PHOENIXVILLE BOROUGH COUNCIL
Tuesday, February 13, 2024
7:00 PM

AGENDA

I. Pledge of Allegiance/Moment of Silence

II. Roll Call – Borough Manager

III. Presentations

A. Swearing in of Chris Valerio as Firefighter

B. Swearing in of Ron Schlecht as Firefighter

IV. Public Participation

V. Consent Agenda

A. Approval of January 9, 2024 Regular Meeting Minutes.

B. Items from Historical and Architectural Review Board:

1. Motion to approve/deny the Certificate of Appropriateness for the installation of non-illuminated business signage on the east and west facades for 37 Bridge Street as recommended 5-0 by the HARB in their Action Memo of February 6, 2024.

2. Motion to approve/deny the Certificate of Appropriateness for a revision which includes a primarily one-story addition to the existing distillery and bar as well as an angled element that protrudes above the first floor for 100 Bridge Street as recommended 5-0 by the HARB in their Action Memo of February 6, 2024.

3. Motion to approve/deny the Certificate of Appropriateness for a hanging shingle sign with logo for 260 Bridge Street as recommended 5-0 by the HARB in their Action Memo of February 6, 2024.

C. Items from Parks and Recreation Committee:

1. Motion to approve a Temporary Community Event Application for Walk a Mile in Her Shoes on Saturday, April 13, 2024 in Reeves Park from 9:30 am to 11:00 am. No Street Closures. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

2. Motion to approve a Temporary Community Event Application for Phoenixville Earth Day 2024 at Reservoir Park on Saturday, April 20, 2024 from 12:00 noon to 4:00 pm. Franklin Street above Fillmore and the

Reservoir Parking Lot to be closed from 10:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

3. Motion to approve a Temporary Community Event Application for the Chester County Pride Fest in the 100 and 200 Blocks of Bridge Street on Saturday, June 8, 2024 from 12:00 noon to 5:00 pm. 100 and 200 Blocks of Bridge Street between Gay Street and Starr Street and the Bridge and Main Street Parking Lot to be closed from 8:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

4. Motion to approve a Temporary Community Event Application for Phoenixville Art Street Festival in the 100 and 200 Blocks of Bridge Street on Saturday, June 15, 2024 from 11:00 am to 5:00 pm. Bridge Street between Gay Street and Starr Street and the Bridge and Main Street Parking Lot to be closed from 8:00 am to 6:30 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

5. Motion to approve a Temporary Community Event Application for the Juneteenth Celebration in the 200 Block of Bridge Street and the Bridge and Main Street Parking Lot on Sunday, June 16, 2024 from 2:00 pm to 6:00 pm. The 200 Block of Bridge Street between Gay Street and Main Street and Bridge and Main Street Parking Lot to be closed from 10:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured

6. Motion to approve a Temporary Community Event Application for Blobfest 2024 on Friday, July 12 from 5:00 pm to 10:00 pm and Saturday, July 13, 2024 in the 100 and 200 Blocks of Bridge Street and the Bridge and Main Street Parking Lot on Saturday, July 13, 2024 from 8:00 am to 6:00 pm. Bridge Street to be closed on July 12, 2024 from 5:00 pm to 10:00 pm between Gay Street and Main Street. Bridge Street and Bridge and Main Street Parking Lot to be closed on July 13, 2024 from 8:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

7. Motion to approve a Temporary Community Event Application for the Phoenixville Blues Festival in Reeves Park on Saturday, September 7, 2024 from 12:00 noon to 10:00 pm. Third Avenue closed between Main and Starr Street from 9:00 am to 12:00 midnight. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

