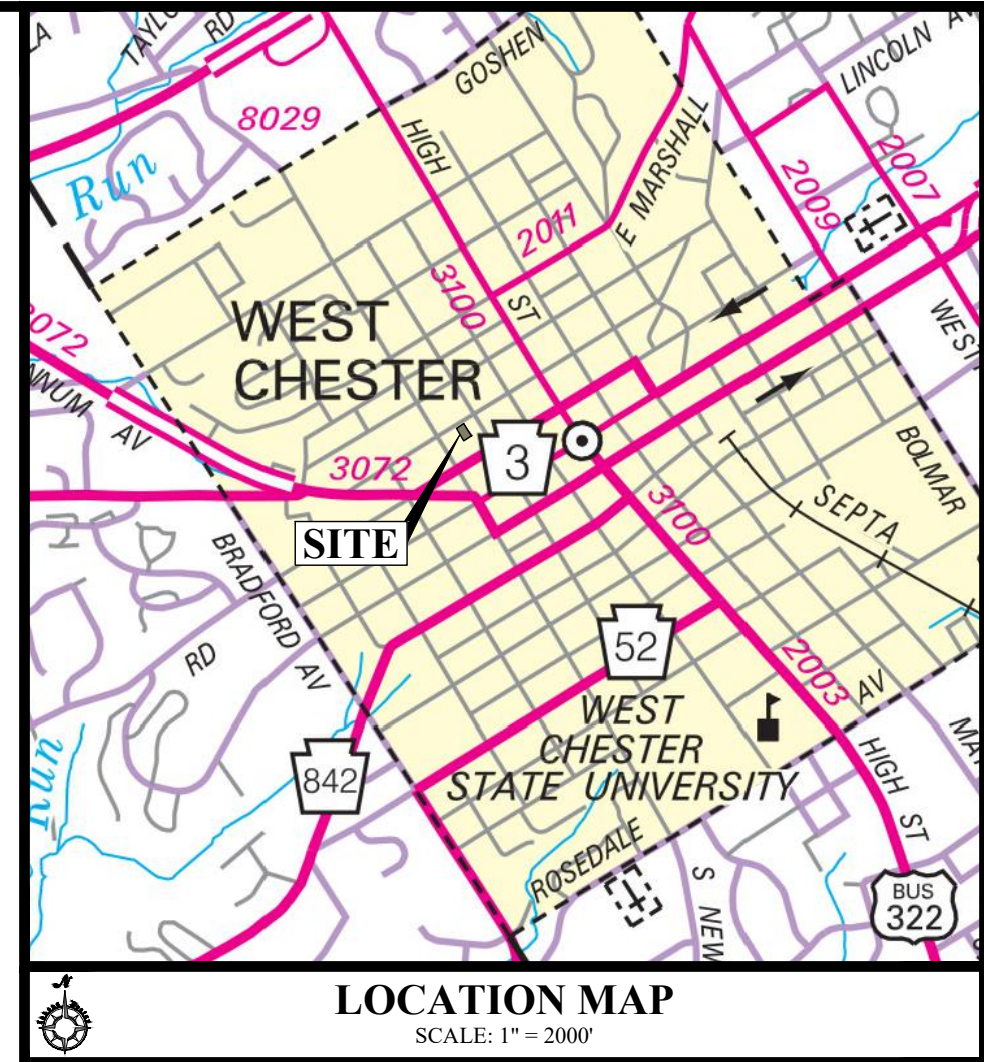
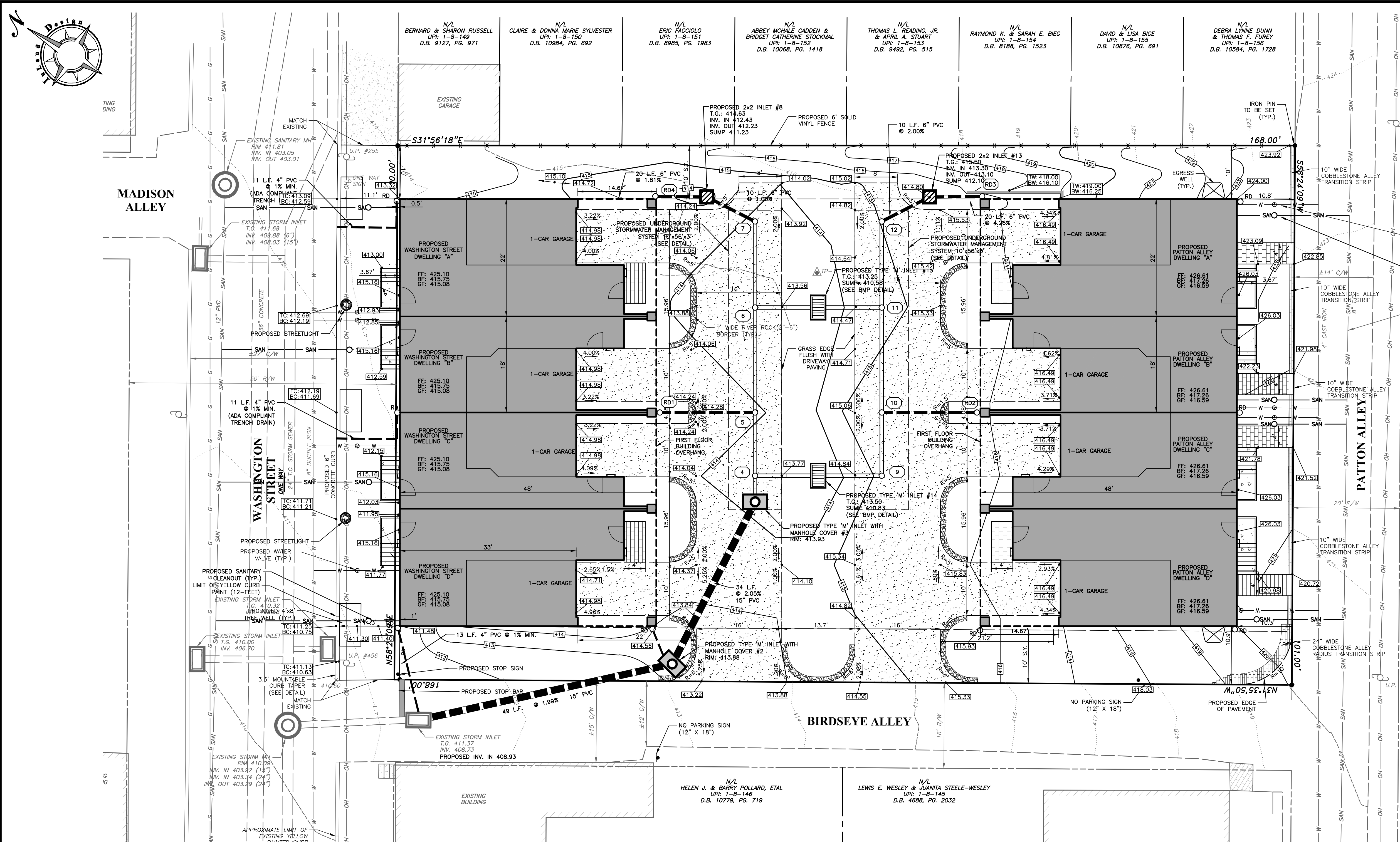
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Date:
9/30/2024
Scale:
1" = 10'
Drawn by:
DWN
Checked by:
SIJ
Project No.
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**LAYOUT PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA**

**S H E E T
4
OF 14**



- CONSTRUCTION NOTES:**
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE LOCAL AUTHORITY OR GOVERNING AGENCY OF THE BEGINNING DATE OF CONSTRUCTION AND TO ENSURE THAT NO WORK IS PERFORMED WITHOUT THE REQUIRED PERMITS AND INSPECTIONS BY THE LOCAL AUTHORITY OR GOVERNING AGENCY.
 - FOR THE PURPOSES OF THESE PLANS AND GENERAL NOTES, "SITE CONSTRUCTION" SHALL BE CONSTRUED TO MEAN STORMWATER MANAGEMENT FACILITIES, SITE IMPROVEMENTS AND RELATED CONSTRUCTION.
 - ALL SITE CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE PADOT PUB. 408, 2000 ED. AND LATEST ADDENDUM THERETO. CONTRACTOR SHALL PROVIDE CERTIFICATION THAT ALL MATERIAL INCORPORATED INTO THE PROJECT MEET PADOT SPECIFICATIONS.
 - CONTRACTOR SHALL COMPLY WITH ALL LAWS AND ORDINANCES APPLICABLE TO THIS TYPE OF CONSTRUCTION.
 - CONTRACTOR IS RESPONSIBLE FOR CHECKING ALL DISTANCES, GRADES, QUANTITIES AND ELEVATIONS. POTENTIAL PROBLEMS WHICH MIGHT BE OBSERVED BY THE CONTRACTOR SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY. WORK IN THE AREA SHALL CEASE UNTIL A RESOLUTION OF THE POTENTIAL PROBLEM HAS BEEN DETERMINED.
 - ALL MATERIALS TO BE PROPERLY DISPOSED.
 - ALL CLEAN SOIL TO BE DEPOSITED ON SITE AS DIRECTED.
 - ALL OTHER MATERIAL TO BE REMOVED FROM SITE BY CONTRACTOR.
 - CONTRACTOR SHALL PROVIDE ALL BORROW MATERIAL REQUIRED FOR CONSTRUCTION WHICH IS NOT AVAILABLE ON SITE.
 - FILL MATERIAL SHALL BE COMPACTED TO NO LESS THAN 97% OF THE MAXIMUM DRY WEIGHT DENSITY (STANDARD PROCTER).
 - ALL PAVEMENT JOINTS AND CURB-PAVEMENT JOINTS SHALL BE SEALED USING A "RUBBERIZED JOINT SEAL" AS PER PENNDOT PUBLICATION 408.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PAVEMENT MARKINGS, EROSION AND SEDIMENTATION CONTROL, AND TRAFFIC MAINTENANCE AND PROTECTION IN ACCORDANCE WITH PENNDOT PUBLICATION 213.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND PAYING FOR THE REMOVAL AND/OR RELOCATION OF UTILITIES OR OTHER OBSTRUCTIONS IN ORDER TO COMPLETE THE SITE CONSTRUCTION.
 - NO EXCAVATION OR FILL MATERIAL SHALL BE GRADED TO A SLOPE GREATER THAN 3:1.
 - THERE SHALL BE NO BURYING OF TREES, STUMPS OR CONSTRUCTION MATERIALS. TREES AND STUMPS MAY BE CHIPPED OR GROUND AND DISPOSED OF IN OPEN SPACE AREAS. CONTRACTOR SHALL MAKE EVERY ATTEMPT TO RECYCLE CONSTRUCTION AND ORGANIC MATERIALS TO MINIMIZE WASTE. GRADING SHALL BE PERFORMED TO SECURE PROPER DRAINAGE AWAY FROM ALL BUILDINGS AND TO THE STORMWATER COLLECTION AND MANAGEMENT SYSTEM.
 - ALL EXISTING POWER POLES, CURBS AND OTHER ABOVE GROUND PHYSICAL FEATURES WHICH WOULD INTERFERE WITH NORMAL USE OF PROPOSED CONSTRUCTION SHALL BE REMOVED AND RELOCATED AS REQUIRED.
 - THE CONTRACTOR SHALL LOCATE ALL EXISTING UTILITY SERVICE LINES IN THE FIELD PRIOR TO CONSTRUCTION AND ENSURE THAT ALL UTILITIES ARE RELOCATED OR PROTECTED DURING CONSTRUCTION.
 - ALL WATERLINE INSTALLATION IS TO BE PERFORMED ACCORDING TO THE SPECIFICATIONS AND DIRECTIVES OF THE GOVERNING AUTHORITY.
 - ALL SANITARY SEWER INSTALLATION IS TO BE PERFORMED ACCORDING TO THE SPECIFICATIONS AND DIRECTIVES OF THE GOVERNING AUTHORITY.
 - ALL GAS LINE INSTALLATION IS TO BE PERFORMED ACCORDING TO THE SPECIFICATIONS AND DIRECTIVES OF THE GOVERNING AUTHORITY.
 - ANY SUBSTANDARD OR DAMAGED CURB, SIDEWALK, OR ASPHALT ALONG THE PROPERTY FRONTAGE SHALL BE REPLACED.
 - THE BOROUGH ENGINEER AND PUBLIC WORKS DEPARTMENT SHALL BE CONTACTED PRIOR TO THE PROPOSED INLET CONNECTION TO DETERMINE THE MEANS AND METHODS AND DETERMINE IF ANY ADDITIONAL REPAIR OR REPLACEMENT IS REQUIRED.
 - BOROUGH ROAD OPENING PERMITS WILL BE REQUIRED FOR ANY WORK WITHIN THE RIGHTS-OF-WAY OF WASHINGTON STREET, BIRDSEYE OR PATTON ALLEYS.

LEGEND

- | | | | |
|-------|--|---|-------------------------------------|
| — | PROPERTY BOUNDARY | — | PROPOSED ROAD / PAVING |
| - - - | PROPERTY BOUNDARY TO BE EXTINGUISHED | — | PROPOSED CONCRETE SIDEWALK |
| - - - | ADJOINING PROPERTY LINE | — | PROPOSED STORM STRUCTURES & PIPE |
| - - - | EXISTING RIGHT OF WAY LINE | — | PROPOSED SANITARY STRUCTURES & PIPE |
| — | TEST PIT LOCATION | — | PROPOSED SANITARY CLEAN-OUT |
| - - - | EXISTING 2' CONTOUR | — | PROPOSED SANITARY LATERAL |
| - - - | EXISTING 10' CONTOUR | — | PROPOSED WATER VALVE |
| - - - | EXISTING SPOT ELEVATION | — | PROPOSED FIRE HYDRANT |
| - - - | EXISTING SIGN | — | PROPOSED WATER LINE |
| - - - | EXISTING CURB LINE | | |
| - - - | EXISTING ROAD / PAVING | | |
| - - - | EXISTING CONCRETE PAD, SIDEWALK OR PATIO | | |
| — | EXISTING FENCE LINE | | |
| — | EXISTING STORM STRUCTURES & PIPE | | |
| — | EXISTING SANITARY STRUCTURES & PIPE | | |
| — | EXISTING SANITARY CLEAN-OUT | | |
| — | EXISTING WATER VALVE | | |
| — | EXISTING WATER LINE | | |
| — | EXISTING GAS VALVE | | |
| — | EXISTING GAS LINE | | |
| — | EXISTING UTILITY POLE | | |
| — | EXISTING OVERHEAD WIRE | | |
| — | PROPOSED SETBACK LINE | | |
| — | PROPOSED 2' CONTOUR | | |
| — | PROPOSED 10' CONTOUR | | |
| — | PROPOSED SPOT ELEVATION | | |

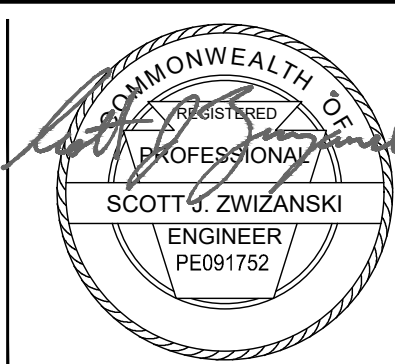
OWNER / APPLICANT:
AXLE SQUARE, LLC
833 LINCOLN AVE, #1
WEST CHESTER, PA 19380
ATTN: MICHAEL ZAPPITELLI

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PA. act 172 of 1986 requires
three working days notice
Serial Number
20241660254
PENNSYLVANIA ACT 187 REQUIREMENTS:
Inland Design, LLC does not guarantee the accuracy of the location or elevation of all underground utilities and structures before the start of work.

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16 Hagerty Blvd. Phone: (484) 947-2928
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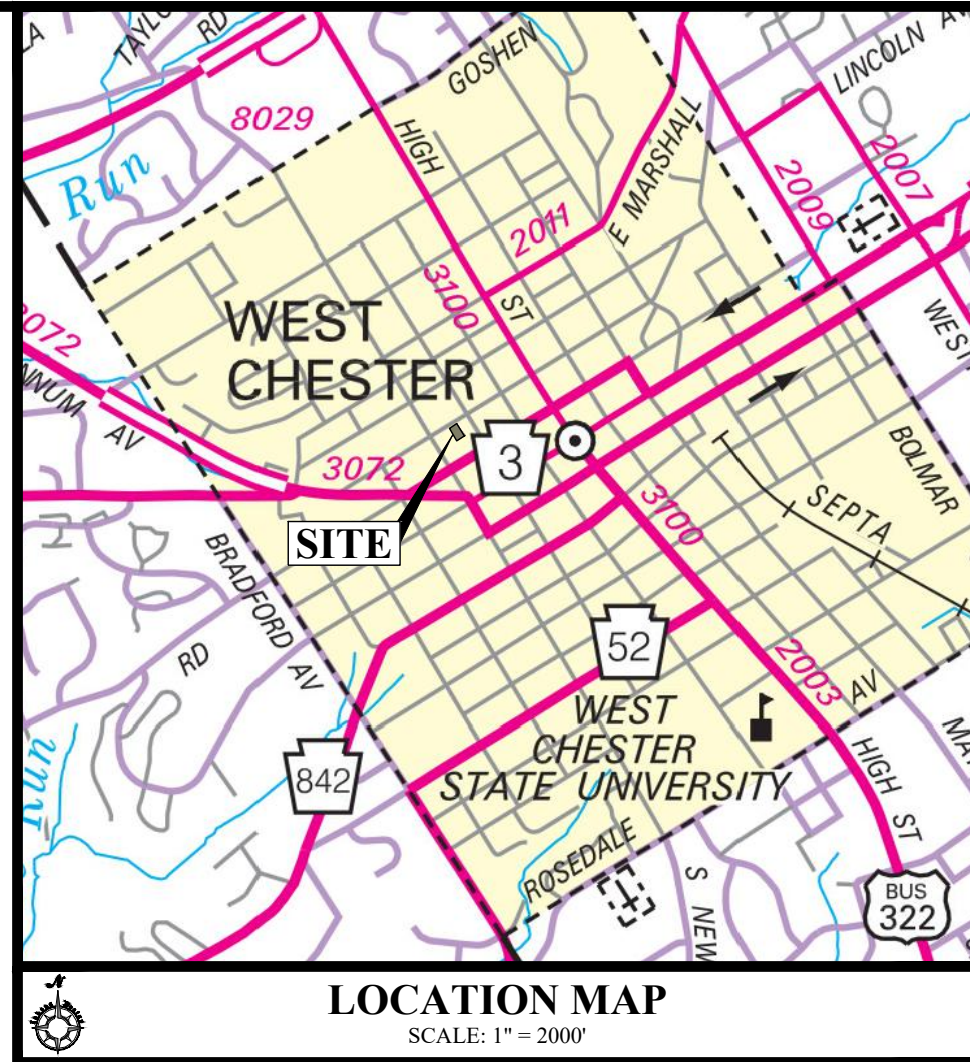
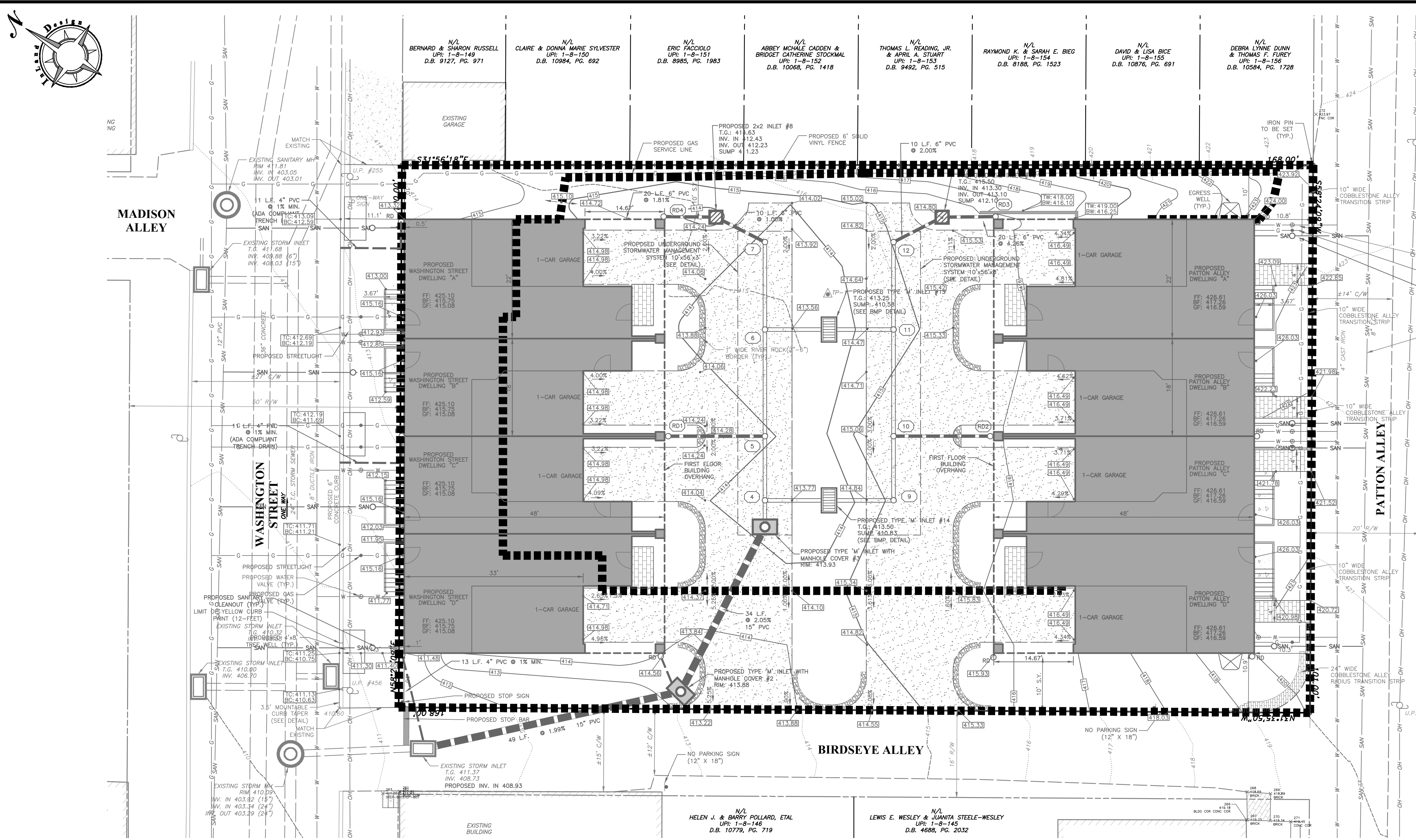
No.	Date:	Description:
1	12/16/2024	REVISED PER MUNICIPAL REVIEW LETTERS.
2	12/18/2024	ADDED PERVIOUS PAVING
3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT

FINAL LAND DEVELOPMENT PLAN
GRAPHIC SCALE
10 0 5 10 20 40
(IN FEET)
1 inch = 10'

Date:
9/30/2024
Scale:
1" = 10'
Drawn by:
DWN
Checked by:
SIZ
Project No.
12308

IMPROVEMENT CONSTRUCTION PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA

S H E E T
5
OF 14



BMP SUMMARY:

- SURFACE INFILTRATION BED - THE INFILTRATION BED IS USED TO CONTROL THE RATE AND VOLUME OF RUNOFF FROM THE SITE AND ALSO ALLEVIATE THERMAL POLLUTION BY STORING STORMWATER UNDERGROUND.

- SWM SITE PLAN NOTES:**
- A BLANKET EASEMENT IS HEREBY GRANTED GIVING THE BOROUGH OF WEST CHESTER THE RIGHT, BUT NOT THE OBLIGATION, TO ENTER THE PROPERTY TO PERFORM ANY REQUIRED PCSW BMP MAINTENANCE WHICH HAS NOT BEEN PROPERLY PERFORMED IN A TIMELY MANNER. THE HOMEOWNER SHALL BE RESPONSIBLE FOR THE COST OF ANY MAINTENANCE WHICH IS PERFORMED BY THE TOWNSHIP.
 - THE STORMWATER MANAGEMENT BMPs SHOWN ON THIS PLAN ARE PERMANENT FIXTURES AND CANNOT BE ALTERED OR REMOVED WITHOUT THE APPROVAL OF THE MUNICIPALITY.
 - NO BMP OR MAN-MADE CONVEYANCE MAY BE USED BY THE OWNER OR OTHERS FOR ANY PURPOSE OTHER THAN ITS INTENDED STORMWATER CONTROL FUNCTION.
 - THIS PLAN ALSO SERVES AS THE OPERATION & MAINTENANCE PLAN FOR THIS PROPERTY AND WILL BE RECORDED.
 - THE APPLICANT, HIS SUCCESSOR, OR ASSIGNS SHALL MAKE RECORDS OF THE INSTALLATION, AND OF ALL MAINTENANCE AND REPAIRS OF ALL BMPs, AND SHALL RETAIN THE RECORDS FOR AT LEAST FIFTEEN YEARS. THESE RECORDS SHALL BE SUBMITTED TO THE MUNICIPALITY, IF REQUESTED.
 - AN AS-BUILT PLAN OF THE PROPOSED BMPs SHALL BE SUBMITTED TO THE MUNICIPALITY IN ACCORDANCE WITH THE STORMWATER ORDINANCE. THE APPLICANT ACKNOWLEDGES THAT, PER MUNICIPAL ORDINANCE, IT IS UNLAWFUL TO MODIFY, REMOVE, FILL, LANDSCAPE, ALTER OR IMPAIR THE EFFECTIVENESS OF, OR PLACE ANY STRUCTURE, OTHER VEGETATION, YARD WASTE, BRUSH CUTTINGS, OR OTHER WASTE OR DEBRIS INTO ANY PERMANENT STORMWATER MANAGEMENT BMP OR CONVEYANCE DESCRIBED IN THIS O&M PLAN OR TO ALLOW THE BMP OR CONVEYANCE TO EXIST IN A CONDITION WHICH DOES NOT CONFORM TO THIS O&M PLAN, WITHOUT WRITTEN APPROVAL FROM THE MUNICIPALITY.
 - AFTER DEMOLITION OF THE EXISTING BUILDING IS COMPLETE, ADDITIONAL INFILTRATION TESTING SHALL BE COMPLETED AT THE PROPOSED BOTTOM OF BED ELEVATION USING THE DOUBLE RING INFILTROMETER METHOD TO VERIFY THE DESIGN TEST RESULTS. IF TESTED RATES DO NOT MEET THE DESIGN RATES, THE DESIGN ENGINEER SHALL BE NOTIFIED IMMEDIATELY.
 - DURING CONSTRUCTION OF THE INFILTRATION BEDS, ADDITIONAL INFILTRATION TESTING SHALL BE COMPLETED WHEN THE BED IS EXCAVATED AND PRIOR TO INSTALLING STONE TO VERIFY THE DESIGN TEST RESULTS. IF TESTED RATES DO NOT MEET THE DESIGN RATES, THE DESIGN ENGINEER SHALL BE NOTIFIED IMMEDIATELY.
 - INFILTRATION AREAS SHALL ALSO BE PROTECTED FROM SEDIMENTATION. AREAS THAT ARE ACCIDENTALLY COMPACTED OR GRADED SHALL BE REMEDIATED TO RESTORE SOIL COMPOSITION AND POROSITY. ADEQUATE DOCUMENTATION TO THIS EFFECT SHALL BE SUBMITTED TO THE MUNICIPAL ENGINEER FOR REVIEW. ALL AREAS DESIGNATED FOR INFILTRATION SHALL NOT RECEIVE RUNOFF UNTIL THE CONTRIBUTORY DRAINAGE AREA HAS ACHIEVED FINAL STABILIZATION.
 - ALL ROOF DRAINS ARE TO BE 6" SDR35 PVC AT A MINIMUM 1% SLOPE UNLESS OTHERWISE NOTED.
 - GUTTERS ARE TO BE FITTED WITH GUTTER GUARDS TO KEEP LEAVES DEBRIS OUT OF THE INFILTRATION BED.
 - FOUNDATION PERIMETER DRAINS AND SUMP PUMP OUTLETS ARE NOT TO BE DIRECTED TO STORMWATER BMPs. OUTLET LOCATIONS ARE TO BE LOCATED IN THE FIELD DURING CONSTRUCTION.