D. Items from Finance Committee:

1. Motion to approve the 2023 Pre-Paid dated 11/1/2023 - 11/30/2023 in the amount of $2,548,801.28.

2. Motion to approve the 2023 Pre-Paid dated 12/1/2023 - 12/31/2023 in the amount of $1,724,932.10.

3. Motion to approve the 2023 Pre-Paid Credit Card Statement dated 11/1/2023 - 11/30/2023 in the amount of $99,844.37.

4. Motion to approve the 2023 Pre-Paid Credit Card Statement dated 12/1/2023 - 12/31/2023 in the amount of $130,053.04.

5. Motion to approve the 2023 Pre-Paid ACH dated 11/30/2023 in the amount of $1,636,473.92.

6. Motion to approve the 2023 Pre-Paid ACH dated 12/31/2023 in the amount of $39,015.43.

7. Motion to approve the Staff recommendation authorizing the Finance Director to make the necessary end of year adjustments and to provide a listing of those adjustments to the Finance Committee and the Borough's Auditor.

8. Motion to approve the Staff recommendation for suggested Accounts Receivable write-offs – 2024.

9. Motion to approve/deny the waiving of permit fees as requested by the Historical Society of the Phoenixville Area.

VI. Communications/Council Participation

VII. Mayor's Report

VIII. Appointments

A. Call for Residents interested in being appointed to various Boards and Commissions. Current vacancies exist on the Civil Service Commission, Human Relations Commission, Tree Advisory Commission, and Zoning Hearing Board.

IX. New Business

A. Motion to approve an Anchor Grant Substituted Consideration Agreement with Hankin Phoenixville Foundry Partners, LP, and further authorizing Borough Council President to execute documentation associated with it.

B. Motion to approve a Settlement Agreement between the Borough and the owners of the structure at 209 High Street relating to the Abatable Structure Decision & Order dated November 14, 2023.

X. Resolutions/Ordinances

A. Motion to adopt a Resolution acknowledging Theresa Nowrey for her three years of service on the Zoning Hearing Board.

B. Motion to adopt an Ordinance amending Chapter 15, Motor Vehicles.

C. Motion to adopt a Resolution supporting the Borough of Phoenixville's participation in the Delaware Valley Regional Planning Commission's Transportation & Community Development Initiative (TCDI) grant program.

D. Motion to adopt a Resolution approving an application for Green Light - Go grant funds from the Department of Transportation (PennDOT) for full upgrades of traffic signal installations at two intersections in the commercial center of Phoenixville, PA, Gay Street at Church Street and Main Street at Church Street.

E. Motion to adopt a Resolution for the sale and disposition of personal property valued at or below $2,000.

F. Motion to adopt a Resolution officially granting an extension of time for the completion of the development known as "Jennie Grace Homes", previously approved by resolution 2018-09.

G. Motion to adopt a Resolution authorizing Seasonal PXV Inside Out Weekends.

XI. Public Hearings

A. Motion to recess the public meeting and open the hearing on the Conditional Use Application from ROCKET AMUSEMENT INC., which proposes to operate a skill game room with Pennsylvania skill machines in the first floor of the existing building on 313 Bridge Street as an Entertainment Hall use, in addition to maintaining the existing apartment residential uses on the upper floors of the existing building.

XII. Hearings

XIII. Reports of Committees, Boards, and Commissions

A. Planning Commission - Mr. Moore

B. Historical and Architectural Review Board – Ms. Dugan

C. Phoenixville Regional Planning Committee – Mr Kirkner

D. Recreation Board – Ms. Dugan

E. Tree Advisory Commission – Mr. Carminito

F. Human Resources Commission – Ms. Burckley

XIV. Council Action referred from:

A. Personnel and Public Safety Committee- Ms. Burckley

B. Parks and Recreation Committee - Mr. Moore

1. No additional action to report.

C. Policy Committee - Carminito

1. Motion to schedule and advertise an Ordinance amending Chapter 27, "Zoning," "Skill Games Ordinance."

2. Motion to schedule and advertise an Ordinance amending Chapter 22 "Subdivision and Land Development," Part 4 "Design Standards," Section 22-417 "Vehicular Parking."

3. Motion to adopt Amendment #3 to the Borough of Phoenixville Police Pension Plan.

4. Motion to schedule and advertise an Ordinance amending Chapter 1, "Administration and Government," Part 7 "Pensions, Retirement and Social Security."

5. Motion to schedule and advertise an Ordinance accepting dedication of Right-of-Way - Tague.

6. Motion to schedule and advertise an Ordinance accepting dedication of Right-of-Way – 195 & 199 Mowere Road.

D. Infrastructure, Technology Transportation & Sustainability Committee - Mr. Weiss

1. No Action to Report.

E. Finance Committee - Ms. Dugan

1. Motion to approve the Parking Study Update Proposal as recommended 4-0 from the ITTS Committee using Parking Enterprise Funds.

2. Motion to authorize Staff and the Solicitor to take the necessary steps to obtain easement agreements from the property owners and steps to take dedication of the unnamed alleys behind Callowhill Street, Woodlawn Avenue, and Oxford Avenue.

XV. Public Participation

XVI. Communication/Council Participation

XVII. Staff Reports are in the packets.

A. Manager

B. Police

C. Fire

D. Planning and Codes

E. Public Works

F. Finance

G. Human Resources

H. Recreation

XVIII. Adjournment

Upcoming Meetings:

Parks and Recreation Committee	February 20 – 6:00 pm
Infrastructure Committee	February 20 – 7:00 pm
Recreation Board	February 26 – 6:30 pm
Finance Committee	February 27 – 6:00 pm
Policy Committee	February 27 – 7:00 pm
HARB	March 4 – 5:00 pm
Personnel/Public Safety Committee	March 4 – 6:00 pm
Tree Advisory Commission	March 4 – 7:00 pm
Civil Service Commission	March 4 – 7:00 pm
Borough Council	March 12 – 7:00 pm
Planning Commission	March 14 – 6:00 pm

PHOENIXVILLE BOROUGH COUNCIL
Tuesday, January 9, 2024
7:00 PM

MINUTES

I. Pledge of Allegiance/Moment of Silence

II. Roll Call – Borough Manager

Mr. Ewald, President	Present
Ms. Burckley, Vice President	Present
Mr. Carminito	Present
Ms. Dugan	Present
Mr. Kirkner	Present
Mr. Moore	Present
Mr. Strenfel	Present
Mr. Weiss	Present
Mayor Urscheler	Present
Mr. Krack, Borough Manager	Present
Ms. Getzfread, Asst. Borough Manager	Virtual
Chief Marshall, Police Chief	Present
Mr. Denlinger, Solicitor	Present

III. Presentations

IV. Public Participation

John McPhee, Business Manager of Diving Cat Studio Gallery on Bridge Street. He stated he would be out of town next week for the Parks and Recreation Committee meeting and is here this evening to provide his support for the continuation of PXV Inside Out for 2024. He stated Diving Cat has experienced increased revenue year over year and now has eleven employees, four of which are full time. He feels the street closure needs to continue and he hopes the Council will consider extending the weekends to include Mother's Day.

David Lutzker, resident and President of the Green Team. He thanked the Council for their hard work in bringing the Plastics Ordinance to fruition and wanted Council to know about an initiative by local environmental advisory commission to expand the ban to all of Chester County.

V. Approval of the December 12, 2023 Regular Meeting Minutes and the January 2, 2024 Reorganization Meeting Minutes.

Ms. Burckley made a Motion to approve the December 12, 2023 Regular Meeting Minutes and the January 2, 2024 Reorganization Meeting Minutes. Seconded by Mr. Weiss

Motion Approved 8-0.

VI. Communications/Council Participation

Mr. Moore stated he wanted to offer his appreciation for the newly completed phoenix mural on the side of the apartment building in Steelpointe. He stated it is very impressive, very distinctive and a great tribute to the former mill that was there. He didn't realize that was even going in or part of the project. He appreciates the developers deciding to invest in that kind of public art.