LEGEND

PROPERTY BOUNDARY
PROPERTY BOUNDARY TO BE EXTINGUISHED
ADJOINING PROPERTY LINE
EXISTING RIGHT OF WAY LINE
TEST PIT LOCATION
EXISTING 2' CONTOUR
EXISTING 10' CONTOUR
EXISTING SPOT ELEVATION
EXISTING SIGN
EXISTING CURB LINE
EXISTING ROAD / PAVING
EXISTING CONCRETE PAD, SIDEWALK OR PATIO
EXISTING FENCE LINE
EXISTING STORM STRUCTURES & PIPE
EXISTING SANITARY STRUCTURES & PIPE
EXISTING SANITARY CLEAN-OUT
EXISTING WATER VALVE
EXISTING GAS VALVE
EXISTING UTILITY POLE
EXISTING OVERHEAD WIRE
PROPOSED SETBACK LINE
PROPOSED 2' CONTOUR
PROPOSED 10' CONTOUR
PROPOSED SPOT ELEVATION

PROPOSED ROAD / PAVING
PROPOSED CONCRETE SIDEWALK
PROPOSED STORM STRUCTURES & PIPE
PROPOSED SANITARY STRUCTURES & PIPE
PROPOSED SANITARY CLEAN-OUT
PROPOSED WATER VALVE
PROPOSED FIRE HYDRANT
PROPOSED WATER LINE
POST DRAINAGE AREA

BMP OPERATIONS AND MAINTENANCE PROCEDURES:

THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE PROPER CONSTRUCTION, OPERATION AND MAINTENANCE OF POST CONSTRUCTION STORMWATER MANAGEMENT BMP. THE OPERATION AND MAINTENANCE REQUIREMENTS FOR THE PCSWM BMP FOR THIS PROJECT INCLUDE THE FOLLOWING:

SURFACE INFILTRATION BEDS - INFILTRATION BEDS SHALL BE INSPECTED QUARTERLY AND AFTER RAINFALL EVENTS TO ENSURE THAT THEY ARE WORKING PROPERLY AND THAT DEBRIS AND/OR SEDIMENT HAS NOT ENTERED THE SYSTEM. INFLOW AND OUTFLOW POINTS INTO THE INDIVIDUAL SUBSURFACE INFILTRATION BED SHOULD BE KEPT CLEAR OF LEAVES AND OTHER DEBRIS. ACCUMULATED SILT AND DEBRIS THAT HAS DEPOSITED IN THE SUMPED BOTTOM OF ALL INLETS TRIBUTARY TO THE SYSTEM SHALL BE CLEANED OUT TWICE PER YEAR.

FAILURE: IF A SYSTEM IS NOT DRAINING WITHIN 72 HOURS OF THE STORM EVENT, THE SYSTEM SHALL BE REPAIRED OR REPLACED AS REQUIRED.

ALL INSPECTIONS OF THE POST CONSTRUCTION STORMWATER MANAGEMENT BMPs SHALL BE PERFORMED BY THE APPOINTED REPRESENTATIVE OF THE OWNER.

IF ANY DEFICIENT CONDITIONS ARE FOUND DURING THE INSPECTION A PLAN FOR ADDRESSING THEM SHALL BE PREPARED WITHIN TWO MONTHS AND THE PLAN SHALL BE CARRIED OUT WITHIN SIX MONTHS.

THE PROPERTY OWNER, HIS SUCCESSOR, OR ASSIGNS SHALL MAKE RECORDS OF THE INSTALLATION, AND OF ALL MAINTENANCE AND REPAIRS OF ALL BMPs, AND SHALL RETAIN THE RECORDS FOR AT LEAST FIFTEEN YEARS. THESE RECORDS SHALL BE SUBMITTED TO THE MUNICIPALITY, IF REQUESTED.

UNTIL THE SITE IS STABILIZED AND DURING CONSTRUCTION ACTIVITIES, ALL BMPs MUST BE MAINTAINED PROPERLY BY THE CONTRACTOR. ALL PERMANENT MAINTENANCE PROCEDURES SHALL BE PERFORMED BY THE OWNER, HIS SUCCESSOR, OR ASSIGNS. THE OWNER IDENTITY & CONTACT INFORMATION CAN BE FOUND AT THE BOTTOM OF THIS SHEET.

APPLICANT'S SWM SITE PLAN ACKNOWLEDGEMENT:

I, SCOTT J. ZWIZANSKI, HEREBY ACKNOWLEDGE THAT ANY REVISION TO THE APPROVED SWM SITE PLAN SHALL BE SUBMITTED TO AND APPROVED BY THE BOROUGH, AND THAT A REVISED EROSION AND SEDIMENT CONTROL PLAN SHALL BE SUBMITTED TO, AND APPROVED BY, THE CONSERVATION DISTRICT OR BOROUGH (AS APPLICABLE) FOR A DETERMINATION OF ADEQUACY PRIOR TO CONSTRUCTION OF THE REVISED FEATURES.

APPLICANT
ENGINEER'S SWM SITE PLAN CERTIFICATION:
I, SCOTT J. ZWIZANSKI, ON THIS DATE 4/20/2025, HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE SWM SITE PLAN MEETS ALL DESIGN STANDARDS AND CRITERIA OF THE BOROUGH OF WEST CHESTER ORDINANCE NO. 94, BOROUGH OF WEST CHESTER'S STORMWATER MANAGEMENT ORDINANCE.

SCOTT J. ZWIZANSKI, P.E.

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Serial Number:
20241660254
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INLAND DESIGN
Engineering, Surveying & Land Planning
16 Hagerty Blvd. Phone: (484) 947-2928
West Chester, PA 19382 Fax: (484) 947-2946
www.InLandDesign.net Info@InLandDesign.net

COMMONWEALTH OF PENNSYLVANIA
REGISTERED PROFESSIONAL ENGINEER
SCOTT J. ZWIZANSKI
PE091752

No.	Date:	Description:
1	12/16/2024	REVISED PER MUNICIPAL REVIEW LETTERS.
2	12/18/2024	ADDED PVIOUS PAVING
3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT

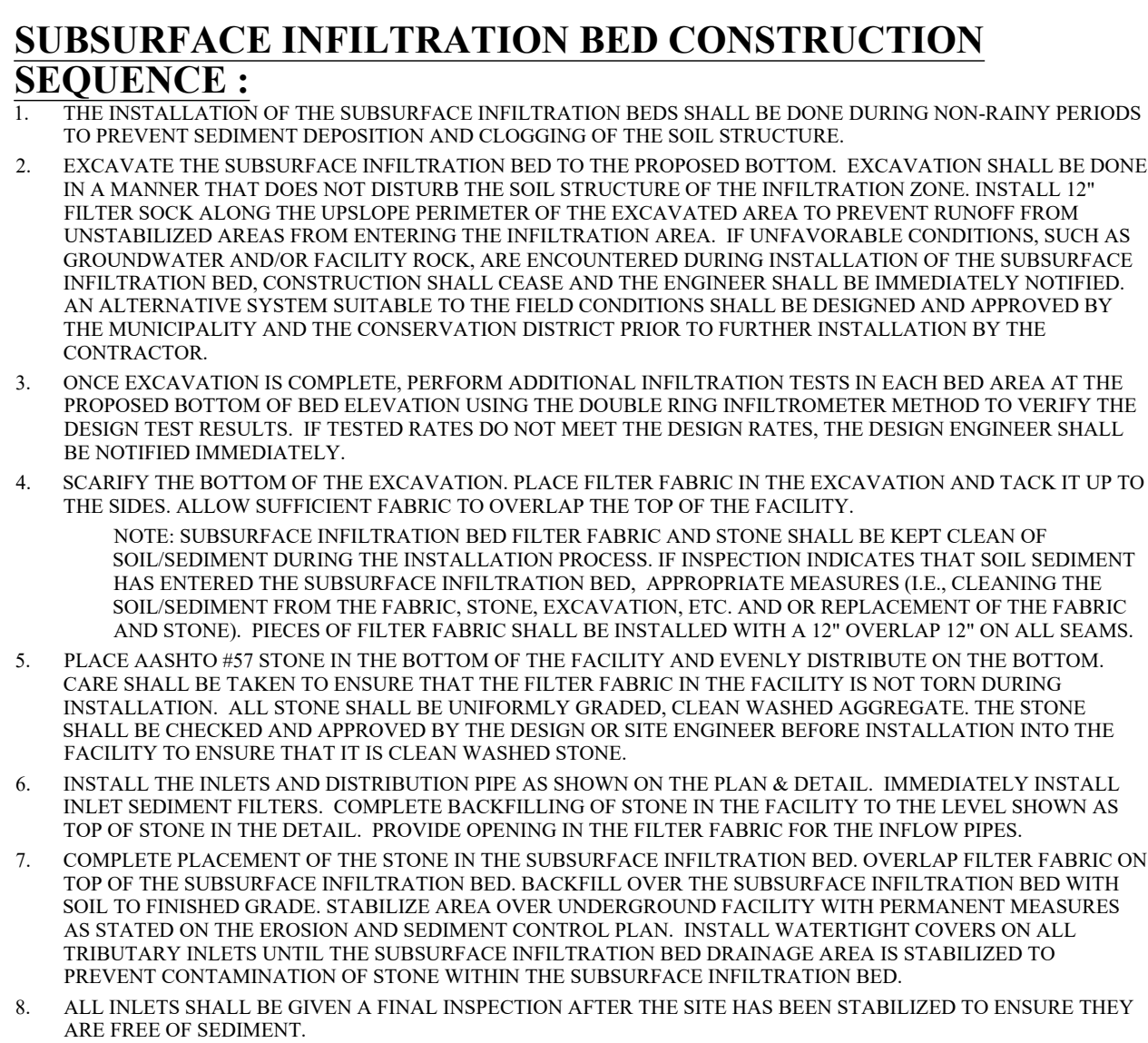
FINAL LAND DEVELOPMENT PLAN

GRAPHIC SCALE
10 0 5 10 20 40
(IN FEET)
1 inch = 10'

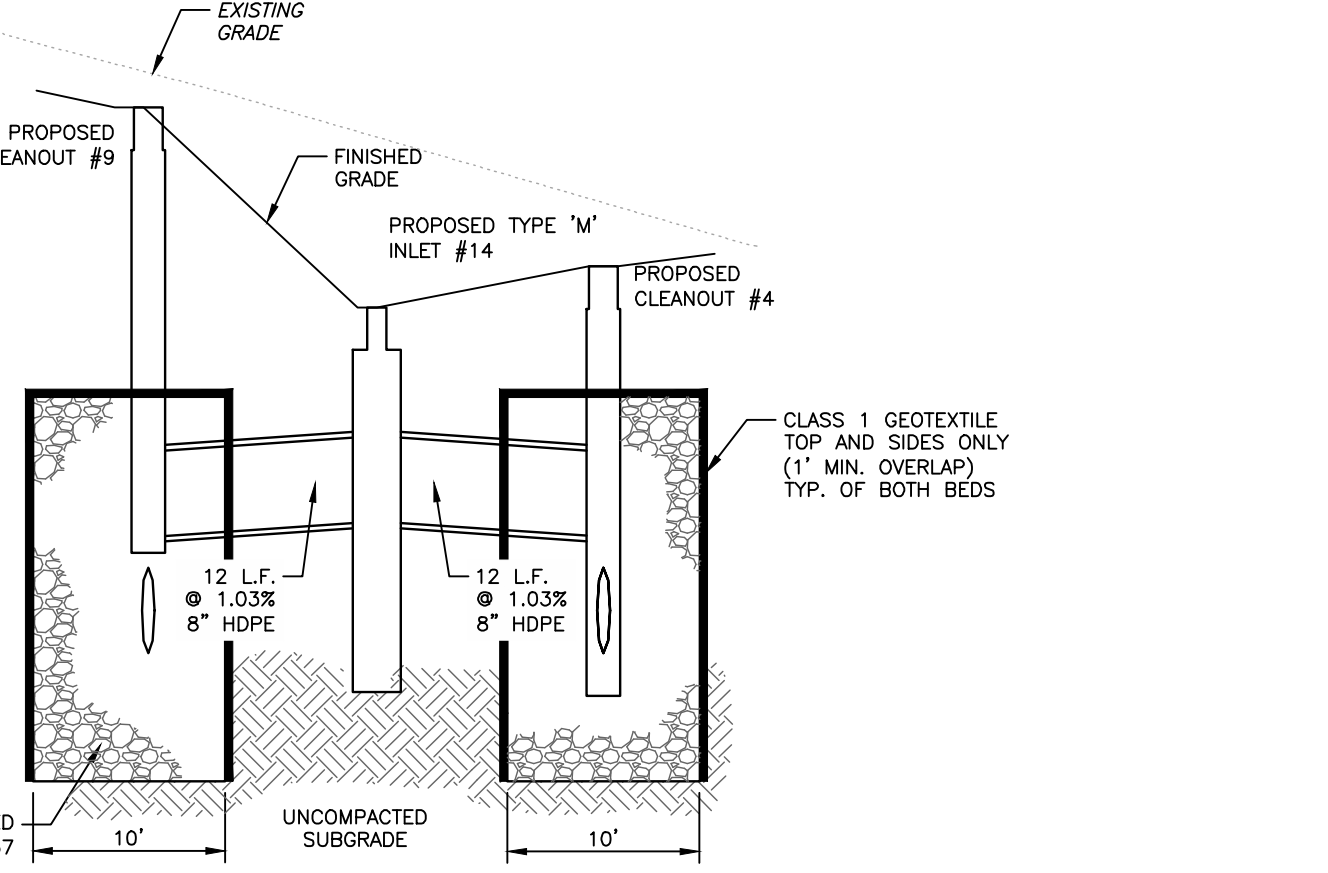
Date: 9/30/2024
Scale: 1" = 10'
Drawn by: DWN
Checked by: SJZ
Project No. 12308

PCSM PLAN FOR AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA

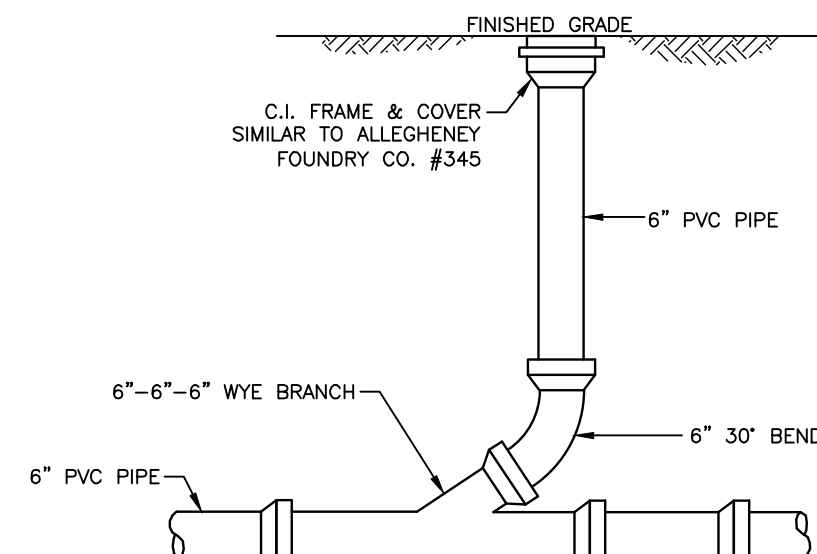
SHEET 6 OF 14



1. DURING SITE CONSTRUCTION, THE INFILTRATION BED SHALL BE PROTECTED FROM COMPACTION DUE TO HEAVY EQUIPMENT OPERATION OR STORAGE OF FILL OR CONSTRUCTION MATERIAL AND SHALL ALSO BE PROTECTED FROM SEDIMENTATION. AREAS THAT ARE ACCIDENTALLY COMPACTED OR GRADED SHALL BE REMEDIATED TO REFORM SOIL COMPOSITION AND POROSITY. ADEQUATE DOCUMENTATION TO THIS EFFECT SHALL BE SUBMITTED TO THE MUNICIPAL ENGINEER FOR REVIEW. THE INFILTRATION BED SHALL NOT RECEIVE RUNOFF UNTIL THE CONTRIBUTORY DRAINAGE AREA HAS ACHIEVED FINAL STABILIZATION.
2. IT IS RECOMMENDED THAT A SOILS ENGINEER OR REPRESENTATIVE THEREOF IS PRESENT ON-SITE DURING THE CONSTRUCTION OF THE STORMWATER MANAGEMENT SYSTEM IN ORDER TO ENSURE THE SYSTEM WAS CONSTRUCTED AS DESIGNED. THE INFILTRATION BED IS TO BE CONSTRUCTED IN FINE GRAIN SOILS. GIVEN THE LOCALIZED INVESTIGATIONS, IT IS PARAMOUNT THAT THE ENTIRE FACILITY BOTTOM BE VERIFIED TO BE SITUATED WITHIN THE CORRECT INFILTRATION STRATUM.
3. THE CONTRACTOR IS TO ENSURE THAT THERE IS NO PRECIPITATION IN THE FORECAST FOR THE DURATION OF THE INFILTRATION BED CONSTRUCTION.
4. APPROPRIATE, PERMANENT MEASURES, AS SHOWN ON THE PLAN, SHALL BE IMPLEMENTED TO PROTECT THE INFILTRATION BED FROM SEDIMENT LADEN RUNOFF ENTERING IT.
5. ROOF DRAINS DISCHARGING TO THE INFILTRATION BED SHALL HAVE APPROPRIATE MEASURES TO PREVENT CLOGGING BY UNWANTED DEBRIS (FOR EXAMPLE, SILT, LEAVES AND VEGETATION). THESE MEASURES MAY INCLUDE FILTERS AND/OR CONTRIBUTORY DRAINAGE AREAS WITH FINE SCREENS.
6. THE FOLLOWING PROCEDURES AND MATERIALS SHALL BE REQUIRED DURING THE CONSTRUCTION OF THE INFILTRATION BED:
 - a. EXCAVATION FOR THE INFILTRATION BED SHALL BE PERFORMED WITH EQUIPMENT THAT WILL NOT COMPACT THE BED.
 - b. THE BOTTOM OF THE BED SHALL BE SCARIFIED PRIOR TO THE PLACEMENT OF AGGREGATE.
 - c. ONLY CLEAN AGGREGATE WITH DOCUMENTED POROSITY, FREE OF FINES, SHALL BE ALLOWED.
 - d. THE TOP AND SIDES OF THE INFILTRATION BED SHALL BE COVERED WITH DRAINAGE FABRIC. FABRIC SHALL BE NON-WOVEN FABRIC ACCEPTABLE TO THE MUNICIPAL ENGINEER.
 - e. TOPSOIL SHALL BE STORED IN A COVERED AREA AND PROTECTED FROM THE INFILTRATION BED AND PROVISIONS FOR THE COLLECTION OF DEBRIS SHALL BE PROVIDED AS SHOWN ON THE PLAN.

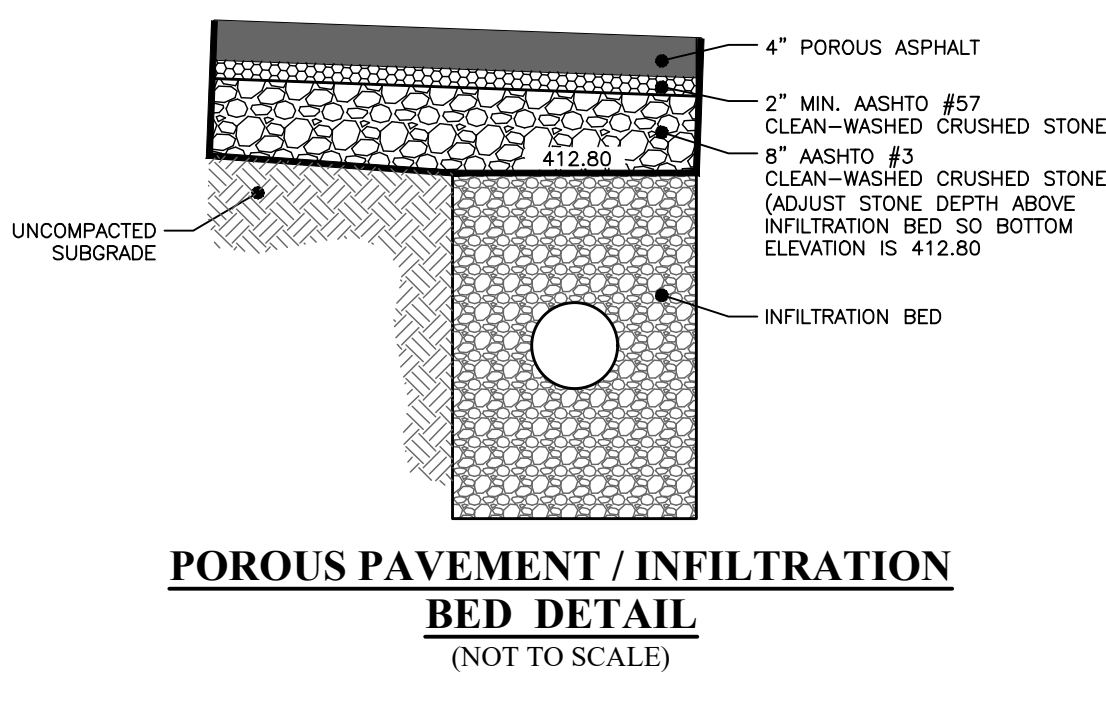


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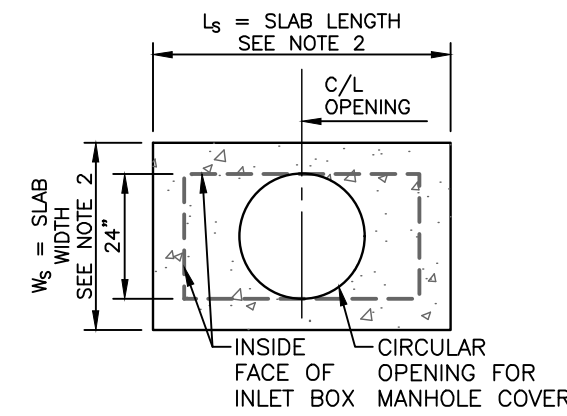


ROOF LEADER CLEANOUT IN UNPAVED AREA DETAIL

NOT TO SCALE
FOR CLEANOUT IN PAVED AREA SEET DETAIL ON SHEET 12.



POROUS PAVEMENT / INFILTRATION BED DETAIL

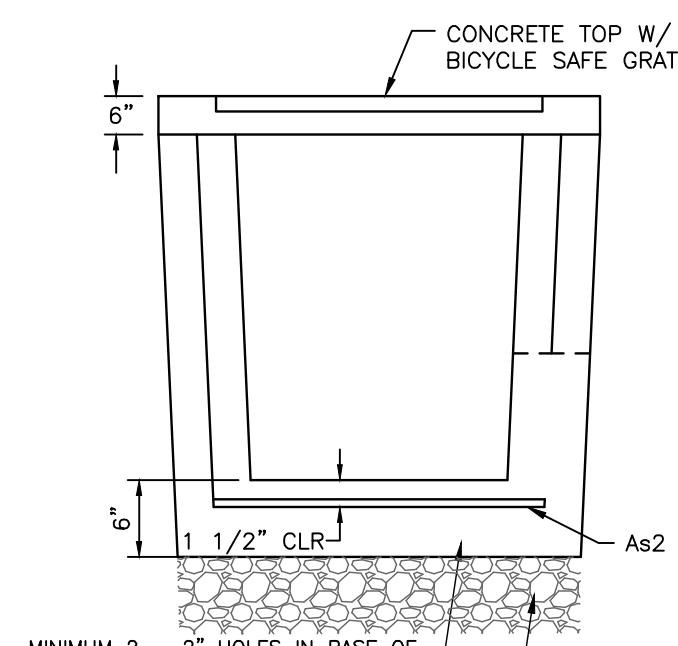


STANDARD INLET BOX

CIRCULAR OPENINGS:
1. FOR A STANDARD BOX, ONLY A 24" OPENING IS PERMITTED.