Ms. Burckley stated she and Mr. Ewald were speaking before the meeting about everything going on at Reservoir Park and how beautiful the work's been there. She stated she wanted to highlight the work done at the park. She knows it's the off-season for the park, but she has heard a lot of positive comments from the public about it. She thanked staff and the Borough consultants on an excellent job done to improve the park.

Mr. Ewald stated he thinks they doubled or tripled parking. Due to the demand, these renovations have been performed at that park. Many of the improvements were done by volunteer groups making Reservoir Park a great asset in the last few years.

Mr. Ewald stated he wanted to thank and congratulate Elliot Renna for his recently completed Eagle Scout Project. Last spring Elliot reached out regarding an idea he had to create a mini food pantry similar to the little free libraries around town. After some discussion with Mary Fuller at PACS and Evan Brandt with the Pottstown Mercury we developed a larger vision of reusing the old Phoenix newspaper honor boxes. Last week Elliot deployed six repurposed phoenix news boxes as mini free food pantries that will be restocked every week. Additionally, he wanted to note, and thank staff, about the continued improvements to Reservoir park- since Covid, Reservoir Park has seen the most improvements of our 16 parks, many of which were completed by volunteer groups and outside funding. Recently the upgraded fencing around the actual reservoir, the sidewalks, the walking path and the tripling of parking spots are appreciated. Truly setting this area off as an actual park and the daily demand for use is amazing to see.

Mr. Weiss reported on the Starr and Nutt intersection improvements. He stated initially when it was reopened there were some aspects that were a little less than ideal and we hope that folks are seeing all the pieces come together to get a really high efficiency and highly effective intersection up and running. He stated our contractor was out there last week and on Tuesday possibly doing some additional amendments to the to the warrants at the intersection.

Mr. Kirkner stated he has heard from people about not having a left green arrow on Nutt Road eastbound approaching Starr Street. He stated he was glad to hear the issue is

already being addressed. He stated he can see the Reservoir Park improvements from his office window and deck, and he still can't get used to how much improved the park looks. He stated the resurfacing of High Street is quite an improvement. He expressed his gratitude to Borough Staff, Public Works Department and our engineer and contractors for getting the work done.

VII. Mayor's Report

Mayor Urscheler reported on the preview of the independent film "Scrambled" and the Mayor's New Year's Eve party at the Colonial Theatre. He congratulated the newly elected and reelected officials throughout the Commonwealth, reminded the Council and the public on the upcoming Town Hall with Chrissy Houlihan on January 16, 2024, and lastly, he stated the Taste of Phoenixville would be held at Franklin Commons and will benefit the Good Samaritan Services.

VIII. Appointments

A. Call for Residents interested in being appointed to various Boards and Commissions. Current vacancies exist on the Civil Service Commission, Human Relations Commission, and Tree Advisory Commission.

Mr. Ewald encouraged residents to continue to apply for openings on the various Boards and Commissions and stated openings can be found on the Borough's Website.

B. Motion to adopt a Resolution appointing David Petty to the Zoning Hearing Board for a new term expiring January 31, 2029.

Ms. Burckley made a Motion to adopt a Resolution appointing David Petty to the Zoning Hearing Board for a new term expiring January 31, 2029. Seconded by Mr. Weiss.

Motion Approved 8-0.

C. Motion to reappoint Amara Thornton-Brown to the Civil Service Commission for the new term expiring January 31, 2030.

Mr. Kirkner made a Motion to reappoint Amara Thornton-Brown to the Civil Service Commission for the new term expiring January 31, 2030. Seconded by Ms. Burckley.

Motion Approved 8-0.

D. Motion to appoint Susmita Sukla to the Human Relations Commission for a term expiring March 31, 2027.

Ms. Burckley made a Motion to appoint Susmita Sukla to the Human Relations Commission for a term expiring March 31, 2027. Seconded by Mr. Weiss.

Motion Approved 8-0.

Ms. Burckley made a Motion to recess into Executive Session. Seconded by Mr. Weiss.

Motion Approved 8-0.

Recess at 7:17 PM

Return at 7:28 PM

Ms. Burckley made a Motion to resume the Public Meeting. Seconded by Mr. Weiss.

Motion Approved 8-0.

IX. New Business

A. Motion to appoint Conflict Solicitor.

Ms. Burckley made a Motion to appoint Robert C. Jefferson, IV, Esquire as Conflict Solicitor. Seconded by Mr. Weiss.

Motion Approved 8-0.

X. Resolutions/Ordinances

A. Motion to adopt a Resolution acknowledging Jessie Webb for her two years of service on Borough Council.

Mr. Weiss made a Motion to adopt a Resolution acknowledging Jessie Webb for her two years of service on Borough Council. Seconded by Ms. Burckley.

On the Question:

Mr. Ewald read the Resolution aloud for the record.

Motion Approved 8-0.

B. Motion to adopt an Ordinance amending Chapter 10, Health and Safety, by adding a new Part 5 Plastics.

Mr. Kirkner made a Motion to adopt an Ordinance amending Chapter 10, Health

and Safety, by adding a new Part 5 Plastics. Seconded by Mr. Weiss.

On the Question:

Ms. Burckley explained the history behind the discussions held at the Policy Committee as many from the public may feel this is being passed very quickly. She stated many businesses and residents expressed their concerns and support of the Ordinance. She agrees this needs to be something looked at on a broader range either regionally or state wide. She stated she spoke with the Codes Department about educating the businesses and that the conversation will happen in a friendly manner and less as an enforcement measure.

Ms. Dugan stated she feels this is an issue for the state legislature and not a burden of the Borough and its businesses and residents. She stated this feels a little like government overreach and will not be voting in favor of the Ordinance tonight.

Mr. Weiss thanked everyone who worked so hard on this Ordinance. He stated there was a lot of work that went into getting the Ordinance across the finish line and a lot of engagement and communication that happened with the folks in the community, business owners, individuals. He stated this is a great example of bringing all those groups together to have meaningful conversations to move things forward.

Mr. Kirkner stated as a follow up to Ms. Burckley, this has been a months long process in the Policy Committee with business owners and members of the Green Team and ReReRe Plastics providing support and expressing concerns. Borough Staff and the Solicitor worked to make all the changes to bring this before us tonight. He hopes this initiative will help eliminate the plastics and reduce the number of plastic bags that litter the Borough.

Mr. Moore stated he has given it some thought and asked the Solicitor if the Council has the authority to enact this Ordinance.

Mr. Denlinger explained it is permitted under Municipal Code.

Mr. Moore explained why he is in support of the Plastics Ordinance. He stated he recently was shopping in Philadelphia and they have a similar ban. He made his purchase at Wawa, where he had to purchase a reusable bag. He still has and uses the bag he received and he feels once this is embraced reusable bags will become part of what people keep in their cars, not unlike a window scraper in the winter.

Mr. Carminito explained his concerns with all of the business community being aware of the coming changes and wanted to make sure they had ample time to review the final draft of the Ordinance. He stated he is not opposed to the banning of plastics, he just feels this final draft of the Ordinance feels rushed.

Mr. Denlinger stated the Ordinance was duly advertised in The Pottstown Mercury and can be acted on tonight by the Council.

Motion Approved 6-2. Mr. Carminito and Ms. Dugan voting No.

C. Motion to schedule and advertise an Ordinance amending Chapter 15, Motor Vehicles.

Ms. Burckley made a Motion to schedule and advertise an Ordinance amending Chapter 15, Motor Vehicles. Seconded by Mr. Weiss.

On the Question:

Mr. Krack explained the normal process for advertising is to go through the Policy Committee before coming to Borough Council. He explained all the changes including the direction of travel on Dean Street, No Left Turn on Nutt Road onto Valley Road and the signage changes for Fillmore and Franklin as it relates to student drop off and pick up.