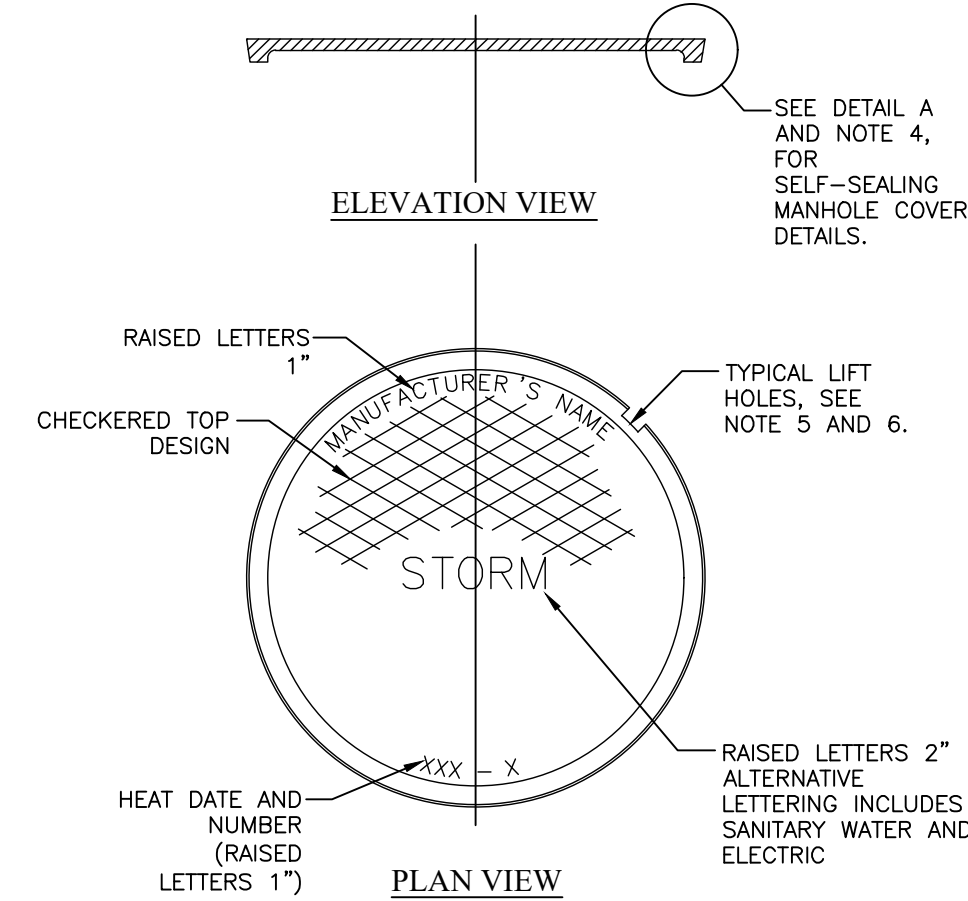
**TOP SLAB WITH OPTIONAL ROUND OPENING
FOR MANHOLE COVER**

(NOT TO SCALE)

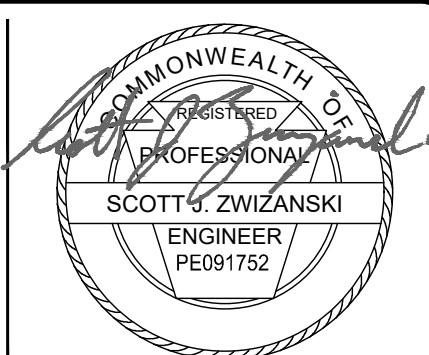
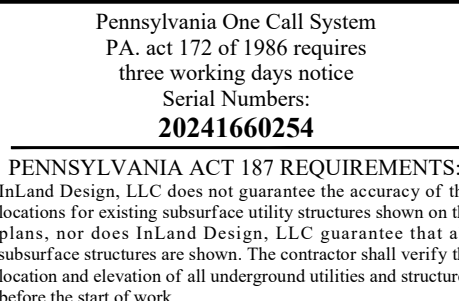


2'x2' LAWN INLET DETAIL

NOTE:
CONTRACTOR MAY SUBSTITUTE EQUIVALENT CATCH
BASIN SUBJECT TO REVIEW AND APPROVAL BY THE
MUNICIPALITY.



CAST IRON MANHOLE COVER (PLATEN COVER)



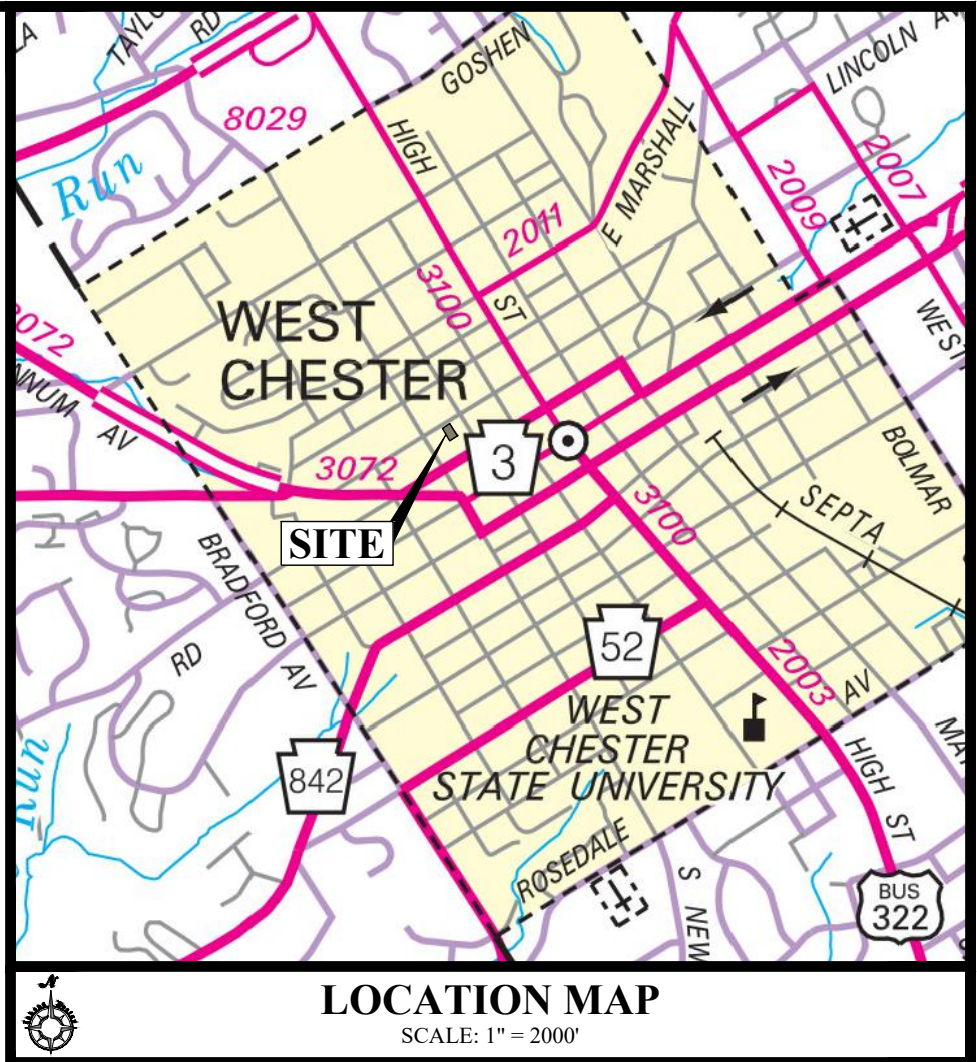
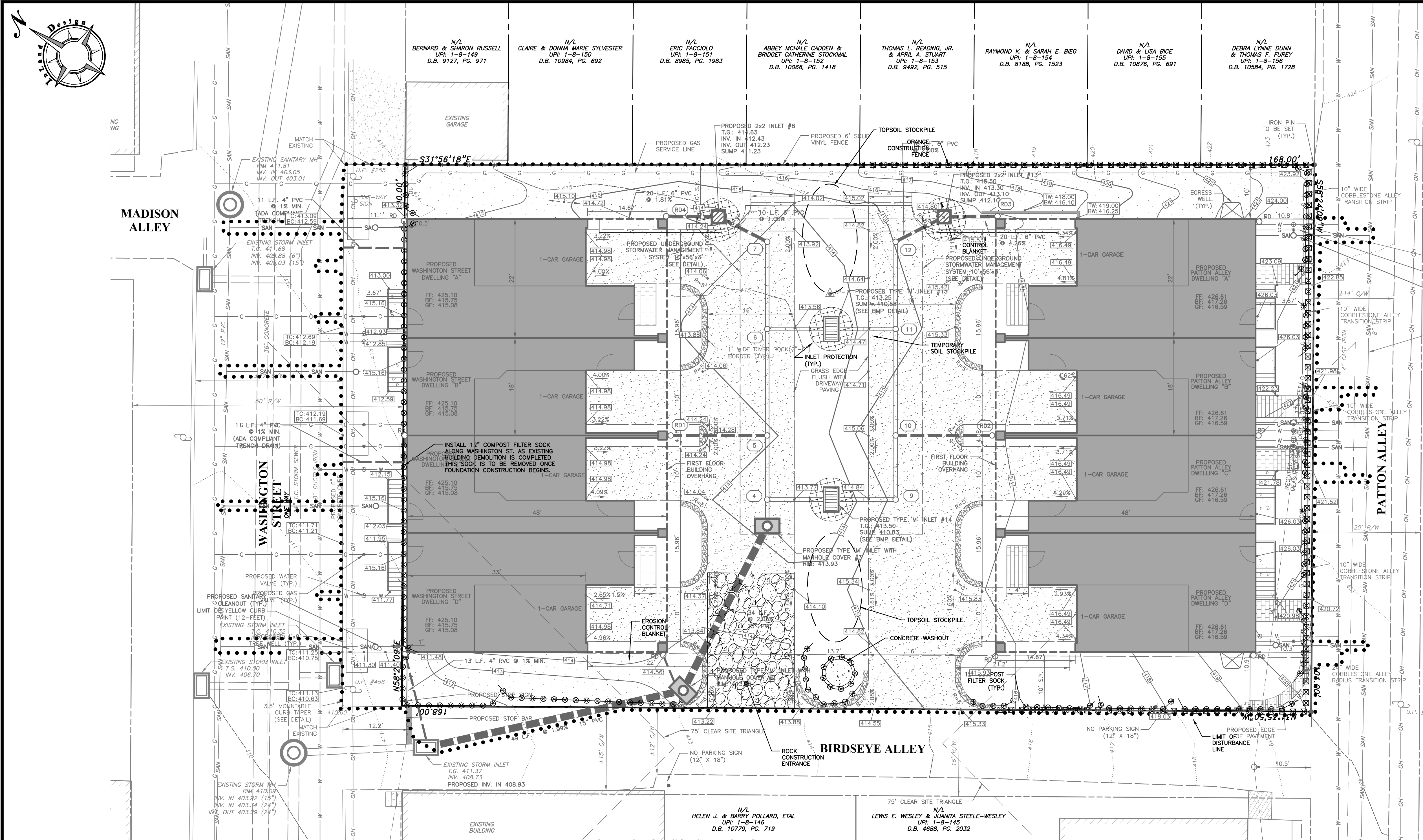
**FINAL
LAND DEVELOPMENT PLAN**

GRAPHIC SCALE

(IN FEET)
1 inch = 10'

**SWM DETAILS
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH, CHESTER COUNTY, PENNSYLVANIA**

S H E E T
7
OF 14



SECTION 102.22(a) - PERMANENT SITE STABILIZATION

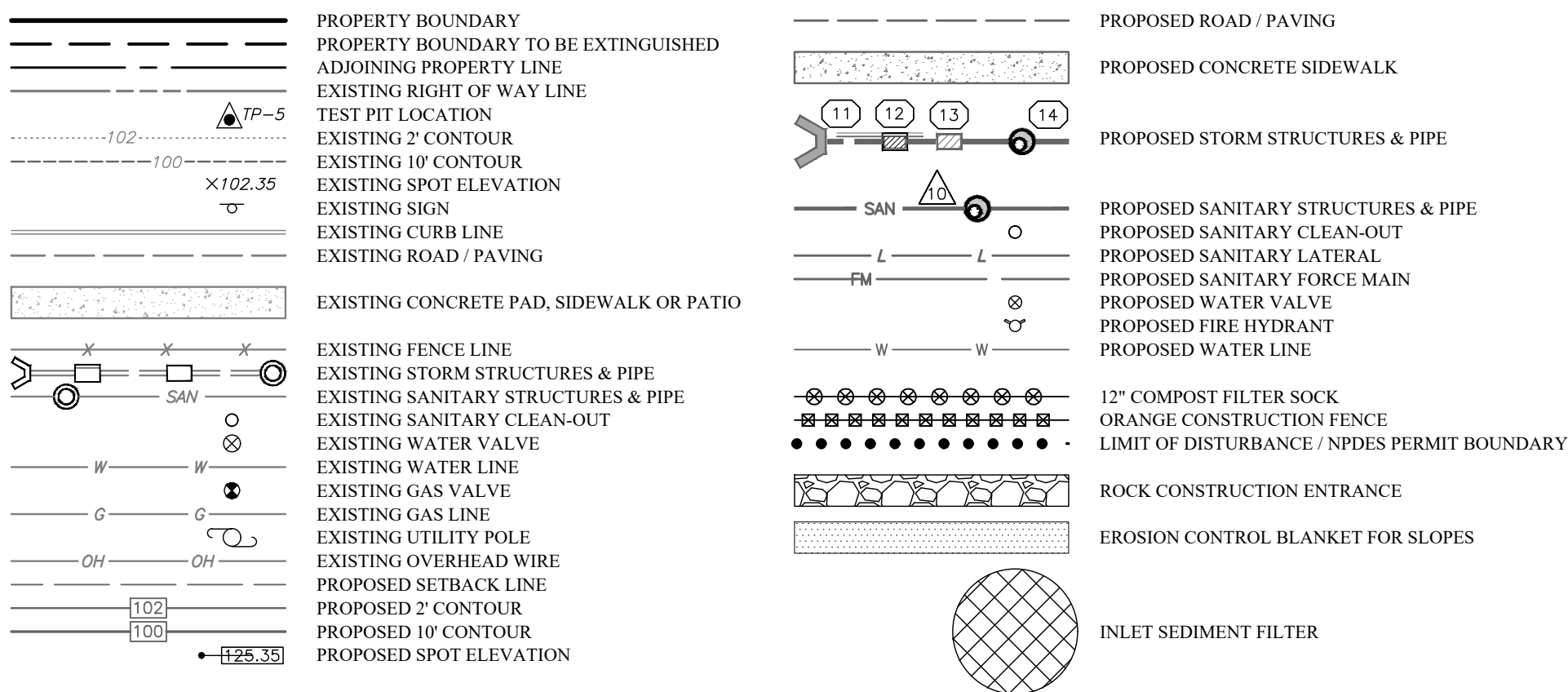
"UPON FINAL COMPLETION OF AN EARTH DISTURBANCE ACTIVITY OR ANY STAGE OR PHASE OF AN ACTIVITY, THE SITE SHALL IMMEDIATELY HAVE TOPSOIL RESTORED, REPLACED, OR AMENDED, BE SEEDED, MULCHED OR OTHERWISE PERMANENTLY STABILIZED AND PROTECTED FROM ACCELERATED EROSION AND SEDIMENTATION."

- E&S BMPs SHALL REMAIN FUNCTIONAL UNTIL ALL AREAS TRIBUTARY TO THEM ARE PERMANENTLY STABILIZED OR UNTIL THEY ARE REPLACED BY ANOTHER APPROVED BMP.
- AN AREA SHALL BE CONSIDERED TO HAVE ACHIEVED FINAL STABILIZATION WHEN IT HAS A MINIMUM UNIFORM 70% PERENNIAL VEGETATIVE COVER OR OTHER PERMANENT NON-VEGETATIVE COVER WITH A DENSITY SUFFICIENT TO RESIST ACCELERATED SURFACE EROSION AND SUBSURFACE CHARACTERISTICS SUFFICIENT TO RESIST SLIDING AND OTHER MOVEMENTS.
- AFTER FINAL SITE STABILIZATION HAS BEEN ACHIEVED, TEMPORARY EROSION AND SEDIMENT CONTROL BMPs MUST BE MAINTAINED OR CONVERTED TO PERMANENT PCSM BMPs. AREAS DISTURBED DURING REMOVAL OR CONVERSION OF THE BMPs MUST BE STABILIZED IMMEDIATELY.
- AREAS WHICH ARE TO BE TOPSOILED SHALL BE SCARIFIED TO A MINIMUM DEPTH OF 3 TO 5 INCHES (6 TO 12 INCHES ON COMPACTED SOILS) PRIOR TO PLACEMENT OF TOPSOIL. AREAS TO BE VEGETATED SHALL HAVE A MINIMUM 4 INCHES OF TOPSOIL IN PLACE PRIOR TO SEEDING AND MULCHING.
- TOPSOIL REQUIRED FOR THE ESTABLISHMENT OF VEGETATION SHALL BE STOCKPILED AT THE LOCATION(S) SHOWN ON THE PLAN IN THE AMOUNT NECESSARY TO COMPLETE THE FINISH GRADING OF ALL EXPOSED AREAS THAT ARE TO BE STABILIZED BY VEGETATION.
- IMMEDIATELY AFTER EARTH DISTURBANCE ACTIVITIES CEASE IN ANY AREA OR SUBAREA OF THE PROJECT, THE ORP SHALL STABILIZE ALL DISTURBED AREAS, DURING NON-GERMINATING PERIODS, MULCH OR PROTECTIVE BLANKETING MUST BE APPLIED AT SPECIFIED RATES. AREAS NOT AT FINISHED GRADE, WHICH WILL BE REDISTURBED WITHIN ONE YEAR, MAY BE STABILIZED IN ACCORDANCE WITH TEMPORARY STABILIZATION SPECIFICATIONS. DISTURBED AREAS THAT ARE AT FINISHED GRADE OR WHICH WILL NOT BE REDISTURBED WITHIN ONE YEAR MUST BE STABILIZED IN ACCORDANCE WITH PERMANENT STABILIZATION SPECIFICATIONS.
- UPON COMPLETION OF ALL EARTH DISTURBANCE ACTIVITIES AND PERMANENT STABILIZATION OF ALL DISTURBED AREAS, THE OWNER AND/OR OPERATOR SHALL CONTACT THE LOCAL CONSERVATION DISTRICT FOR AN INSPECTION PRIOR TO REMOVAL OR CONVERSION OF THE E&S BMPs.
- MEASURES AND SPECIFICATIONS FOR LONG TERM PROTECTION USE DURING EARTHMOVING, PERMANENT SEEDING - AREAS NOT PAVED SHALL BE PLANTED WITH PERMANENT SEED MIXTURE AND MULCHED. SEEDBED PREPARATION AND SEEDING METHODS:

- (1) LIME - AGRICULTURAL GRADE LIMESTONE
A SOIL TEST FROM A REPUTABLE LABORATORY IS RECOMMENDED. IF SOIL TEST RESULTS ARE NOT AVAILABLE, APPLY LIME AT THE FOLLOWING RATE:
LIME - 6 TONS PER ACRE (240 LBS. PER 1,000 S.F.)
- (2) FERTILIZER - COMMERCIAL TYPE 10 - 10 - 20
A SOIL TEST FROM A REPUTABLE LABORATORY IS RECOMMENDED. IF SOIL TEST RESULTS ARE NOT AVAILABLE, APPLY FERTILIZER AT THE FOLLOWING RATE:
FERTILIZER - 1,000 LBS. PER ACRE (25 LBS. PER 1,000 S.F.)
IF TEMPORARY SEEDING IS NECESSARY, DIVIDE THE FERTILIZER AND LIME RECOMMENDATIONS NOTED ABOVE IN HALF. APPLY THE FOLLOWING AS PART OF THE TEMPORARY SEEDING:
FERTILIZER - 500 LBS. PER ACRE (12.5 LBS. PER 1,000 S.F.)
APPLY THE REMAINDER AT THE TIME OF FINAL SEEDING AT THE FOLLOWING RATE:
LIME - 5.0 TONS PER ACRE (20 LBS. PER 1,000 S.F.)
FERTILIZER - 500 LBS. PER ACRE (12.5 LBS. PER 1,000 S.F.)
- (3) PERMANENT SEED MIXTURE
IT IS RECOMMENDED THAT THE PENN STATE UNIVERSITY "AGRONOMY GUIDE" BE CONSULTED. THE FOLLOWING MIXTURE WILL MEET THE REQUIREMENTS OF CHAPTER 102.
(A) ANNUAL RYEGRASS (ANCHOR MATERIAL) IS TO BE SEED WITH ALL PERMANENT SEED MIXES AS COVER/NURSE CROP (ANCHORING METHOD), SEEDING RATE (RATE OF ANCHORING) = 40 LBS. PER ACRE (1 LB. PER 1,000 S.F.)
(B) TURF LAWN AND MOWED AREAS (SUNNY):
60% KENTUCKY BLUEGRASS
20% PERENNIAL RYEGRASS
SEEDING RATE = 170 LBS. PER ACRE (4 LBS. PER 1,000 S.F.)
PLANTING DATES = 4/1 - 5/31 AND 8/6 - 10/15
(C) NOTE: ALL MIXTURES GIVEN ABOVE ARE FOR PURE LIVE SEED 100% (PLS 100%)
EXAMPLE TO DETERMINE HOW MUCH SEED TO PLANT:
CALCULATE PLS% FOR 85% PURE SEED WITH 72% GERMINATION: 85 X 72 / 100 = 61% PLS
DIVIDE THE PLS% INTO ONE HUNDRED (100 / 61 = 1.63).
THUS, FOR EVERY 1 POUND OF SEED MIXTURE SPECIFIED, 1.63 LBS SHOULD BE APPLIED.
- (4) MULCH
ALL AREAS THAT ARE SEEDED SHALL BE MULCHED. MULCH IS A LOOSE LAYER 3/4" TO 1" DEEP OF CLEAN STRAW OR HAY. STRAW OR HAY MULCH SHALL BE APPLIED IN LONG STRANDS, NOT CHOPPED OR FINELY BROKEN, AND SHALL BE ANCHORED OR TACKIFIED IMMEDIATELY AFTER APPLICATION. NETTING OR EROSION CONTROL BLANKETS MUST BE INSTALLED ON SLOPES 3:1 AND STEEPER. MULCH SHALL BE APPLIED AT THE FOLLOWING RATE:
STRAW/HAY = 5 TONS PER ACRE (140 LBS. PER 1,000 S.F.)
- (5) EROSION CONTROL BLANKET
ALL SLOPES 3:1 OR STEEPER, AS WELL AS ALL DISTURBED AREAS WITHIN 50 FEET OF A SURFACE WATER (WITH 100 FEET FOR HQ OR EV WATERS) MUST BE STABILIZED WITH EROSION CONTROL BLANKET.

LIMIT OF DISTURBANCE: 18,698 S.F. (0.43 AC.)
WATERSHED: TAYLOR RUN
CHAPTER 93 CLASSIFICATION: TSF / MF

LEGEND



SEQUENCE OF CONSTRUCTION

ALL EARTH DISTURBANCE ACTIVITY SHALL PROCEED IN ACCORDANCE WITH THE FOLLOWING SEQUENCE. EACH STAGE SHALL BE COMPLETED BEFORE ANY EARTHWORK STAGE IS INITIATED. CLEARING AND GRUBBING SHALL BE LIMITED TO THOSE AREAS DESCRIBED IN EACH STAGE.

AT LEAST 7 DAYS BEFORE STARTING ANY EARTH DISTURBANCE ACTIVITIES, THE OPERATOR SHALL INVITE ALL CONTRACTORS INVOLVED IN THOSE ACTIVITIES INCLUDING BUT NOT LIMITED TO: THE LANDOWNER AND ALL APPROPRIATE MUNICIPAL OFFICIALS FOR AN ON SITE PRE-CONSTRUCTION MEETING. THE PROFESSIONAL DESIGN ENGINEER, GEOTECHNICAL ENGINEER, SOILS PROFESSIONAL, AND/OR DESIGNEE MUST BE PRESENT ON-SITE FOR INSPECTIONS OF THE OVERALL FUNCTIONALITY OF THE STORMWATER BMPs ANY DISTURBED AREA WHERE THERE WILL BE A CESSATION OF ACTIVITY FOR FOUR DAYS OR LONGER MUST BE STABILIZED WITH TEMPORARY STABILIZATION.

- DELINEATE THE LIMITS OF DISTURBANCE ALONG EASTERN PROPERTY LINE.
- DEMOLISH ALL EXISTING STRUCTURES AND FEATURES REMOVE DEMOLISHED MATERIAL FROM THE SITE.
- AS DEMOLITION ALLOWS, INSTALL PERIMETER CONSTRUCTION FENCE, SILT SOCK AND PERIMETER EROSION CONTROLS AS SHOWN ON THE PLAN AND ACCORDING TO DETAILS.
- INSTALL ROCK CONSTRUCTION ENTRANCE.
- ONCE BUILDING DEMOLITION IS COMPLETE, SOIL SHALL BE ANALYZED TO CONFIRM NO SOIL REMEDIATION IS NEEDED.
- PERFORM ADDITIONAL INFILTRATION TESTS IN EACH BED AREA AT THE PROPOSED BOTTOM OF BED ELEVATION USING THE DOUBLE RING INFILTRATION METHOD TO VERIFY THE DESIGN TEST RESULTS. IF TESTED RATES DO NOT MEET THE DESIGN RATES, THE DESIGN ENGINEER SHALL BE NOTIFIED IMMEDIATELY.
- CLEAR, GRUB AND BEGIN ROUGH GRADING OPERATIONS, STOCKPILE TOPSOIL IN DESIGNATED AREA.
- INSTALL BUILDING FOUNDATIONS AND BEGIN BUILDING CONSTRUCTION.
- INSTALL NEW SIDEWALK WHEN APPROPRIATE.
- WHEN APPROPRIATE, INSTALL SUBSURFACE INFILTRATION BED FOLLOWING THE INFILTRATION BED SEQUENCE OF CONSTRUCTION. INSTALL STORM SEWER AND ROOF DRAIN CONNECTIONS TO INFILTRATION BED. INLET SEDIMENT FILTERS SHALL BE INSTALLED IMMEDIATELY.
- PRIOR TO POROUS ASPHALT PAVEMENT INSTALLATION, ALL SITE DISTURBED AREA SHALL HAVE EROSION CONTROL BLANKET INSTALLED OR BE SEEDED.
- SEED AND MULCH ALL REMAINING DISTURBED AREAS.
- ONCE ALL HOUSES ARE CONSTRUCTED AND PERMANENTLY STABILIZED (VEGETATED AREAS MUST HAVE A UNIFORM 70% VEGETATIVE COVER), AND AFTER A SITE INSPECTION AND APPROVAL FROM THE BOROUGH, REMOVE ANY REMAINING EROSION CONTROLS.

TEMPORARY SITE STABILIZATION - SECTION 102.22(b)

"UPON TEMPORARY CESSATION OF AN EARTH DISTURBANCE ACTIVITY OF ANY STAGE OR PHASE OF AN ACTIVITY WHERE A CESSATION OF EARTH DISTURBANCE ACTIVITIES WILL EXCEED 4 DAYS, THE SITE SHALL BE IMMEDIATELY SEEDED, MULCHED, OR OTHERWISE PROTECTED FROM ACCELERATED EROSION AND SEDIMENTATION PENDING FUTURE EARTH DISTURBANCE ACTIVITIES."

- E&S BMPs MUST BE CONSTRUCTED, STABILIZED, AND FUNCTIONAL BEFORE SITE DISTURBANCE BEGINS WITHIN THE TRIBUTARY AREAS OF THOSE BMPs.
- ANY DISTURBED AREA THAT IS NOT AT FINAL GRADE OR WHERE THERE HAS BEEN A CESSATION OF EARTHMOVING ACTIVITY SHALL BE PLANTED WITH A TEMPORARY SEED MIX AND MULCHED. AREAS THAT ARE TO BE EXPOSED FOR MORE THAN ONE YEAR SHALL BE SEEDED WITH PERMANENT SEED MIX AND MULCHED. SEEDBED PREPARATION AND SEEDING METHODS:
 - (1) LIME - AGRICULTURAL GRADE LIMESTONE
A SOIL TEST FROM A REPUTABLE LABORATORY IS RECOMMENDED. IF SOIL TEST RESULTS ARE NOT AVAILABLE, APPLY LIME AT THE FOLLOWING RATE:
LIME = 1.0 TON PER ACRE (40 LBS. PER 1,000 S.F.)
 - (2) FERTILIZER - COMMERCIAL TYPE 10 - 10 - 20
A SOIL TEST FROM A REPUTABLE LABORATORY IS RECOMMENDED. IF SOIL TEST RESULTS ARE NOT AVAILABLE, APPLY FERTILIZER AT THE FOLLOWING RATE:
FERTILIZER = 500 LBS. PER ACRE (12.5 LBS. PER 1,000 S.F.)
 - (3) TEMPORARY SEED MIXTURE
ANNUAL RYEGRASS IS A QUICK GERMINATING SPECIES OF GRASS, WHICH CAN BE SEEDED DURING MOST TIME PERIODS. IF YOU PLAN TO LEAVE THE PROJECT DISTURBED AND INACTIVE FOR MORE THAN TWENTY (20) DAYS, TEMPORARY SEEDING SHALL BE APPLIED IMMEDIATELY. IF THE SITE IS TO REMAIN INACTIVE FOR ONE YEAR OR MORE A PERMANENT SEED MIX IS NECESSARY.
ANNUAL RYEGRASS = 40 LBS. PER ACRE (1 LB. PER 1,000 S.F.)
NOTE: ALL MIXTURES GIVEN ABOVE ARE FOR PURE LIVE SEED 100% (PLS 100%)
 - (4) MULCH
ALL AREAS THAT ARE SEEDED SHALL BE MULCHED. MULCHING MAY BE USED AS A TEMPORARY STABILIZATION IN SOME DISTURBED AREAS IN NON-GERMINATING SEASONS. MULCH IS A LOOSE LAYER 3/4" TO 1" DEEP OF CLEAN STRAW OR HAY. STRAW OR HAY MULCH SHALL BE APPLIED IN LONG STRANDS, NOT CHOPPED OR FINELY BROKEN, AND SHALL BE ANCHORED OR TACKIFIED IMMEDIATELY AFTER APPLICATION. NETTING OR EROSION CONTROL BLANKETS MUST BE INSTALLED ON SLOPES 3:1 AND STEEPER. MULCH SHALL BE APPLIED AT THE FOLLOWING RATE:
STRAW/HAY = 3 TONS PER ACRE (140 LBS. PER 1,000 S.F.)

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PENNSYLVANIA ONE CALL SYSTEM
PA. act 172 of 1986 requires three working days notice
Serial Number
20241660254

PENNSYLVANIA ACT 187 REQUIREMENTS:
Inland Design, LLC does not guarantee the accuracy of the location or elevation of all underground utilities and structures before the start of work.

INLAND DESIGN
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West Chester, PA 19382 Fax: (484) 947-2946
www.InLandDesign.net Info@InLandDesign.net

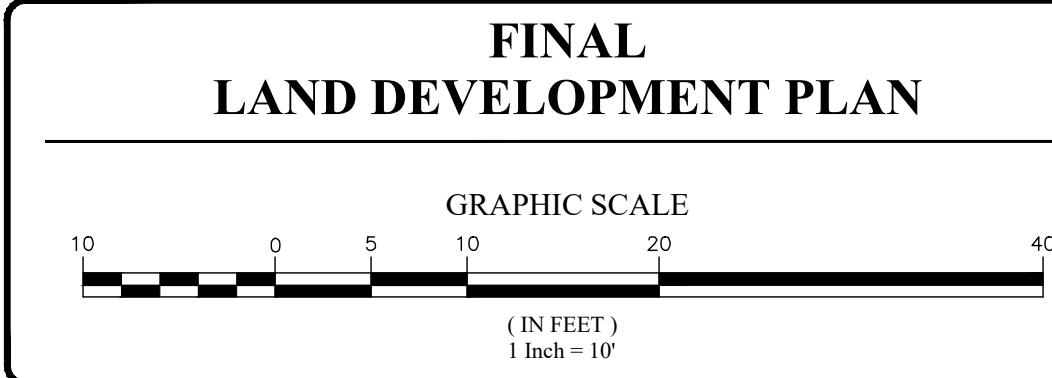
SCOTT H. ZWIZANSKI
REGISTERED PROFESSIONAL ENGINEER
PE091752

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PE091752

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REGISTERED PROFESSIONAL ENGINEER
PE091752

No.	Date:	Description:
1	12/16/2024	REVISED PER MUNICIPAL REVIEW LETTERS.
2	12/18/2024	ADDED PVIOUS PAVING
4	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT



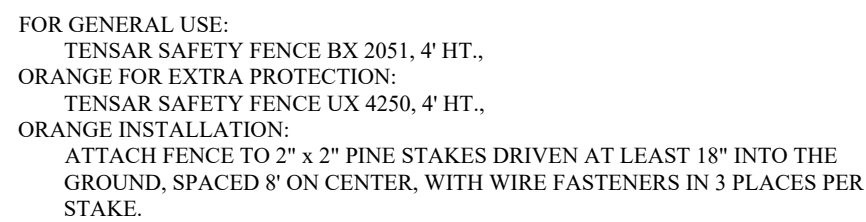
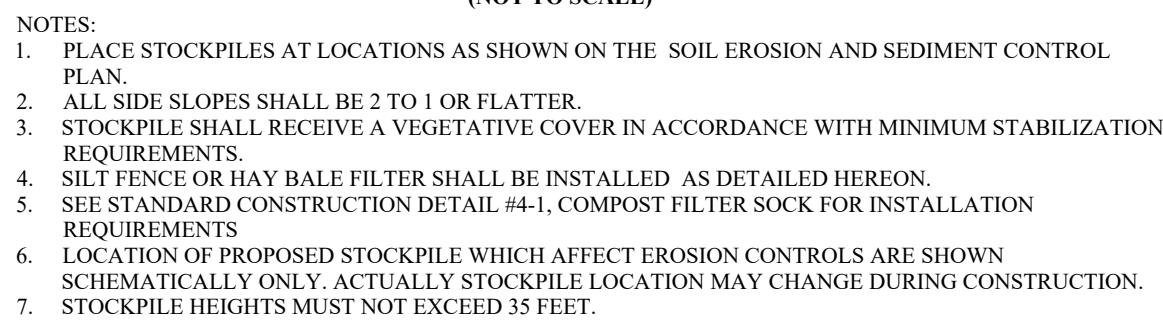
Date: 9/30/2024
Scale: 1" = 10'
Drawn by: DWN
Checked by: SJZ
Project No. 12308

CONSERVATION & EROSION CONTROL PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA

S H E E T
8
OF 14



1. AT A MINIMUM, THE FABRIC SHALL HAVE A MINIMUM GRAB TENSILE STRENGTH OF 120 LBS., A MINIMUM BURST STRENGTH OF 200 PSI, AND A MINIMUM TRAPEZOIDAL TEAR STRENGTH OF 50 LBS. FILTER BAGS SHALL BE CAPABLE OF TRAPPING ALL PARTICLES NOT PASSING A NO. 40 SIEVE.
2. INLET FILTER BAGS SHALL BE INSPECTED ON A WEEKLY BASIS AND AFTER EACH RUNOFF EVENT. BAGS SHALL BE EMPTIED AND RINSED OR REPLACED WHEN HALF FULL OR WHEN FLOW CAPACITY HAS BEEN REDUCED SO AS TO CAUSE FLOODING OR BYPASSING OF THE INLET. DAMAGED OR CLOGGED BAGS SHALL BE REPLACED.



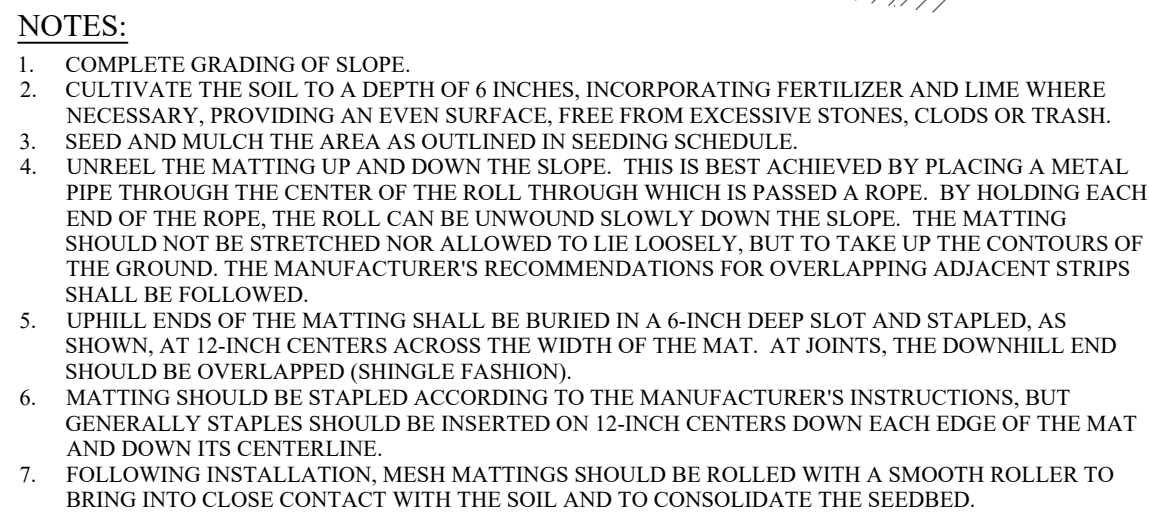
1. INSTALL ON FLAT GRADE FOR OPTIMUM PERFORMANCE
2. 18" FILTER SOCK MAY BE STACKED ONTO DOUBLE 24" DIAMETER SOCKS IN PYRAMIDAL CONFIGURATION FOR ADDED HEIGHT.



- REMOVE TOPSOIL PRIOR TO INSTALLATION OF ROCK CONSTRUCTION ENTRANCE. EXTEND ROCK OVER FULL WIDTH OF ENTRANCE.
RUNOFF SHALL BE DIVERTED FROM ROADWAY TO A SUITABLE SEDIMENT REMOVAL BMP PRIOR TO ENTERING ROCK CONSTRUCTION ENTRANCE.
MOUNTABLE BERM SHALL BE INSTALLED WHEREVER OPTIONAL CURB/PIPE IS USED AND PROPER PIPE COVER AS SPECIFIED BY MANUFACTURER IS NOT OTHERWISE PROVIDED. PIPE SHALL BE SIZED TO ACCOMMODATE 100% FLOW OF DITCH.
MAINTENANCE: ROCK CONSTRUCTION ENTRANCE THICKNESS SHALL BE CONSTANTLY MAINTAINED TO THE SPECIFIED DIMENSIONS BY ADDING ROCK. A STOCKPILE SHALL BE MAINTAINED ON SITE FOR THIS PURPOSE. ADDITIONAL PROPERLY SIZED ROCK SHALL BE REMOVED FROM THE ROADWAY TO THE ROCK CONSTRUCTION SITE IMMEDIATELY. IF EXCESSIVE AMOUNTS OF SEDIMENT ARE BEING DEPOSITED ON ROADWAY, EXTEND LENGTH OF ROCK CONSTRUCTION ENTRANCE BY 50 FEET INCREMENTS UNTIL ALL SEDIMENTATION OR INSTABILITY OF ROADWAY HAS BEEN STOPPED. ROADWAYS ADJACENT TO ROADWAY DITCHES, SEWERS, CULVERTS, OR OTHER DRAINAGE COULDS IS NOT ACCEPTABLE.



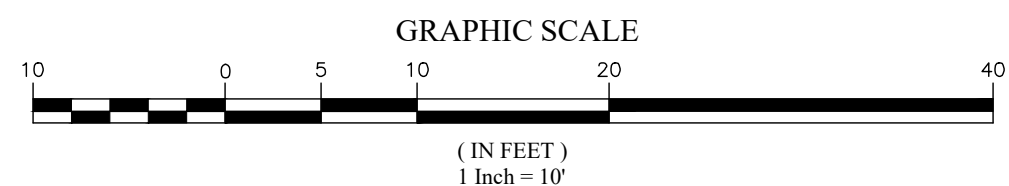
1. FILTER BAGS SHALL BE MADE FROM NON-WOVEN GEOTEXTILE MATERIAL SEWN WITH HIGH STRENGTH DOUBLE STITCHED "J" TYPE SEAMS. THEY SHALL BE CAPABLE OF TRAPPING PARTICLES LARGER THAN 150 MICRONS.
2. IN THE MEANS OF ACCESSING THE BAG WITH MACHINERY REQUIRED FOR DISPOSAL PURPOSES MUST BE PROVIDED. FILTER BAGS SHALL BE REPLACED WHEN THEY BECOME 1/2 FULL. SPARE BAGS SHALL BE KEPT AVAILABLE FOR REPLACEMENT OF THOSE THAT HAVE FAILED OR ARE FILLED.
3. BAGS SHALL BE LOCATED IN WELL-VEGETATED GRASSY AREA, AND DISCHARGE OUT TO STABLE. THE FLOW PATH SHALL BE PROVIDED. BAGS SHALL NOT BE PLACED ON SLOPES GREATER THAN 5%.
4. THE PUMP DISCHARGE HOSE SHALL BE INSERTED INTO THE BAGS IN THE FLOW PATH SPECIFIED BY THE MANUFACTURER AND SPECIALLY CALLED.
5. THE PUMP INTAKE SHALL BE NOTED AT LESS THAN 750 GPM OR 1/2 THE MAXIMUM SPECIFIED BY THE MANUFACTURER, WHICHEVER IS LESS. PUMP INTAKES SHOULD BE FLOATING AND SCREENED.



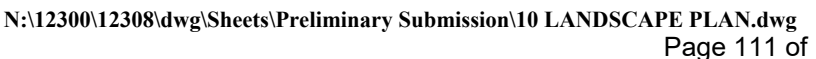
EROSION BLANKET INSTALLATION FOR SLOPES

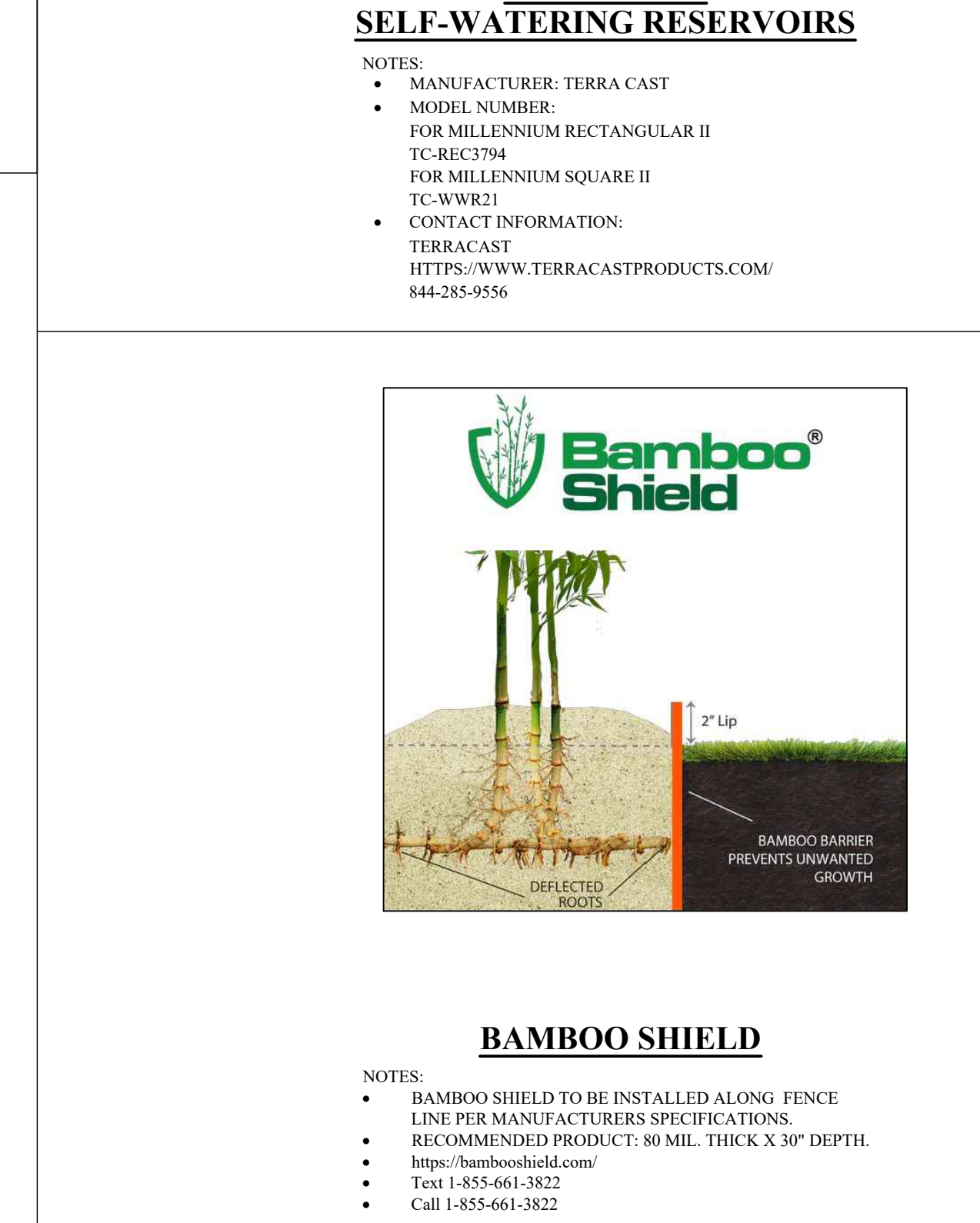
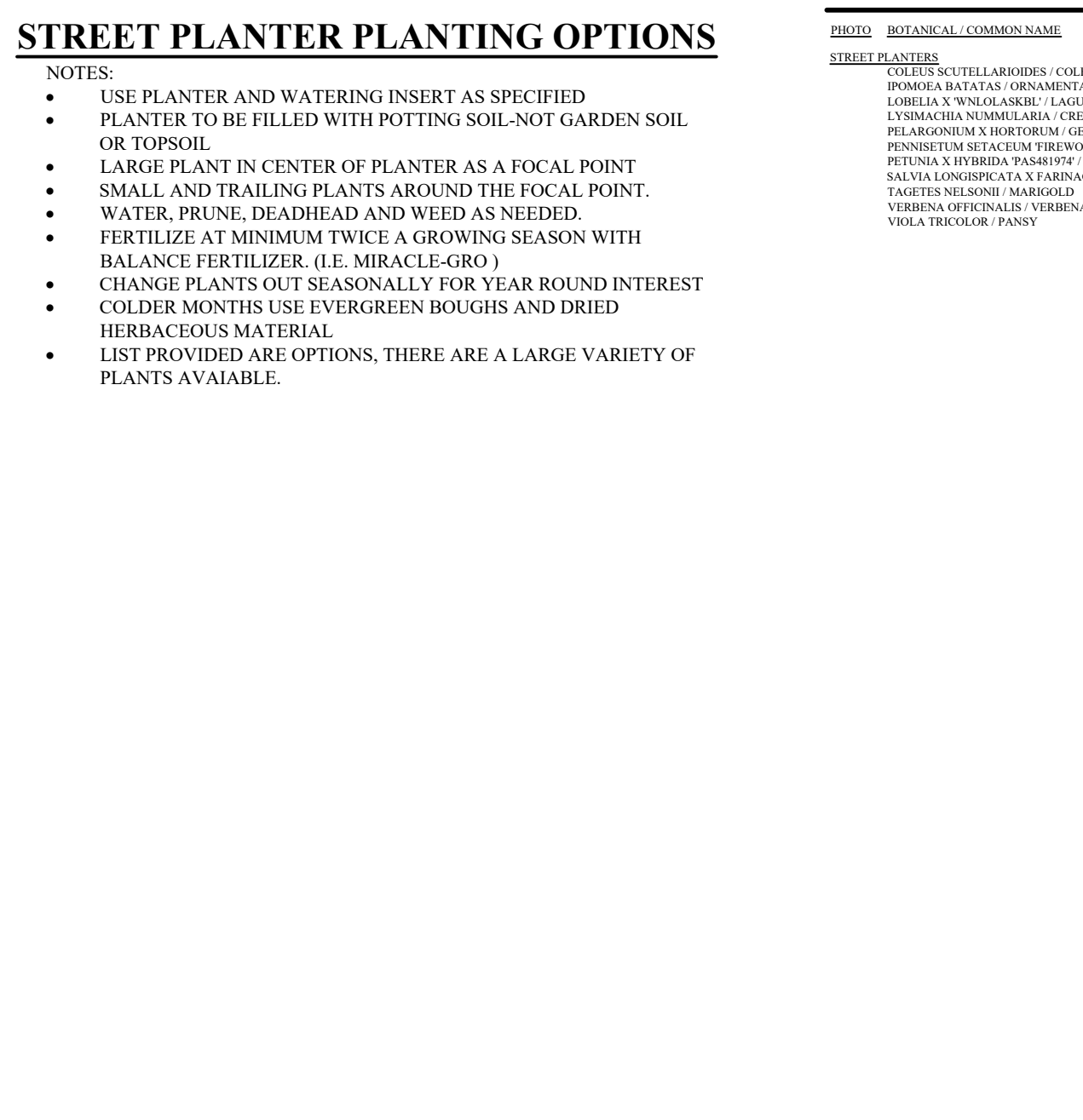
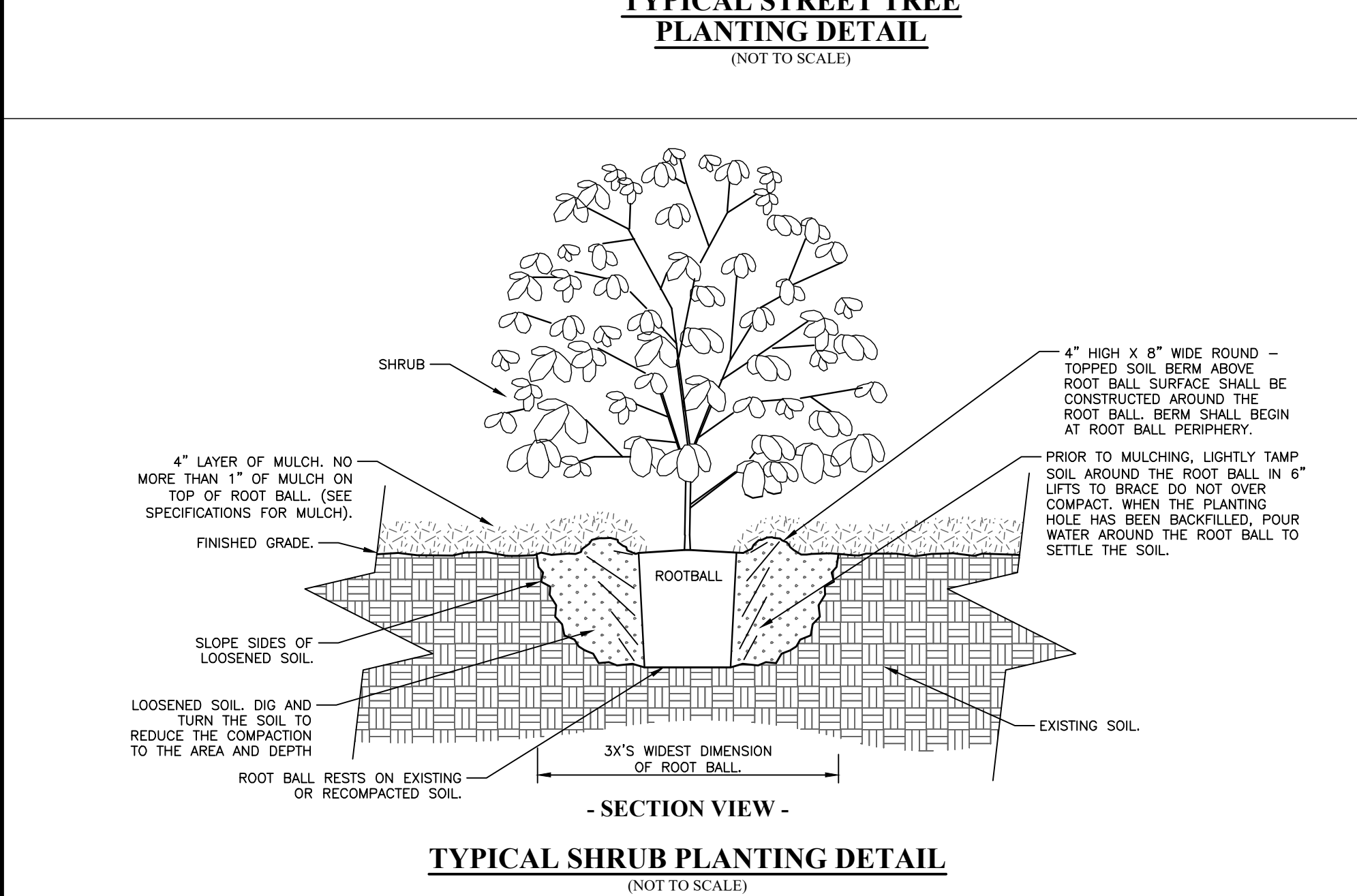
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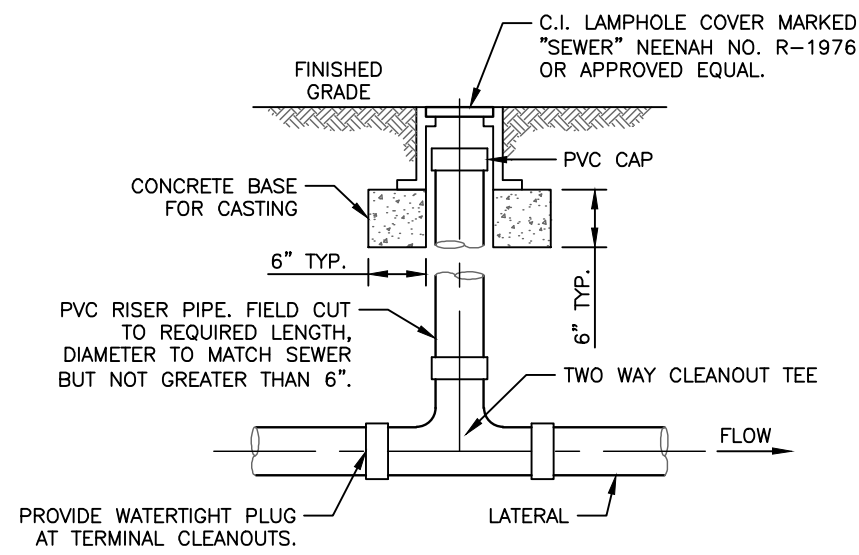
FINAL LAND DEVELOPMENT PLAN



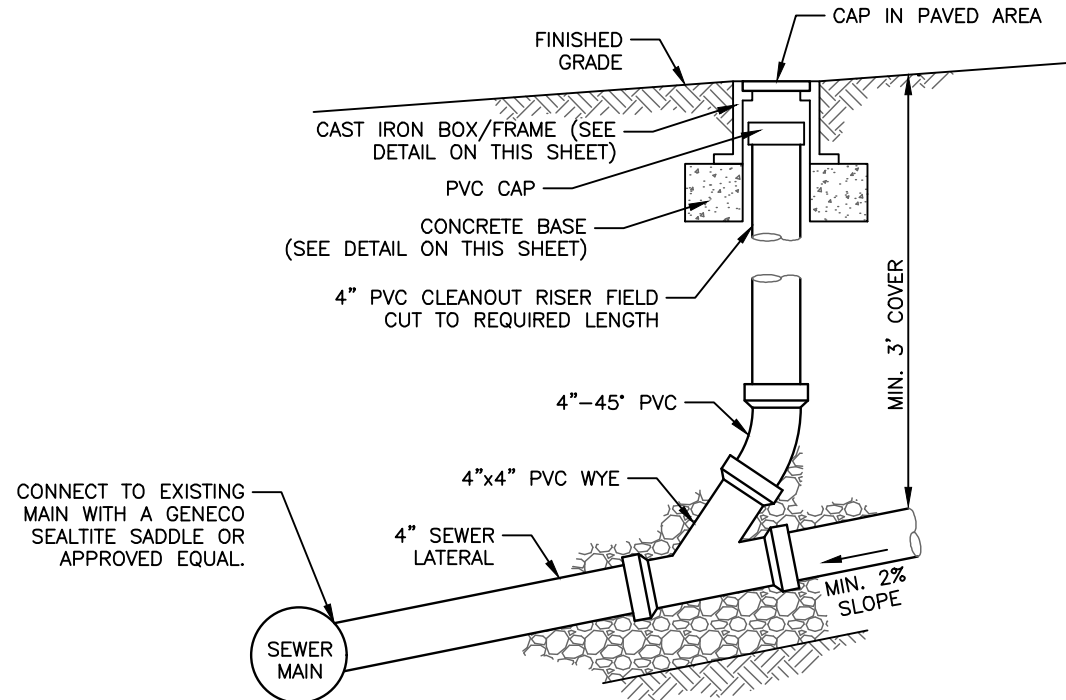
AXLE SQUARE, LLC
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WEST CHESTER, PA, 19380
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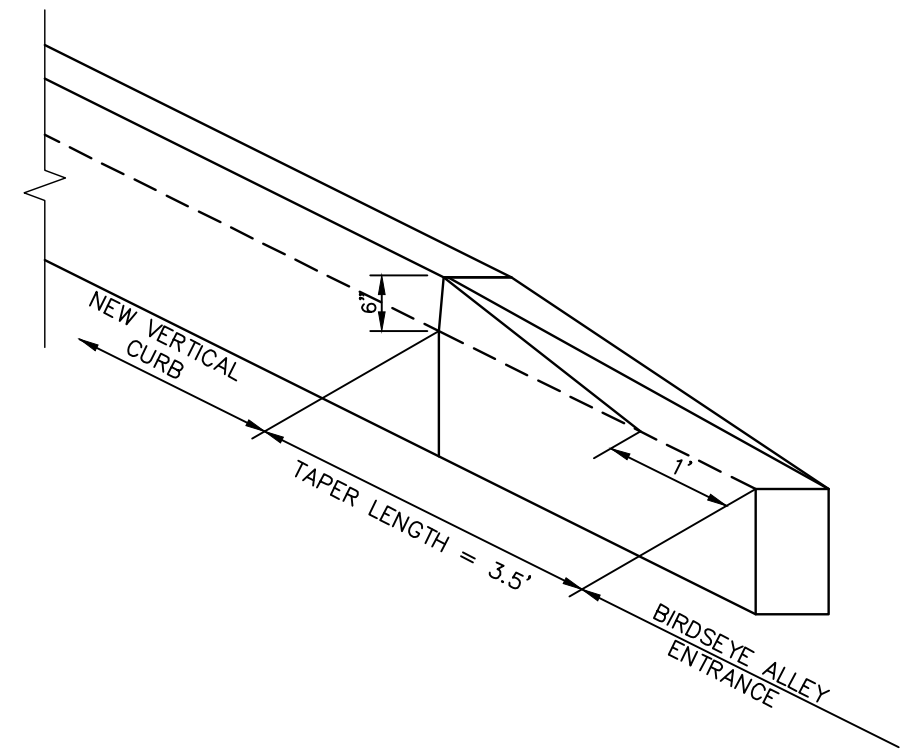




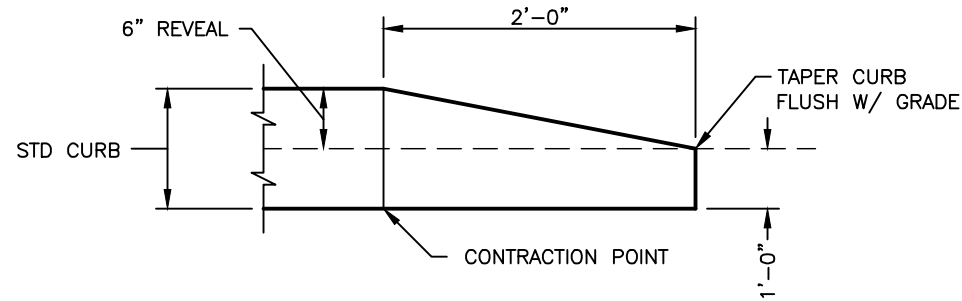
**TYPICAL CLEANOUT FRAME AND COVER
DETAIL PAVED SURFACES OR SIDEWALKS**
(NOT TO SCALE)



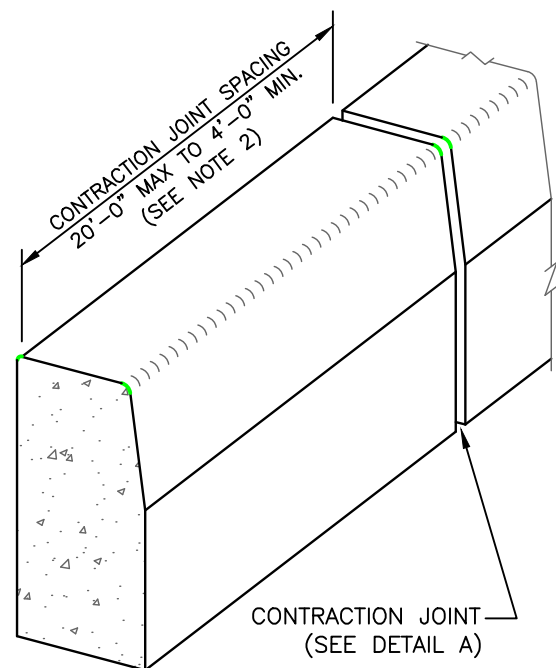
TYPICAL SANITARY SEWER LATERAL
(NOT TO SCALE)



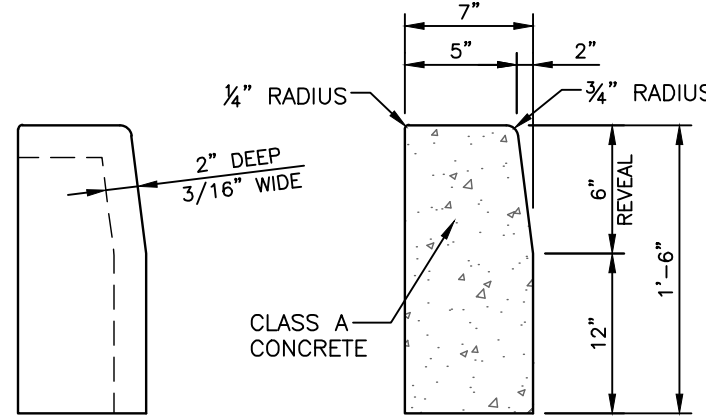
**WASHINGTON ST/BIRDSEYE ALY
CONCRETE CURB MOUNTABLE TAPER
DETAIL**
NOT TO SCALE



CURB END TREATMENT DETAIL
NOT TO SCALE

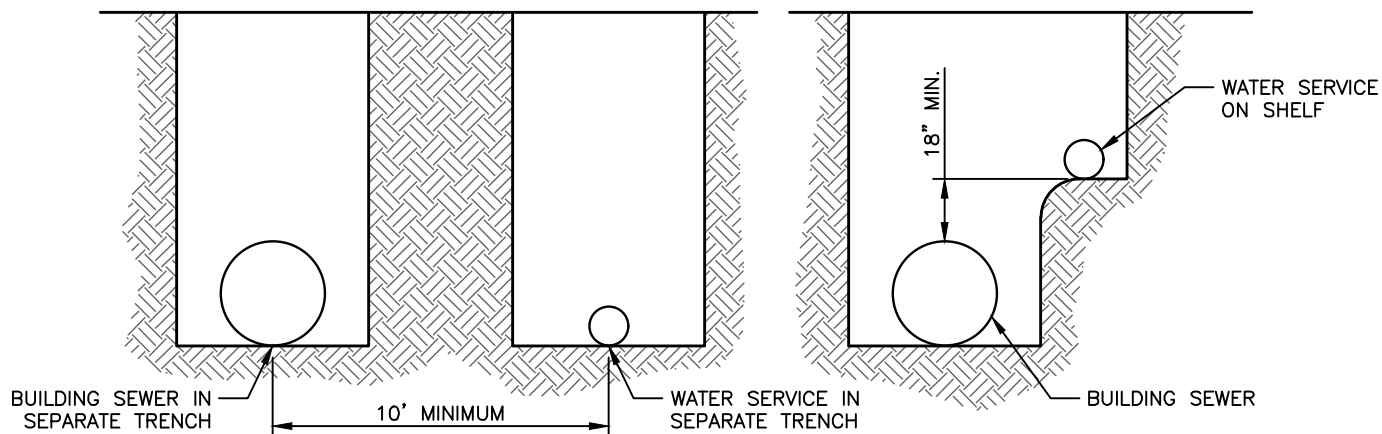


PLAIN CEMENT CONCRETE CURB



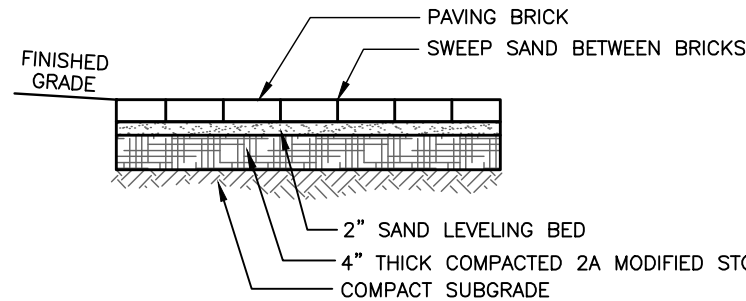
- DETAIL A
CONTRACTION JOINT**
- TYPICAL
CROSS SECTION**
- NOTES
1. PROVIDE MATERIALS AND CONSTRUCTION MEETING THE REQUIREMENTS OF PUBLICATION 408, SECTION 630 FOR PLAIN CEMENT CONCRETE CURB AND DEPRESSIONED CURB, SECTION 640 FOR PLAIN CEMENT CONCRETE GUTTER AND SECTION 641 FOR PLAIN CEMENT CONCRETE CURB GUTTER.
 2. SPACE CONTRACTION JOINTS IN UNIFORM LENGTHS OR SECTIONS.
 3. PLACE 3/4\"/>
 4. WHERE CURBS ARE INSTALLED ADJACENT TO PARKING LANES A 6\"/>
 5. PROVIDE AN ASPHALTIC SEALER AT THE CURB TO PAVEMENT JOINT.

6\"/>

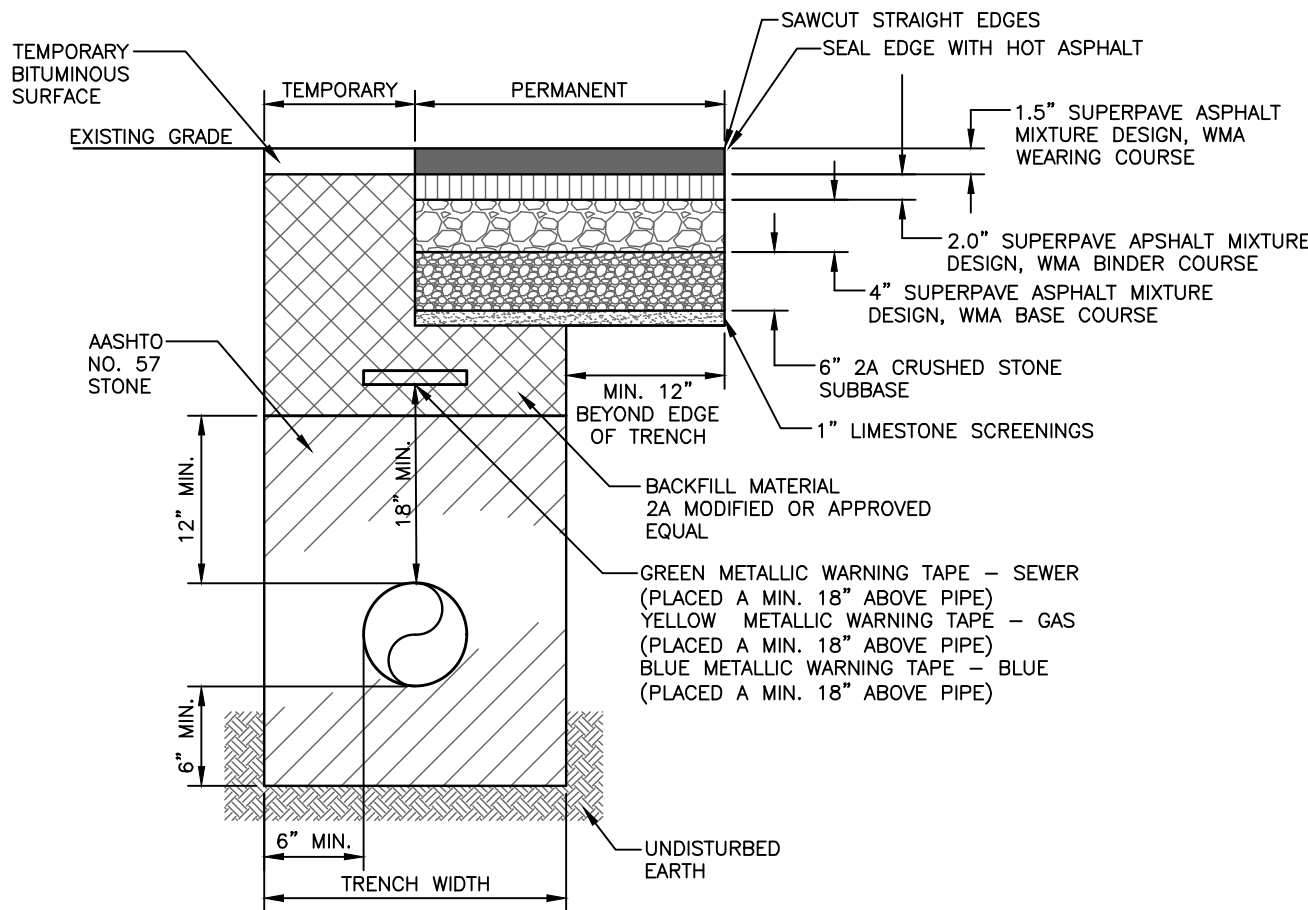


**TYPICAL WATER & SEWER SERVICES
SEPARATION DETAIL**
(NOT TO SCALE)

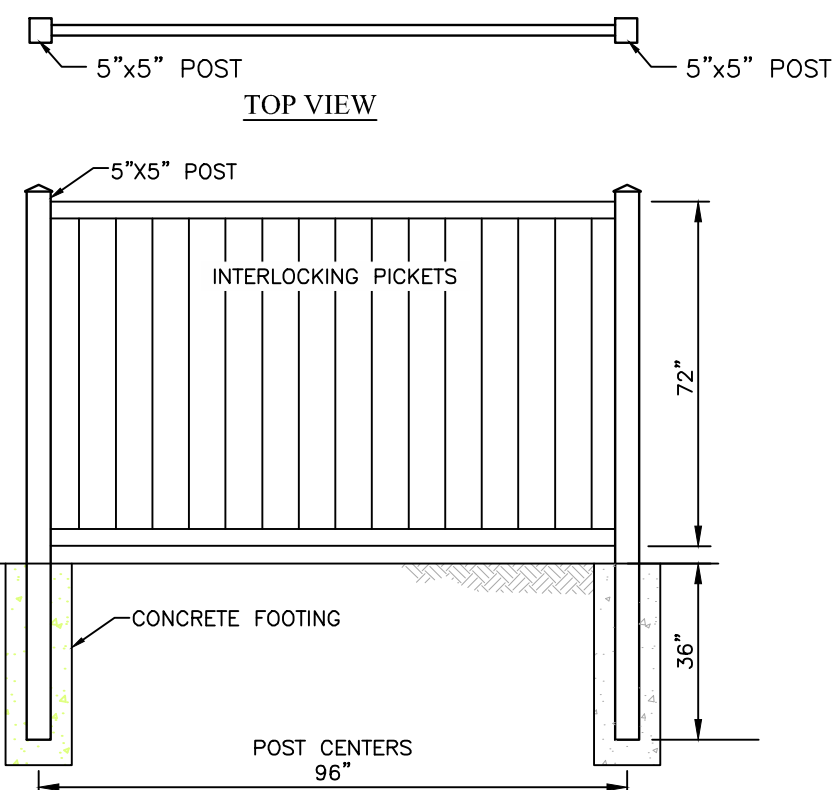
- NOTE:
1. THE BUILDING WATER SERVICE AND SEWER SERVICES SHALL BE 10-FEET APART.
 2. WHERE 10-FEET SEPARATION CAN NOT BE ACCOMPLISHED, THE SERVICES SHALL HAVE A VERTICAL SEPARATION OF 12-INCHES (MINIMUM).



TYPICAL BRICK SIDEWALK SECTION
(NOT TO SCALE)

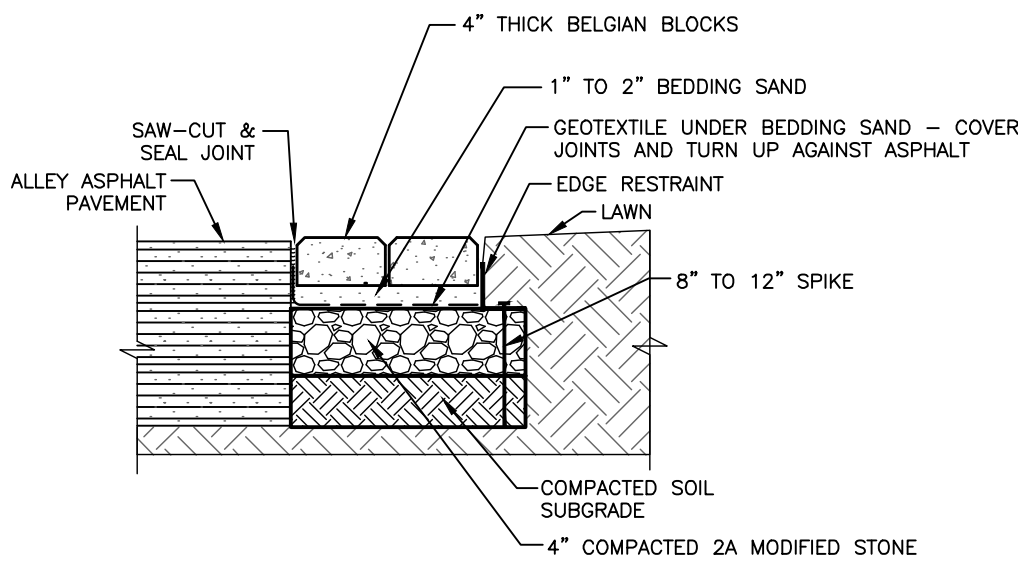


**PAVEMENT RESTORATION DETAIL FOR
WASHINGTON STREET, BIRDSEYE ALLEY AND
PATTON ALLEY**
(NOT TO SCALE)



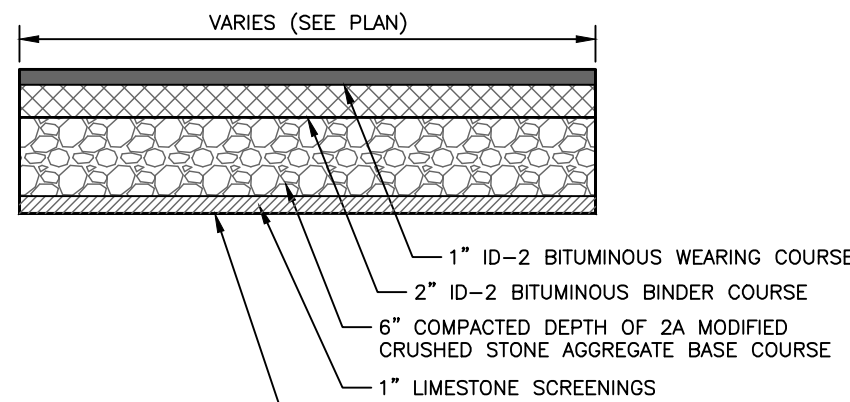
**TYPICAL 6-FOOT VINYL PRIVACY
FENCE DETAIL**
(NOT TO SCALE)

- NOTE:
1. THE FENCE INSTALLED FOR THIS PROJECT SHALL BE A NON-WHITE COLOR.

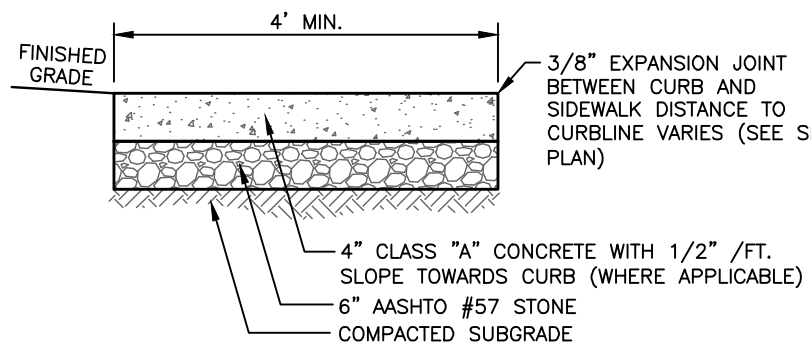


PATTON ALLEY PAVEMENT BORDER
(NOT TO SCALE)

- NOTE:
1. ALONG PATTON ALLEY, THE BLOCK BORDER SHALL BE 10\"/>
 2. ALONG THE PAVEMENT RADIUS BETWEEN PATTON ALLEY AND BIRDSEYE ALLEY, THE BLOCK BORDER SHALL BE 24\"/>



TYPICAL DRIVEWAY / PARKING LOT SECTION
(NOT TO SCALE)



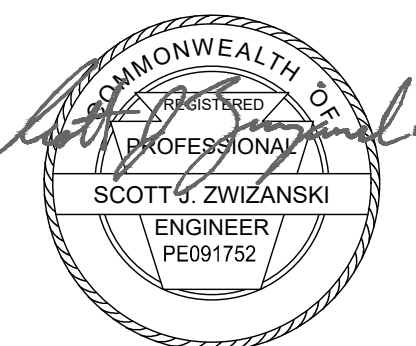
TYPICAL SIDEWALK SECTION
(NOT TO SCALE)

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Pennsylvania One Call System
PA. act 172 of 1986 requires
three working days notice
Serial Numbers:
20241660254
PENNSYLVANIA ACT 187 REQUIREMENTS:
Inland Design, LLC does not guarantee the accuracy of the locations for existing subsurface utility structures shown on the plans, nor does Inland Design, LLC guarantee that all subsurface structures are shown. The contractor shall verify the location and elevation of all underground utilities and structures before the start of work.

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West Chester, PA 19382 Fax: (484) 947-2946
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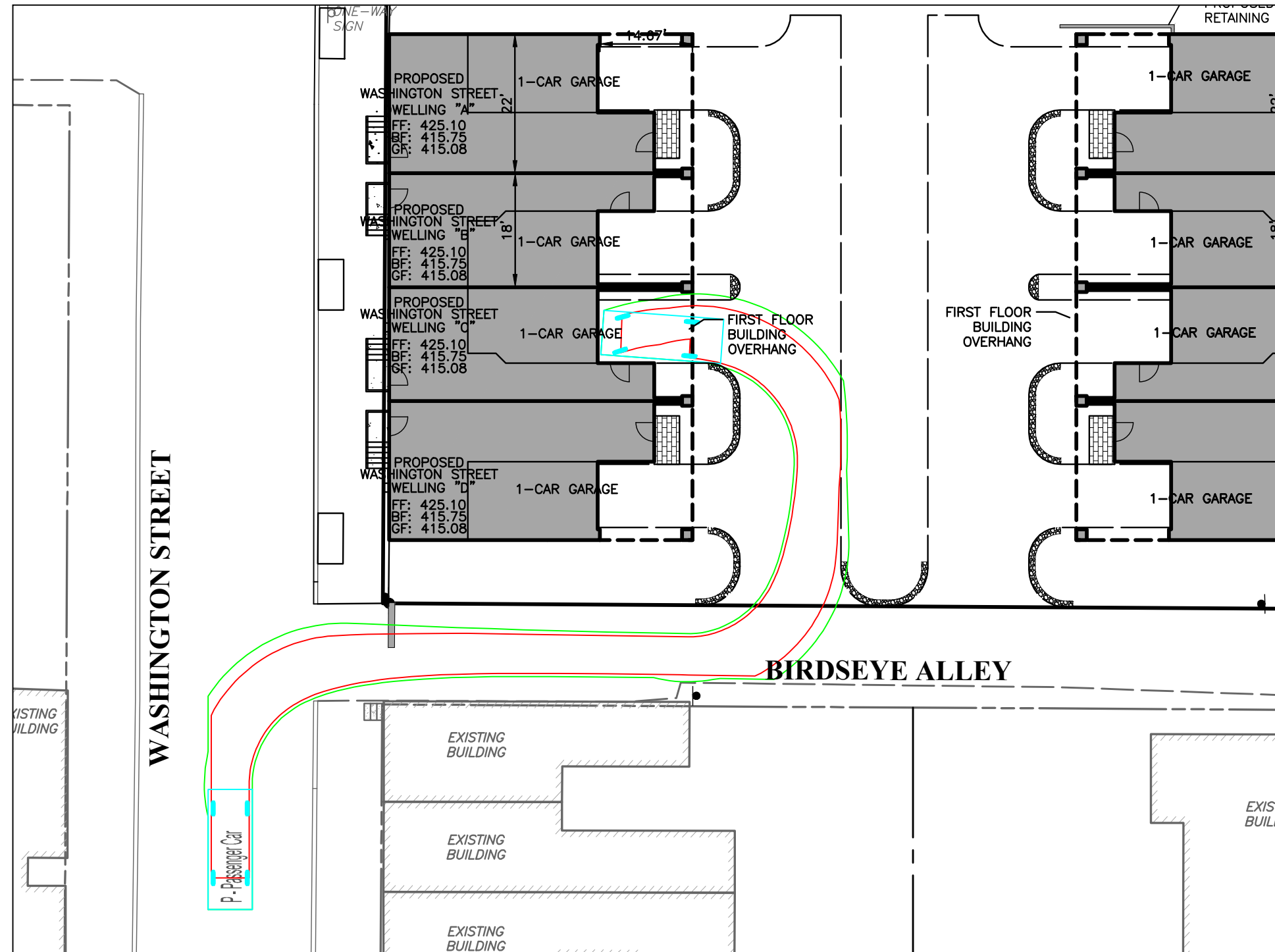
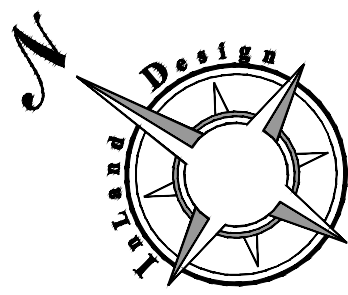
No.	Date:	Description:
1	12/16/2024	REVISED PER MUNICIPAL REVIEW LETTERS.
2	12/18/2024	ADDED PERVIOUS PAVING
3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT

**FINAL
LAND DEVELOPMENT PLAN**

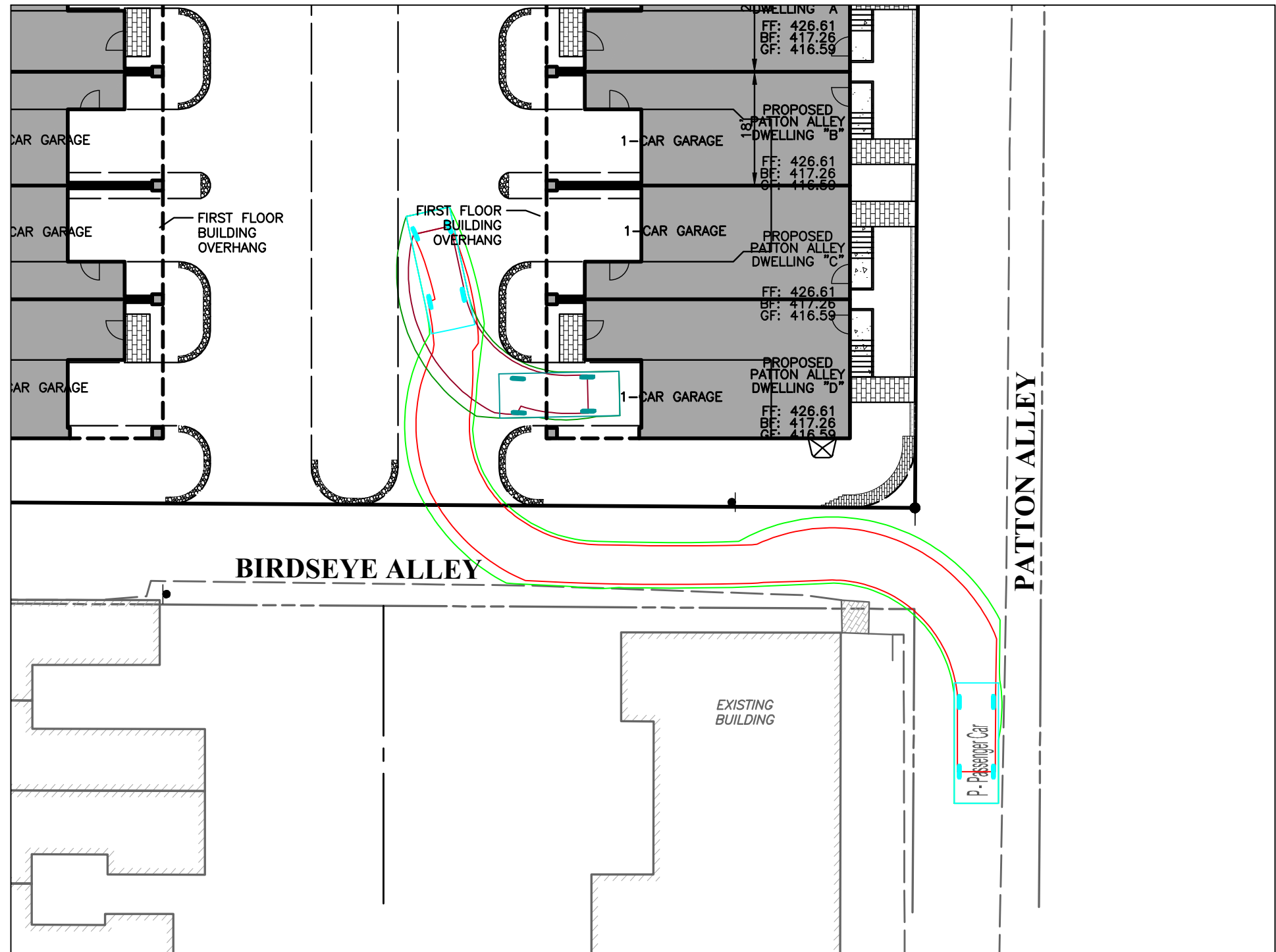
Date:
9/30/2024
Scale:
AS NOTED
Drawn by:
DWN
Checked by:
SIJ
Project No.
12308

**CONSTRUCTION DETAILS
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA**

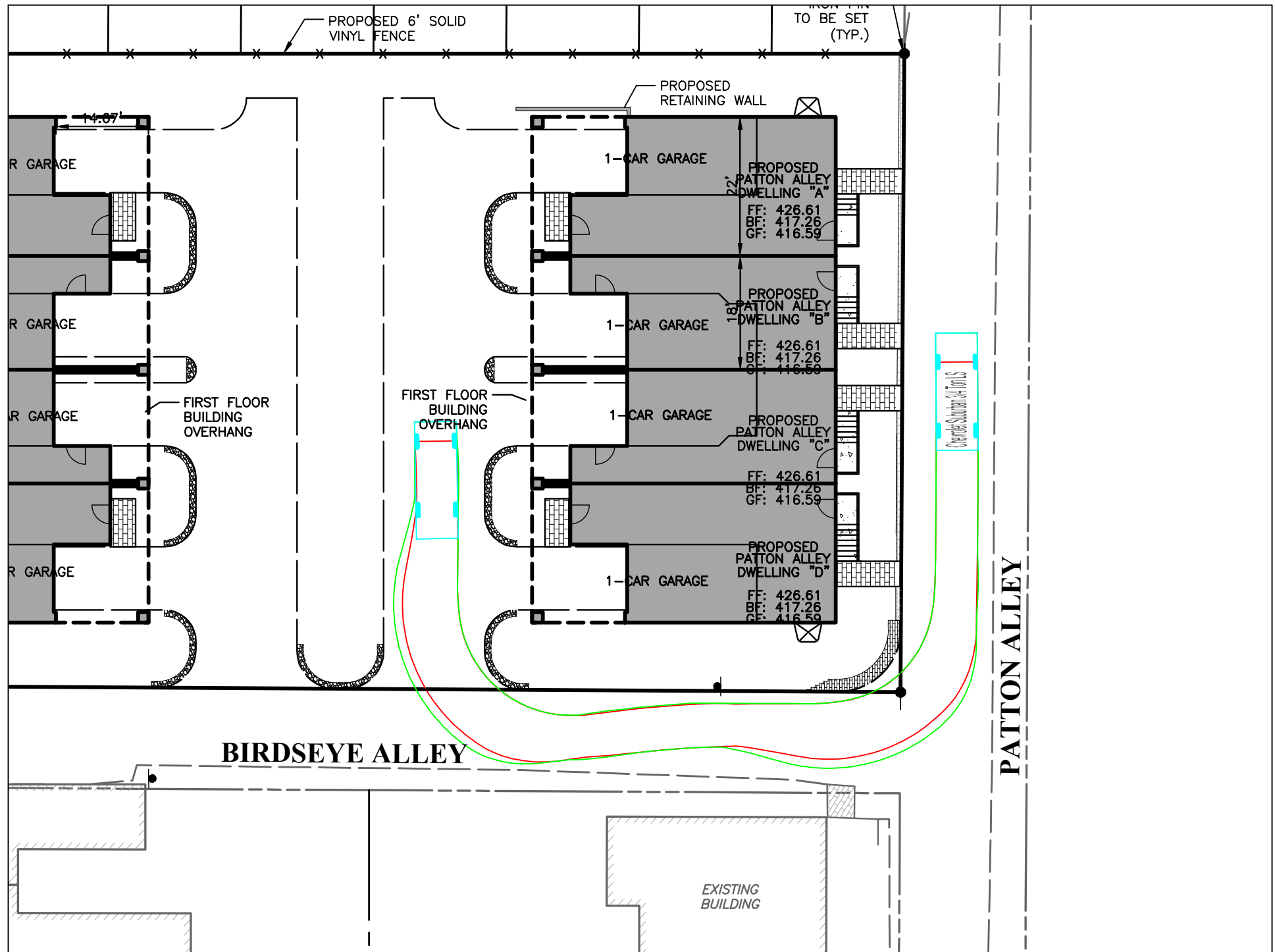
**S H E E T
12
OF 14**



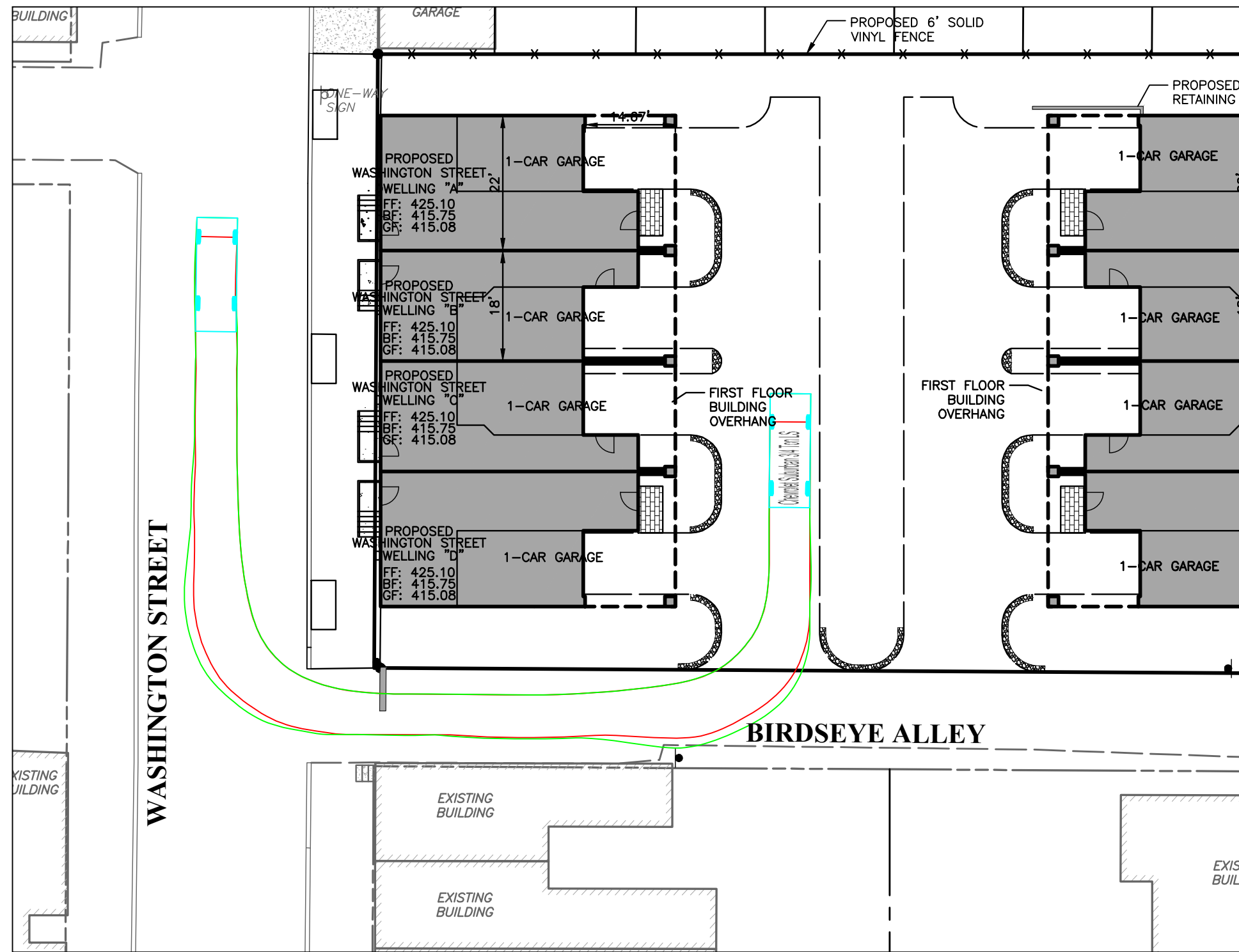
ENTERING SITE FROM WASHINGTON STREET



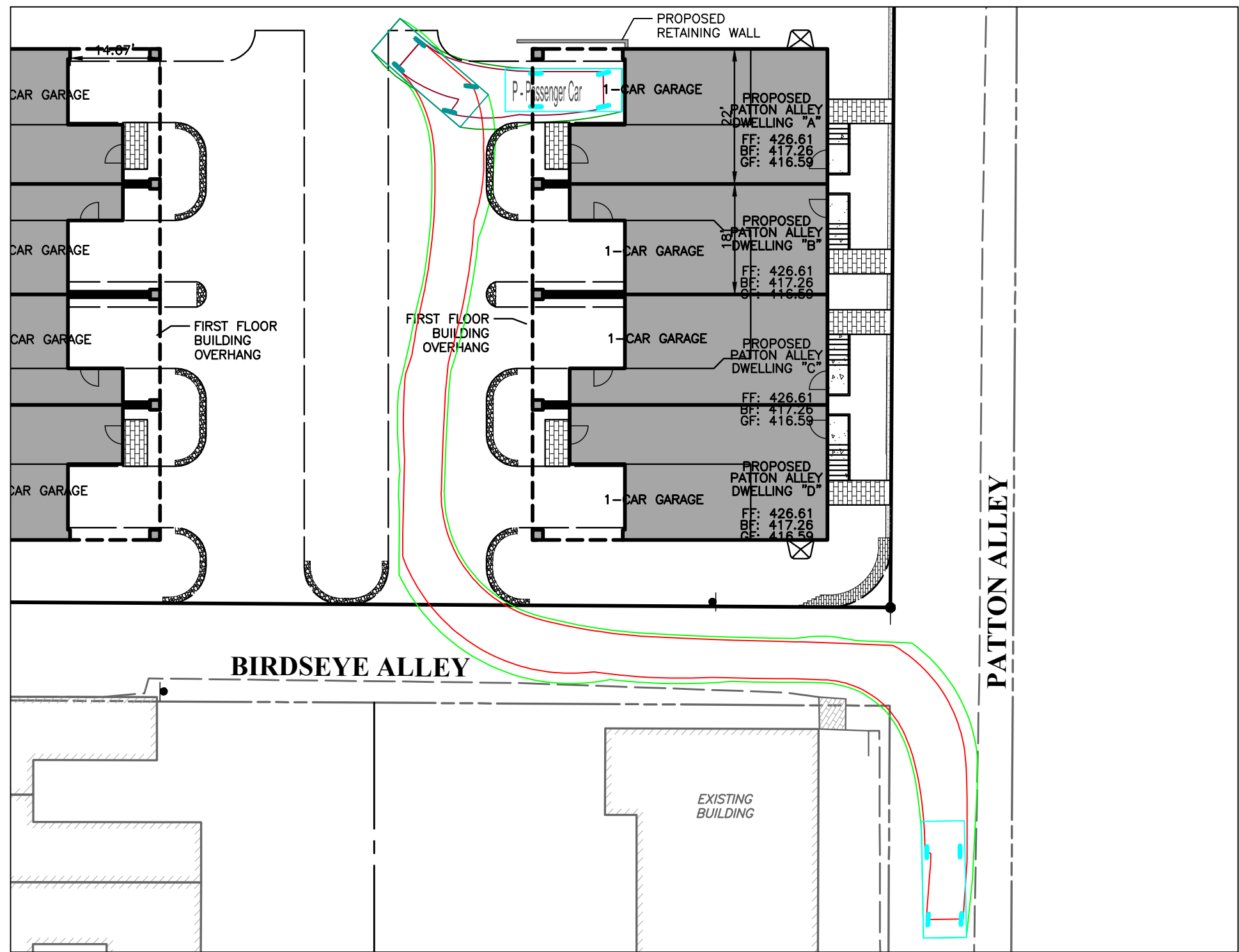
ENTERING SITE FROM NORTHBOUND PATTON ALLEY



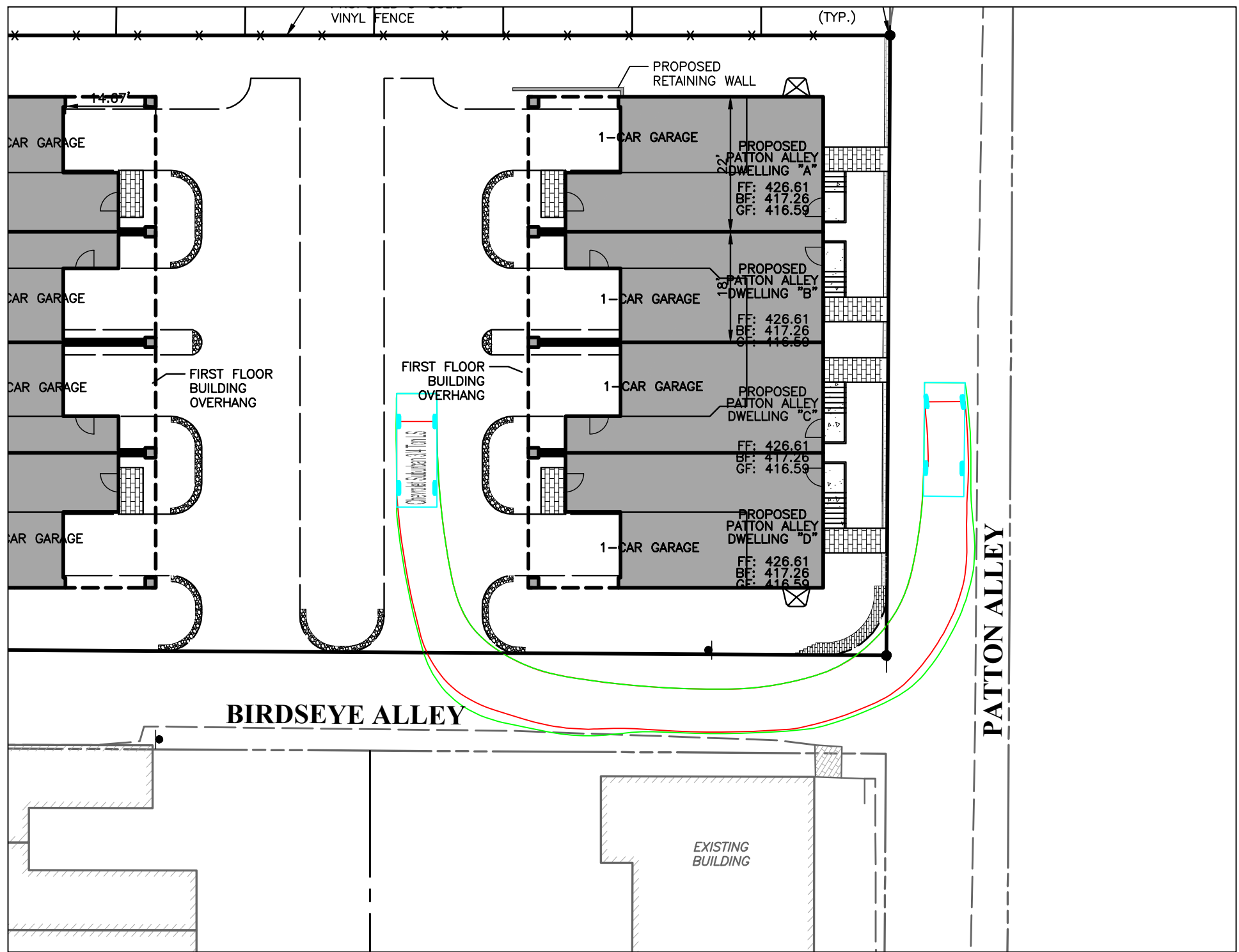
ENTERING SITE FROM SOUTHBOUND PATTON ALLEY



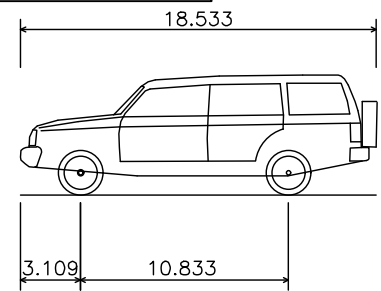
EXITING SITE TO WASHINGTON STREET



EXITING SITE TO SOUTHBOUND PATTON ALLEY



EXITING SITE TO NORTHBOUND PATTON ALLEY



Chevrolet Suburban 3/4 Ton LS
Overall Length 18.533
Overall Width 6.924
Overall Body Height 6.924
Min Body Ground Clearance 0.804
Track Width 4.912
Lock-to-lock time 22.50ft
Curb to curb turning Radius 10.833

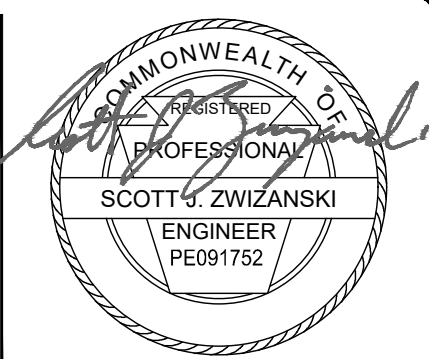
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Inland Design, LLC expressly reserves its common law copyright and all other proprietary rights in these plans. All drawings, specifications and copies thereof are and shall remain the property of Inland Design, LLC. They are to be used only in respect to this project and are neither to be used on any other project, nor are they to be assigned to any third party without first obtaining the expressed written permission and consent of Inland Design, LLC. Any re-use without written permission, verification, consent or adaptation by Inland Design, LLC for the specific purpose intended, will be at the third party's sole risk and without liability or legal exposure to Inland Design, LLC. The third party shall further indemnify and hold harmless Inland Design, LLC from all claims, damages, losses, and expenses arising therefrom or resulting therefrom.

UP1: 1-8-147 | UP1: 1-8-147.1 | UP1: 1-8-148

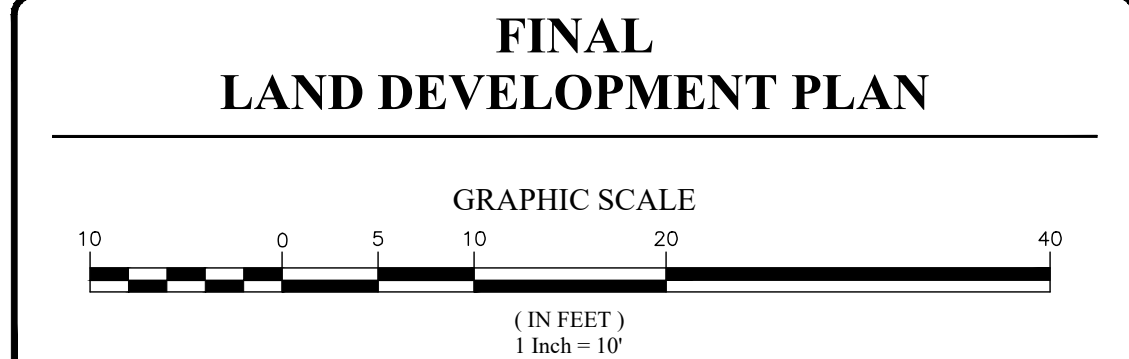


Pennsylvania One Call System
PA. act 172 of 1986 requires
three working days notice
Serial Numbers:
20241660254
PENNSYLVANIA ACT 187 REQUIREMENTS:
Inland Design, LLC does not guarantee the accuracy of the
location for existing subsurface utility structures shown on the
plans, nor does Inland Design, LLC guarantee that all
subsurface structures are shown. The contractor shall verify the
location and elevation of all underground utilities and structures
before the start of work.

INLAND DESIGN
Engineering, Surveying & Land Planning
16 Hagerty Blvd. Phone: (484) 947-2928
West Chester, PA 19382 Fax: (484) 947-2946
www.InLandDesign.net Info@InLandDesign.net



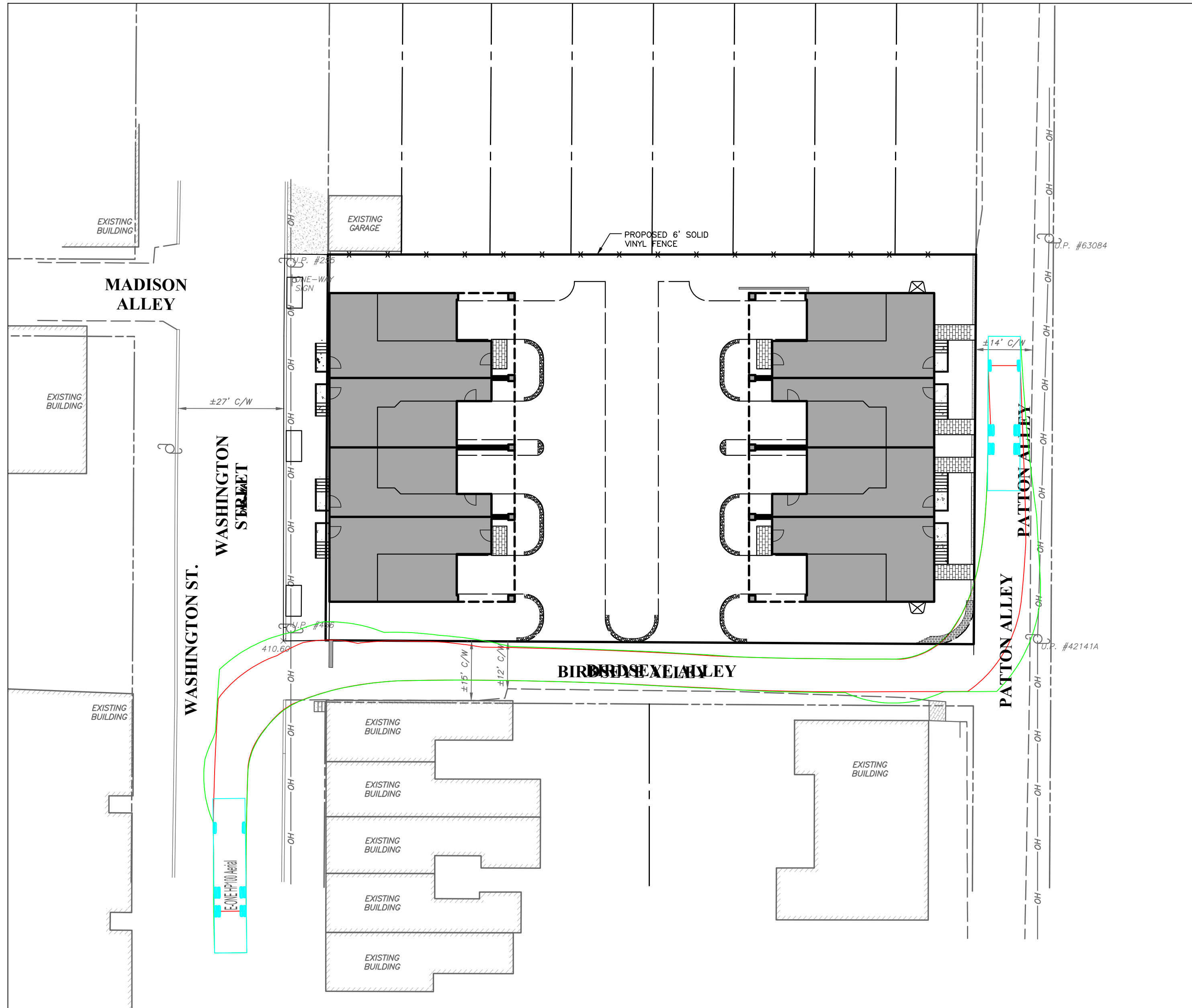
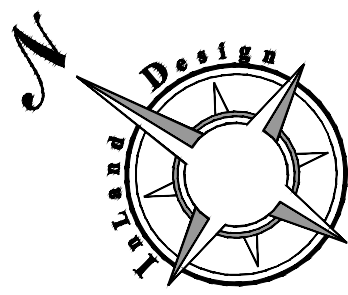
No.	Date:	Description:
1	12/16/2024	REVISED PER MUNICIPAL REVIEW LETTERS.
2	12/18/2024	ADDED PERVIOUS PAVING
3	4/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
4	6/2/2025	REVISED PER MUNICIPAL REVIEW LETTERS.
5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT



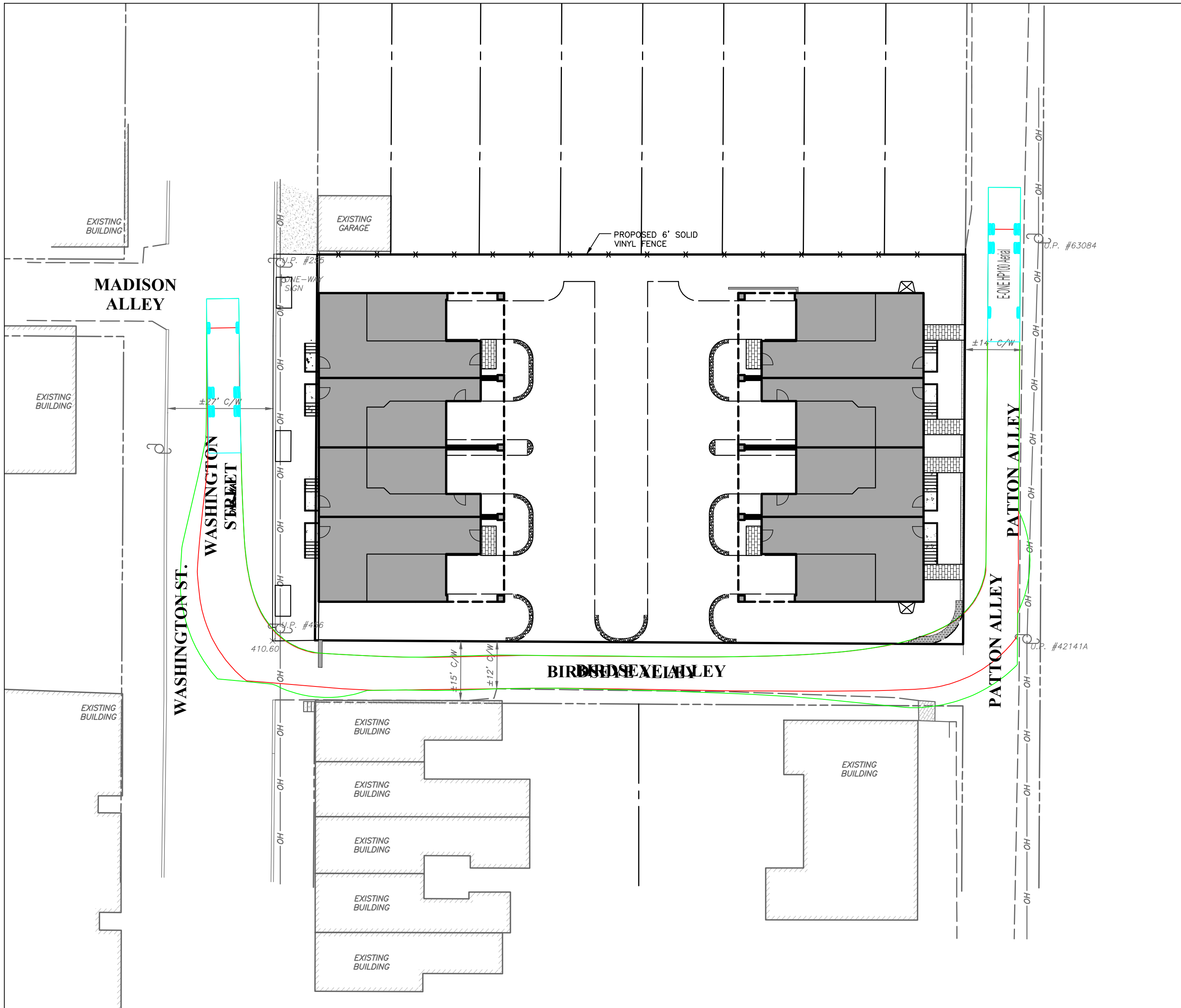
Date:
9/30/2024
Scale:
1" = 10'
Drawn by:
DWN
Checked by:
SIJ
Project No.
12308

**VEHICLE TURNING PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA**

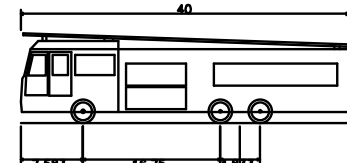
**S H E E T
13
OF 14**



FIRE TRUCK ENTERING BIRDSEYE ALLEY FROM WASHINGTON ST.



FIRE TRUCK ENTERING BIRDSEYE ALLEY FROM PATTON ALLEY



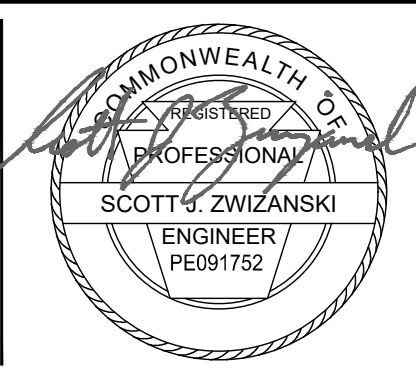
E-ONE HP100 Aerial
Overall Length 28'00ft
Overall Width 8'06ft
Overall Body Height 11'00ft
Min. Body Ground Clearance 4'06ft
Track Width 6'00ft
Lock-to-lock time 45.00
Max Wheel Angle 45.00

COPYRIGHT
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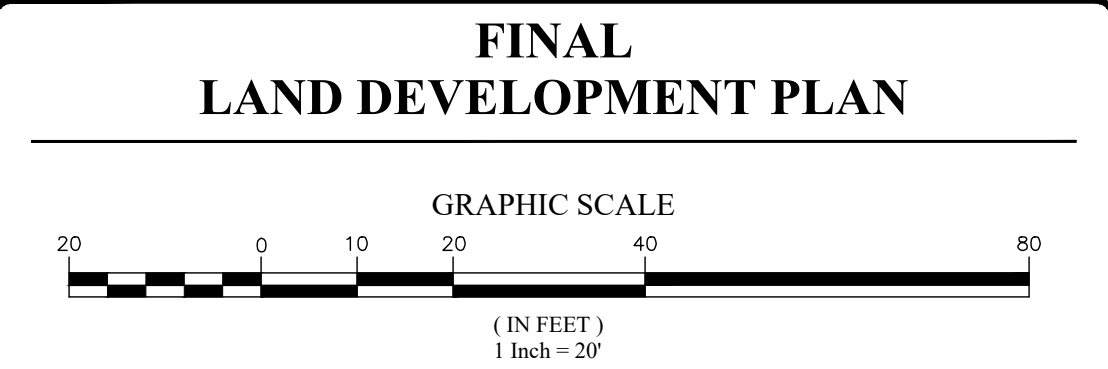


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No.	Date:	Description:
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5	7/25/2025	REVISED PROPOSED BUILDING FOOTPRINT



Date:
9/30/2024
Scale:
1" = 20'
Drawn by:
DWN
Checked by:
SJZ
Project No.
12308

**TRUCK TURNING PLAN
FOR
AXLE SQUARE, LLC
210-214 WEST WASHINGTON STREET
WEST CHESTER, PA, 19380
WEST CHESTER BOROUGH • CHESTER COUNTY • PENNSYLVANIA**

**S H E E T
14
OF 14**



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

401 East Gay Street • West Chester, Pennsylvania 19380
 610-696-1773 • housing@west-chester.com

8/4/25

210-214 W. Washington Street
West Chester, Pa 19380

Owner: Scott J. Zwizanski

Zoning Pre-Determination

Building Dimensional Requirements

Description	Required	Proposed
Lot Area, Min. per dwelling unit	Median value of lots on the block face	16,883 square feet
Lot width, minimum Detached Semidetached Attached	40 feet 30 feet 20 feet	Single family attached 100'
Build-to-line Front yard Side yard, Min. Accessory Structures Rear yard, Min. Accessory Structures	Match existing adjacent setbacks Existing Adjacent, 10 feet Min. 5 feet 20 feet 5 feet	0.5 ft Washington/10.3 ft. Patton 10 ft. N/A N/A N/A
Height, Max.	35 feet	34.17 ft.
Impervious Coverage Lots over 5,000 Square Feet Lots between 5,000 sq/ft and 4000 sq/ft Lots less than 4,000 sq/ft.	50% Max 70% 80%	48.7 %
Building Coverage Lots over 5,000 Square Feet Lots between 5,000 sq/ft and 4000 sq/ft Lots less than 4,000 sq/ft.	35% Max. 45% Max. 45% Max.	45.5%
Lot Area, Min. per dwelling unit	Median value of lots on the block face	
Existing Nonconformity: Total existing building coverage of the three existing parcels combined is 88.6%(14,956 S.F.) The total proposed building coverage of the three existing parcels combined is 45.5% (6,804 S.F.). This is a reduction of 43.1% (6,446 S. F.)		

Zoning Data from Final Plans submitted 7/25/25.

The Owner, Developer and Architect have revised the plan to add building coverage over the access for the garage. This is to provide larger living spaces on the interior of each building. The additional cantilever results in Building coverage of 45%, over the maximum of 35% for a lot over 5,000 square feet.

Although the new plans show a significant reduction in multiple nonconformities, such as building coverage and impervious coverage, it does not meet the design standards for NC-2 Neighborhood Conservation District, Subsection 112-307, B (Building coverage, lot over 5,000 S. F.).

Conclusion:

The Owner, Developer and Architect would have two choices moving forward. They may alter the plans to meet current design requirements for this property or choose to appeal to the Zoning Hearing Board for relief from the Design and Dimensional requirements.

Sincerely,

Aaron Flook, Director

Borough of West Chester

610.696.1773/housing@west-chester.com



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

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8/4/25

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Sincerely,

Aaron Flook, Director

Borough of West Chester

610.696.1773/housing@west-chester.com

DATE APPLICATION RECEIVED: 08/14/2025
APPLICATION NUMBER: 2025-27

PROPERTY ADDRESS: 18 S. CHURCH ST. WEST CHESTER, PA. 19380

APPLICANT'S EMAIL: JZHDESIGNS@COMCAST.NET

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

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

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

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

- ☐ Color or B/W Sketches
- ☐ Old or Historic Photographs
- ☐ Plot or Site Plans
- ☒ Architectural Elevations
- ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

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

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

Applicant's name (print): JOHN HOERTZ

Applicant's Signature:



Date:

AUG. 14, 2025

Owner's Name (print): KATIE MACKRIDES

*Owner's Signature:

SEE ATTACHED

*Date:

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

DATE APPLICATION RECEIVED: _____

APPLICATION NUMBER: _____

PROPERTY ADDRESS: 18 S. CHURCH ST. WEST CHESTER, PA 19380

APPLICANT'S EMAIL: JZHDESIGNS@COMCAST.NET

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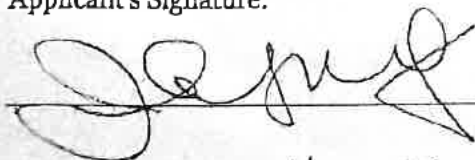
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Applicant's Signature: _____

Date: _____

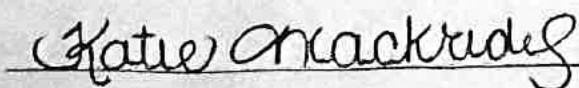


AUG. 14, 2025

Owner's Name (print): KATIE MACKRIDES

Owner's Signature: _____

Date: _____



8-9-2025

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

DATE APPLICATION RECEIVED: 05/14/2025

APPLICATION NUMBER: 2025-27

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

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

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

Name of business: 16-18-20 S. CHURCH ST. LLC

Applicant's name: JOHN HOERTZ - JZHDESIGNS, LLC

Applicant's address: 55 PLANK AVE, POOL, PA. 19301

Applicant's phone number: 484-645-3742

Owner's name: KATIE MACKRIDES

Owner's address: [REDACTED]

Owner's telephone number: [REDACTED]

1) Which element do you wish to change: Doors Windows ☒ Roofing Gutters
Walls Steps Sidewalk Fence Trim Railing Porch or Balcony
Other (specify)

2) On how many facades? 2 Front ☒ Side ☒ Back

3) What was the old is the material? EPDM RUBBER ROOFING

4) What is the proposed new material? RIBBED, METAL ROOFING - 29 GAUGE

5) How will it be installed? INSTALLED & FLASHED AS PER MFG'R. SPECS w/ EXPOSED FASTENERS

6) Are you using any historical materials? NO

7) Is so, what and how? N/A

8) What were the old dimensions? Height: 7'-0" x Width: 6'-3" Depth: 7'-10"

9) What are the new dimensions? Height: 7'-0" x Width: 6'-3" Depth: 7'-10"

10) What were the old colors? BLACK

11) What are the new colors? WHITE

12) Why do you wish to make these changes? THE OLD ROOF WAS ROTTED AND LEAKING. IT ALSO INTERFERED WITH THE DOOR SWING.

EXISTING



Shirley









Pay \$14.98 after \$25 OFF your total qualifying purchase upon opening a new card. ⓘ
Apply for a Pro Xtra Credit Card

MATERIAL & SPECS

Unavailable atWest SadsburyDelivering to 19320**Pickup**

Unavailable in
Pennsylvania

Delivery

Unavailable in
Pennsylvania

[Check Nearby Stores](#)**Free & Easy Returns In Store or Online**

Return this item within **90 days** of purchase.

[Read Return Policy](#)

Feedback

Product Details**Specifications****Approximate Length (ft.)****8 ft**[See Similar Items](#)**Roof Panel Profile****Ribbed**[See Similar Items](#)**Gauge**

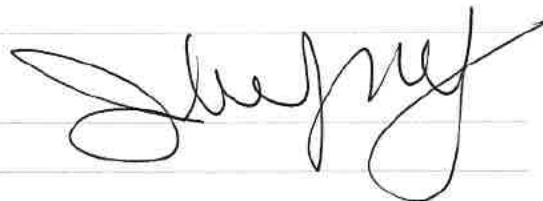
Sheep

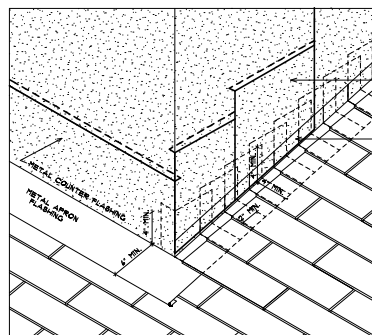
29-Gauge[See Similar Items](#)**MATERIAL & SPECS****Rib Height (in.)****.75 in**[See Similar Items](#)**Material****Zinc/Aluminum Coated Steel**[See Similar Items](#)[Feedback](#)**Coverage Area (sq. ft.)****24 sq ft**[See Similar Items](#)**Product Thickness (in.)****0.015 in**[See Similar Items](#)**Product Length (ft.)****8 ft**[See Similar Items](#)**Dimensions**

Coverage Area (sq. ft.)	24 sq ft
Product Length (ft.)	8 ft
Product Thickness (in.)	0.015 in
Product Width (ft.)	3.13 ft
Rib Height (in.)	.75 in

Details

Color Family	White
Color/Finish	White
Gauge	29-Gauge
Material	Zinc/Aluminum Coated Steel
Pack Size	1



[illegible][illegible][illegible]

**METAL CORNER
STEP FLASHING**

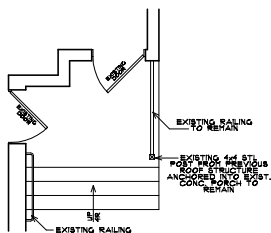
**METAL
BASE
FLASHING**

PIECES OF BASE FLASHING
ARE NEEDED AS EACH
COURSE OF SHingles IS
LAPPED. ONE PIECE OF
EACH PIECE OF FLASHING
IS USED FOR EACH COURSE
OF SHingles. THE
PIECES OF FLASHING ARE
1/2" WIDE AND 1/2" THICK.
THE FLASHING MUST BE THE
SAME COLOR AS THE
SHingles.

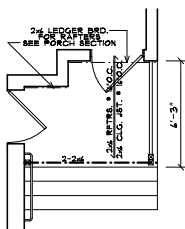
THE FLASHING MUST EXTEND
UP THE SILL AND OUT TO
THE EAVE. THE FLASHING
MUST BE NAIL TO THE
SILL. THE FLASHING
PIECES ARE VALUED TO THE
NUMBER OF COURSES OF
SHingles.

ICE AND WATER SHIELD ON
THE ROOF AND TWO 1/2" LAYERS OF
FIBERGLASS OR GUMBITUM
TO BE SURE TO LAP WEATHER
RESISTIVE LAYERS A MIN. 4" ON
EACH COURSE OF SHingles.
FLASHING TO SHED WATER AROUND
THE ROOF.

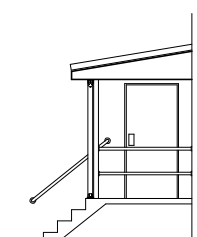
SCALE: 3/4"=1'-0"



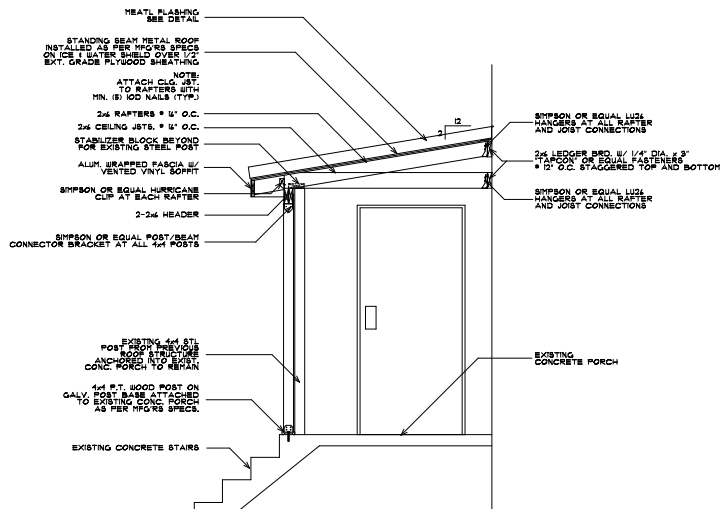
SCALE: 1/4" = 1'-0" EXISTING



SCALE: 1/4" = 1'-0" PROPOSED



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



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

REVISIONS

DATE: JULY 22, 2025

SHEET NO.

FILE NO.

—

—

25-030

OF

SHEETS

Permit #: COA-25-0018	 Alerts	Status: UNDER REVIEW	Contact: James Breen	Site Address: 20 N MATLACK ST
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR		Project Name: Safe Harbor Mural	Contractor:	WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original 
LOCATION OF PROJECT:*	20 N. Matlack St. 
NAME OF BUSINESS:*	Safe Harbor 
WHICH ELEMENTS DID YOU CHANGE:	Paint 
ON HOW MANY FACADES:	2 
WHAT WAS THE OLD IS THE MATERIAL:	Paint 
WHAT IS THE PROPOSED NEW MATERIAL:	Paint 
HOW WILL IT BE INSTALLED:	Brushes/Rollers 
ARE YOU USING ANY HISTORICAL MATERIALS:	No 
IF SO, WHAT AND HOW:	N/A 
WHAT WERE THE OLD DIMENSIONS:	1100 
WHAT ARE THE NEW DIMENSIONS:	1100 
WHAT ARE THE OLD COLORS:	White 
WHAT ARE THE NEW COLORS:	Many 
WHY DO YOU WISH TO MAKE THESE CHANGES:	To beautify the neighborhood with public art 

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

 Replace Photo	Contractor:	No	Active:	☒
	First Name:	James	Middle Name:	
	Display Name:*		James Breen 	
	Primary Phone:			
	Portal Access Code:*		0BWZ9-NW32P	
Primary Email: James@rb-rc.com				

Mailing Address



[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

Project Description:

Safe Harbor of Chester County (20 N. Matlack St.), working with local artist Kendra Beitzel, has developed a mural project for the south facing wall of their building (Middle Alley). The image is a seascape with stormy seas on the left that switch to calm waters and safe shelter on the right. A centrally located lighthouse provides guidance to the refuge.

The image consumes most of the 1st level of the building's southern elevation (with a few components peaking up into the 2nd level) and wraps around the corner onto the east elevation (Matlack St.). The design is colorful, with stylized blue ocean waves balanced with warm rays of sun. The featured buildings are reflected in a few of the sun's rays, and some waves are dressed with fingerprint patterns to represent a human touch. The artwork tells a story of resilience and transition.

The wall surface will be cleaned and primed/painted as necessary in preparation for the mural's installation, which will utilize quality mural paints. Stefanie Birl, who painted the existing selfie murals at the location in question, has been informed of and supports the new project.

See attached rendering shown to scale on the building's elevation, as well as photos showing the wall's existing conditions.



PAC ENDORSEMENT

Borough of West Chester
Public Art Commission

ORIGINAL PUBLIC ART PROJECT

Applicant/Address:

Safe Harbor of Chester County, Jessica Chappell (*Executive Director*)
20 N. Matlack St. West Chester, PA 19380

1) *Date of PAC Review:* July 28, 2025

2) *Application Number:* 2025-1

3) *Project Description & PAC Assessment:*

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4) **PAC Endorsement:**

- ☒ Approve as presented.
- ☐ Approve with the following conditions:
- ☐ **Denied:** *The applicant must make the following changes to his/her proposal and resubmit to PAC:*

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

- **Date of Borough Council Review:**
- **Borough Council Action:**

- ☐ Approved per PAC Endorsement.
- ☐ Approved with the following differences from PAC Endorsement:
- ☐ **Denied** for the following reasons:

.....

Date: _____

Borough Manager's Signature: _____









ONE WAY

NO PARKING ANY TIME
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DATE APPLICATION RECEIVED: 08/14/2025
APPLICATION NUMBER: 2025-27

PROPERTY ADDRESS: 18 S. CHURCH ST. WEST CHESTER, PA. 19380

APPLICANT'S EMAIL: JZHDESIGNS@COMCAST.NET

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- ☐ Section #6 – Demolition

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

- ☐ Color or B/W Sketches
- ☐ Old or Historic Photographs
- ☐ Plot or Site Plans
- ☒ Architectural Elevations
- ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

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

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

Applicant's name (print): JOHN HOERTZ

Applicant's Signature:



Date:

AUG. 14, 2025

Owner's Name (print): KATIE MACKRIDES

*Owner's Signature:

SEE ATTACHED

*Date:

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

DATE APPLICATION RECEIVED: _____

APPLICATION NUMBER: _____

PROPERTY ADDRESS: 18 S. CHURCH ST. WEST CHESTER, PA 19380

APPLICANT'S EMAIL: JZHDESIGNS@COMCAST.NET

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

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

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

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

- ☐ Color or B/W Sketches
- ☐ Old or Historic Photographs
- ☐ Plot or Site Plans
- ☒ Architectural Elevations
- ☒ Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

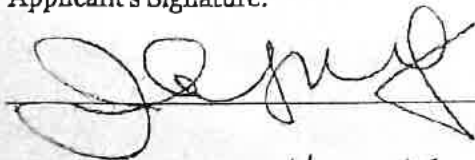
All sketches, elevations, and plans must be signed by the preparer(s)

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

Applicant's name (print): JOHN HOERTZ

Applicant's Signature: _____

Date: _____

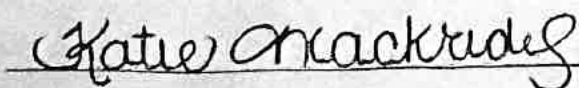


AUG. 14, 2025

Owner's Name (print): KATIE MACKRIDES

Owner's Signature: _____

Date: _____



8-9-2025

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

DATE APPLICATION RECEIVED: 05/14/2025

APPLICATION NUMBER: 2025-27

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

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

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

Name of business: 16-18-20 S. CHURCH ST. LLC

Applicant's name: JOHN HOERTZ - JZHDESIGNS, LLC

Applicant's address: 55 PLANK AVE, POOL, PA. 19301

Applicant's phone number: 484-645-3742

Owner's name: KATIE MACKRIDES

Owner's address: [REDACTED]

Owner's telephone number: [REDACTED]

1) Which element do you wish to change: Doors Windows ☒ Roofing Gutters
Walls Steps Sidewalk Fence Trim Railing Porch or Balcony
Other (specify)

2) On how many facades? 2 Front ☒ Side ☒ Back

3) What was the old is the material? EPDM RUBBER ROOFING

4) What is the proposed new material? RIBBED, METAL ROOFING - 29 GAUGE

5) How will it be installed? INSTALLED & FLASHED AS PER MFG'R. SPECS w/ EXPOSED FASTENERS

6) Are you using any historical materials? NO

7) Is so, what and how? N/A

8) What were the old dimensions? Height: 7'-0" x Width: 6'-3" Depth: 7'-10"

9) What are the new dimensions? Height: 7'-0" x Width: 6'-3" Depth: 7'-10"

10) What were the old colors? BLACK

11) What are the new colors? WHITE

12) Why do you wish to make these changes? THE OLD ROOF WAS ROTTED AND LEAKING. IT ALSO INTERFERED WITH THE DOOR SWING.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 18 S. Church Street

- 1) **Date of HARB Review:** *August 28, 2025*
- 2) **Applicant's Proposal:** *Replace Porch Roof*
- 3) **Findings:**

The applicant, John Hoertz, was in attendance to present the project. Mr. Hoertz stated the project is to rebuild an existing non-historic rear entrance porch at a commercial building. The owner did not realize a HARB review was required and had begun construction. Work was stopped by the Borough Code Enforcement Officer. Mr. Hoertz was engaged to represent the project. The proposed work was described as follows:

- *The original non-historic wood porch was deteriorated, so it has been dismantled.*
- *New wood framing similar to the original porch has been partially installed.*
- *The existing exposed round steel tube column supporting the outside corner and two attached horizontal steel tube side railings will be retained.*
- *A new wood post is installed adjacent to the tube column, and they will be enclosed together with a composite board material on four sides to form a single "wood" corner post.*
- *The steel railings will remain exposed but will be reattached to the newly wrapped post.*
- *Composite boards will enclose the new wood roof framing on all exposed sides to match the existing wood finish.*
- *All exposed materials will be painted.*
- *A new standing seam roof will be installed.*

The HARB reviewed the application in detail and made the following comments:

- *Wrapping of the steel and wood corner post should have mitered corners.*
- *The wrapped corner post should have a composite base applied.*
- *The underside of the roof framing should be covered with a soffit material.*
- *Prefer the existing red painted metal railings to be painted white.*

- 4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-27 as submitted with the following clarifications:

1. *The corner wood and steel post will be wrapped with composite material on four sides with mitered corners. A 6- or 8-inch-tall base trim of simple style with mitered corners will be provided.*
2. *The entire structure and soffit will be enclosed in a composite material.*
3. *The composite facing material will be Azek or Boral.*
4. *The existing metal tube railings will be retained, and new or reused escutcheons will be installed.*
5. *The exposed composite facing materials and metal railings will all be painted white.*
6. *No aluminum or vinyl trim/flashing material shall be visible.*

Application Numbers: 2025-27

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 18 S. Church Street

5) *Borough Council's Action and Date*

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

.....

Date of Action Taken: _____, 2025

Borough Manager's Signature:

EXISTING



Shirley



Handwritten signature





Shefry



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Apply for a Pro Xtra Credit Card

MATERIAL & SPECS

Unavailable atWest SadsburyDelivering to 19320**Pickup**

Unavailable in
Pennsylvania

Delivery

Unavailable in
Pennsylvania

[Check Nearby Stores](#)**Free & Easy Returns In Store or Online**

Return this item within **90 days** of purchase.

[Read Return Policy](#)

Feedback

Product Details**Specifications****Approximate Length (ft.)****8 ft**[See Similar Items](#)**Roof Panel Profile****Ribbed**[See Similar Items](#)**Gauge**

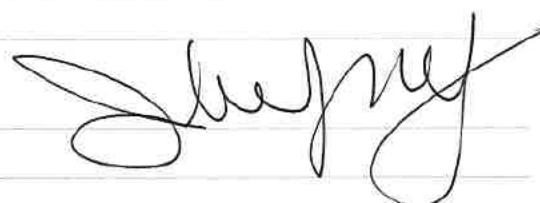
Sheep

29-Gauge[See Similar Items](#)**MATERIAL & SPECS****Rib Height (in.)****.75 in**[See Similar Items](#)**Material****Zinc/Aluminum Coated Steel**[See Similar Items](#)[Feedback](#)**Coverage Area (sq. ft.)****24 sq ft**[See Similar Items](#)**Product Thickness (in.)****0.015 in**[See Similar Items](#)**Product Length (ft.)****8 ft**[See Similar Items](#)**Dimensions**

Coverage Area (sq. ft.)	24 sq ft
Product Length (ft.)	8 ft
Product Thickness (in.)	0.015 in
Product Width (ft.)	3.13 ft
Rib Height (in.)	.75 in

Details

Color Family	White
Color/Finish	White
Gauge	29-Gauge
Material	Zinc/Aluminum Coated Steel
Pack Size	1



DESIGN CODES:

THE FOLLOWING CODES AND STANDARDS, INCLUDING ALL SPECIFICATIONS REFERENCED THEREIN, SHALL APPLY TO THE DESIGN, CONSTRUCTION, AND SAFE OPERATION OF THE PROJECT.

INTERNATIONAL BUILDING CODE OR 2018 EDITION, INTERNATIONAL CODE COORD

ALL LOCAL COUNTY, AND STATE MODIFICATIONS AND REVISIONS TO THE BUILDING CODES

SUPP:

PA INFLUENCE CONSTRUCTION CODE OF 2018

CONCERNING PA ADAPTED ACCESSIBILITY CODE SECTIONS

CONCERNING PAI (ADA)

CONCERNING NATIONAL BUILDING CODE CHAPTER 5 (ADA)

CONCERNING NATIONAL BUILDING CODE CHAPTER 9 (FLOOD)

CONCERNING NATIONAL BUILDING CODE CHAPTER 16 (SEISMIC)

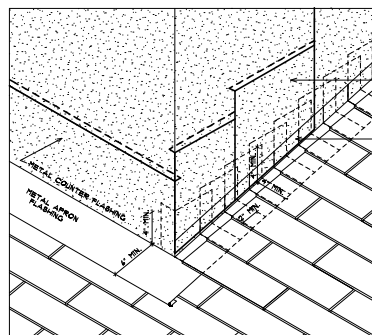
CONCERNING NATIONAL BUILDING CODE CHAPTER 17 (MECHANICAL CODE) (MECC)

CONCERNING NATIONAL BUILDING CODE CHAPTER 18 (ELECTRICAL CODE) (NECC)

CONCERNING NATIONAL BUILDING CODE CHAPTER 19 (PLUMBING CODE) (NCP)

CONCERNING NATIONAL BUILDING CODE CHAPTER 20 (MECHANICAL CODE) (MCC)

CONCERNING NATIONAL BUILDING CODE CHAPTER 21 (ELECTRICAL CODE) (NEC)

[illegible][illegible]

**METAL CORNER
STEP FLASHING**

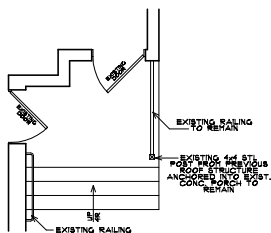
**METAL
BASE
FLASHING**

PIECES OF BASE FLASHING
ARE NEEDED AS EACH
COURSE OF SINGLE
FLASHING IS LAPPED TO
EACH PIECE OF THE EDGE OF
THE CORNER FLASHING.
EACH COURSE OF SINGLE
FLASHING IS LAPPED TO
1/2" AND 1/4" JOINTS OF THE
METAL FLASHING OF THE
COURSE.

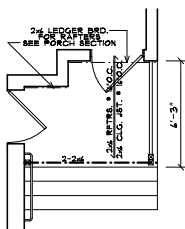
THE FLASHING MUST EXTEND
NOT LESS THAN 6" OUTSIDE
THE WALL AND 6" INTO THE
WALL. THE FLASHING
PIECES ARE VALUED TO THE
LENGTH OF THE FLASHING
OF EACH SINGLE COURSE.

ICE AND WATER SHIELD ON
THE ROOF AND TWO 1/2" LAYERS OF
THICK ON THE CHIMNEY/WALL
TO SERVE AS WEATHER RESISTIVE
LAYER. BE SURE TO LAP WEATHER
RESISTIVE LAYERS A MIN. 4" ON
CHIMNEY/WALL. OVER CORNER
FLASHING TO SHED WATER AROUND
CORNER/WALL.

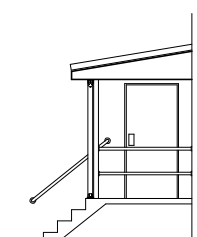
SCALE: 3/4"=1'-0"



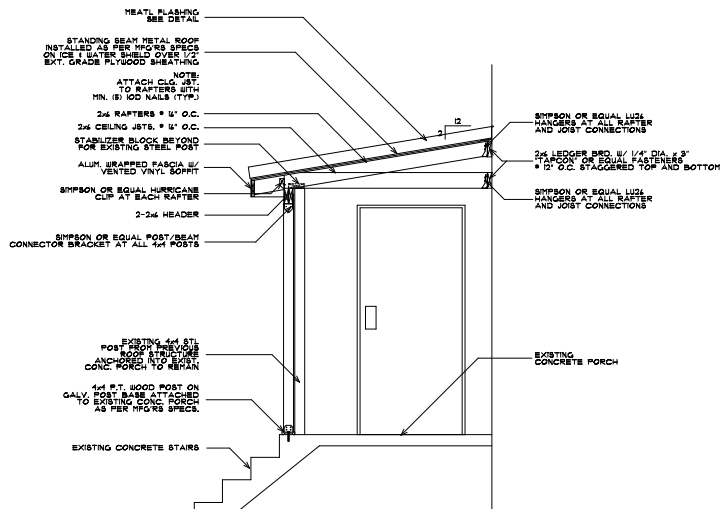
SCALE: 1/4" = 1'-0" EXISTING



SCALE: 1/4" = 1'-0" PROPOSED



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



SCALE: $1/2" = 1'-0"$

FOR
8-20 SOUTH CHURCH STREET
18 S. CHURCH STREET, WEST CHESTER, PA. 19380
BOROUGH OF WEST CHESTER, CHESTER COUNTY

J2H DESIGNS
55 PLANK AVENUE, PAOLI, PENNA. 19380

TELEPHONE (610) 647-8789 • FAX (610) 889-0663
EMAIL: j2hdesigns@comcast.net

REVISIONS

DATE: JULY 22, 2025

SHEET NO.

FILE NO.

—

—

25-030

OF

SHEETS

Permit #: COA-25-0018	 Alerts	Status: UNDER REVIEW	Contact: James Breen	Site Address: 20 N MATLACK ST
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR		Project Name: Safe Harbor Mural	Contractor:	WEST CHESTER, PA 19380

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original 
LOCATION OF PROJECT:*	20 N. Matlack St. 
NAME OF BUSINESS:*	Safe Harbor 
WHICH ELEMENTS DID YOU CHANGE:	Paint 
ON HOW MANY FACADES:	2 
WHAT WAS THE OLD IS THE MATERIAL:	Paint 
WHAT IS THE PROPOSED NEW MATERIAL:	Paint 
HOW WILL IT BE INSTALLED:	Brushes/Rollers 
ARE YOU USING ANY HISTORICAL MATERIALS:	No 
IF SO, WHAT AND HOW:	N/A 
WHAT WERE THE OLD DIMENSIONS:	1100 
WHAT ARE THE NEW DIMENSIONS:	1100 
WHAT ARE THE OLD COLORS:	White 
WHAT ARE THE NEW COLORS:	Many 
WHY DO YOU WISH TO MAKE THESE CHANGES:	To beautify the neighborhood with public art 

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

 Replace Photo	Contractor:	No	Active:	☒
	First Name:	James	Middle Name:	
	Display Name:*		James Breen 	
	Primary Phone:			
	Portal Access Code:*		0BWZ9-NW32P	
Primary Email: James@rb-rc.com				

Mailing Address



[Edit Address](#)

Physical Address

[Edit Address](#) [Copy Mailing Address](#)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 20 N. Matlack Street

1) **Date of HARB Review:** *August 28, 2025*

2) **Applicant's Proposal:** *Replacement Mural*

3) **Findings:**

The applicant, James Breen, was present to describe the proposed replacement mural for the West Chester Safe Harbor building. Ruby Abouraya, Safe Harbor's Director, was also present. The proposed replacement mural was presented as follows:

- *The new mural extends across 75 percent of the building's south wall adjacent to Middle Alley, but it also wraps the corner with a shorter section facing N. Matlack Street.*
- *The design of the colorful mural reflects the Safe Harbor mission, depicting a lighthouse in a stormy sea adjacent to an urban community.*
- *The new mural will replace an existing mural depicting three separate butterfly's.*
- *The new mural is much larger than the butterfly's and also a much bolder visual statement.*
- *It is hoped this will become a local landmark that will attract visitors to take selfies and support Safe Harbor's mission.*
- *It was noted that the Safe Harbor building is a modern structure, roughly 20-years old.*
- *The design was vetted through the Borough's Public Arts Commission (PAC), which provided a PAC Endorsement letter in support of the project.*

The HARB reviewed the application in detail. Their review was lively. Most members were supportive from the start. Some members expressed their general lack of enthusiasm for modern murals in the historic Borough. The following comments were made:

- *HARB agreed that murals are not appropriate on brick facades of historic buildings.*
- *Murals can be appropriate on stucco or plastered side walls of historic buildings.*
- *Philadelphia was cited as a historic city with a vibrant mural arts program.*
- *Some members wanted the mural to be larger and extend the full length of the south wall, but Safe Harbor did not want the existing trash dumpsters in front of the mural.*
- *There was some desire expressed to see people illustrated in the mural, but Safe Harbor relies on anonymity to assist their clients.*
- *The design was well received by the HARB because it worked well with this modern building.*
- *In the end, the HARB was unanimous in recommending approval for this new mural.*

4) **Recommendations from HARB:**

The Board recommends Approval of a Certificate of Appropriateness for Application 2025-28 as submitted.

Application Numbers: 2025-28

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 20 N. Matlack Street

5) Borough Council's Action and Date

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

.....

Date of Action Taken: _____, 2025

Borough Manager's Signature:

Project Description:

Safe Harbor of Chester County (20 N. Matlack St.), working with local artist Kendra Beitzel, has developed a mural project for the south facing wall of their building (Middle Alley). The image is a seascape with stormy seas on the left that switch to calm waters and safe shelter on the right. A centrally located lighthouse provides guidance to the refuge.

The image consumes most of the 1st level of the building's southern elevation (with a few components peaking up into the 2nd level) and wraps around the corner onto the east elevation (Matlack St.). The design is colorful, with stylized blue ocean waves balanced with warm rays of sun. The featured buildings are reflected in a few of the sun's rays, and some waves are dressed with fingerprint patterns to represent a human touch. The artwork tells a story of resilience and transition.

The wall surface will be cleaned and primed/painted as necessary in preparation for the mural's installation, which will utilize quality mural paints. Stefanie Birl, who painted the existing selfie murals at the location in question, has been informed of and supports the new project.

See attached rendering shown to scale on the building's elevation, as well as photos showing the wall's existing conditions.



PAC ENDORSEMENT

Borough of West Chester
Public Art Commission

ORIGINAL PUBLIC ART PROJECT

Applicant/Address:

Safe Harbor of Chester County, Jessica Chappell (*Executive Director*)
20 N. Matlack St. West Chester, PA 19380

1) *Date of PAC Review:* July 28, 2025

2) *Application Number:* 2025-1

3) *Project Description & PAC Assessment:*

Safe Harbor of Chester County (20 N. Matlack St.), working with local artist Kendra Beitzel, has developed a mural project for the south facing wall of their building (Middle Alley). The image is a seascape with stormy seas on the left that switch to calm waters and safe shelter on the right. A centrally located lighthouse provides guidance to the refuge.

The image consumes most of the 1st level of the building's southern elevation (with a few components peaking up into the 2nd level) and wraps around the corner onto the east elevation (Matlack St.). The design is colorful, with stylized blue ocean waves balanced with warm rays of sun. The featured buildings are reflected in a few of the sun's rays, and some waves are dressed with fingerprint patterns to represent a human touch. The artwork tells a story of resilience and transition.

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See attached rendering shown to scale on the building's elevation, as well as photos showing the wall's existing conditions.

4) ***PAC Endorsement:***

- ☒ Approve as presented.
- ☐ Approve with the following conditions:
- ☐ **Denied:** *The applicant must make the following changes to his/her proposal and resubmit to PAC:*

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

- ***Date of Borough Council Review:***
- ***Borough Council Action:***

- ☐ Approved per PAC Endorsement.
- ☐ Approved with the following differences from PAC Endorsement:
- ☐ **Denied** for the following reasons:

.....

Date: _____

Borough Manager's Signature: _____









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Call for Artist Submissions
West Chester America250 Mural Project
Issued: [Insert Date]

Submissions are now being accepted for the West Chester America250 Mural Project, sponsored by the West Chester Borough Public Arts Commission (PAC). In celebration of the 250th anniversary of the founding of the United States, PAC invites artists to submit proposals for a public mural that honors the history, diversity, and evolving identity of West Chester, Pennsylvania. The goal of this mural is to uplift the shared story of the Borough past, present, and future.

Background & Theme

In 2026, the United States will commemorate its 250th birthday. As part of this national milestone, the Borough of West Chester seeks to create a lasting public artwork that celebrates its rich and layered history—for example its Indigenous roots, abolitionist past, industrial development, immigrant and/or cultural communities, and vibrant civic life.

The selected mural should:

- Reflect the historical significance of West Chester and its role in the broader American narrative
- Celebrate the diversity of the people who have called—and continue to call—West Chester home
- Emphasize unity, resilience, and a hopeful future rooted in inclusion and community pride

Artists are encouraged to draw on local history, voices, and imagery, while using a bold, imaginative visual approach that invites public engagement and education.

Benefits

- The selected mural will be installed on a prominent wall, at [LOCATION TBD PLACEHOLDER] within the West Chester Borough **and will be on full display for all residents, workers, and visitors 24/7, and viewed by residents and visitors each week.**
- The selected artist will be featured in PAC's digital and print publicity and across Borough promotional channels.
- The artist will receive a [\$XXX] award upon selection, and a total project commission of [\$XX,XXX] upon completion of the mural.
- Installation support, including priming, scaffolding, and sealant, will be coordinated with the artist.



Eligibility & Criteria

1. Artwork must be original and created specifically for this project.
2. Submissions must demonstrate alignment with the mural's central themes: local history, diversity, and America250. (<https://america250.org/>)
3. Artists must be capable of executing the full-scale mural painting.
4. Artists may submit up to two (2) concept proposals.
5. Artists from all backgrounds, including historically underrepresented communities, are strongly encouraged to apply.
6. Collaborative team proposals are welcome.

Submission Guidelines

Submissions must include the following (failure to follow the below submission guidelines may result in disqualification):

- A digital rendering (PDF or JPG, maximum 3MB) of your mural concept
- A written explanation (max 150 words) of how your design reflects the mural's theme
- Name, mailing address, email, and phone number
- Artist bio and 1–3 examples of past work (optional but encouraged)

Email all materials to WestChesterPublicArts@gmail.com with the subject line "America250 Mural Submission"

Timeline

- Call Opens: [Insert Start Date September or August? Depends on securing a Location]
- Submission Deadline: [Insert Deadline Date 2Months from Call Open End of Nov.]
- Artist Notified: [Insert Notification Date 1 Month to deliberate?]
- Installation Period: [Insert general window or season]

Suggested Timeline if we have a wall:

- Call Opens: August 15th
- Submission Deadline: October 24th
- Artist Notified: PAC Meeting October 27th to review submissions, November 17th PAC meeting Vote on Artist, Artist Notified?
- Installation Period: [Spring 2026]

Important Notes

- Submission grants permission for the Borough to publicly share selected works for promotional purposes.
- The chosen mural may incorporate elements from multiple submissions, if applicable.
- Final execution will require a signed artist agreement outlining timeline, materials, and maintenance terms.

Questions? Email Jimmer Breen at WestChesterPublicArts@gmail.com.

Let's tell West Chester's story—boldly, beautifully, and together.

Borough of West Chester – Chester County Pennsylvania – 401 E. Gay Street, West Chester, PA
19380
www.west-chester.com – 610.692.7574