Mr. Moore stated during drop off for Renaissance Academy on Fillmore Street looks like a parking lot. Vehicles stop to drop off and vehicles then try to go around the stopped cars in the opposing lane.

Mr. Kirkner asked why the signage proposed is no stopping or standing. When a similar issue occurred on Grant Street the signs posted said no student pickup or drop off. Can these be used on Fillmore Street and can the parking spots adjacent to the Fillmore Village community be posted as No Student Pickup or Drop Off?

Mr. Krack explained the signage on Grant is different as there are no dedicated parking spots on Grant Street. Fillmore Street does have the spots there and because of this the No Stopping or Standing signs are the correct ones for the area where no parking spots exist. The parking spots on Fillmore are part of the Subdivision and Land Development plans for Fillmore Village and are available for anyone to park. The Borough can't limit or restrict the use of those spots.

Mr. Kirkner expressed his concerns with the use of the Recreation Center Parking by the parents as well as the employees of the businesses and schools in Franklin Commons. He has witnessed first hand people parking and walking across to the building, just leaving their cars in the parking lot all day and reducing the amount of available parking at the Recreation Center.

Mr. Ewald stated this change is not to scold Renaissance Academy itself. Our Police Chief and Borough Manager have actually met with the school's executive team who are in support of the Ordinance. The school has tried to communicate

the no stopping and standing needs to stop but to no avail it continues to occur and this action is needed to stop the bad behaviors.

Motion Approved 8-0.

XI. Public Hearings

XII. Reports of Committees, Boards, and Commissions

A. Historical and Architectural Review Board – Ms. Dugan

1. Motion to approve/deny the Certificate of Appropriateness for renovations for 99 Bridge Street as recommended by the HARB in their Action Memo of January 9, 2024.

Ms. Dugan made a Motion to approve Certificate of Appropriateness for renovations for 99 Bridge Street. Seconded by Ms. Burckley.

On the Question:

Ms. Dugan explained she voted no at the HARB meeting citing her concerns with the original approval of the bank building and the new design of this building matches the recently approved Bluebird Distilling design. She is concerned that every approval is going to be a stepping stone and there's no way to claw it back to make sure the look of the downtown stays true to the historical nature of the town. She stated she agrees this is an improvement to the building.

Mr. Ewald stated he agrees the sand brown glass glazing is not appealing and the improvements being presented by the applicant will be more appealing than what exists today.

Motion Approved 8-0.

2. Motion to approve/deny the Certificate of Appropriateness for renovations and additions for 123 Main Street as recommended by the HARB in their Action Memo of January 9, 2024.

Ms. Dugan made a Motion to Approve the Certificate of Appropriateness for renovations and additions for 123 Main Street. Seconded by Ms. Burckley.

On the Question:

Ms. Dugan stated the design of the building looks lovely and she is really happy the new owner is keeping the design of the building to match the historical look of the former armory.

Motion Approved 8-0.

B. Planning Commission - Mr. Moore

1. Motion to adopt a Resolution officially conditionally approving/denying the Preliminary/Final Subdivision and Land Development Plan for the development known as 785A Starr Street.

Mr. Denlinger explained the application before Council tonight is the development known as 785 A Starr Street. The application is to construct an 8,800 square foot commercial pad site along Starr Street in addition to the existing shopping center that is located on the site. The project will provide a parking area with 18 parking spaces and the realignment and elimination of some existing parking spaces for a total net gain of 11 parking spaces with new sidewalks and other related improvements. The application was before the Planning Commission several time and was recommended for approval by a vote of 6-1 at their December 14, 2023 meeting which is reflected in their action memo.

Mr. Denlinger stated public comment on this item will be accepted after the applicant has presented their Project and the Council has had a chance to ask questions of the applicant.

Adam Brower of EB Walsh and Associates and Kurt Wolter of Starr Street Partners, LLC presented to the Council.

Mr. Brower explained he and the applicant worked with the Planning Commission through several meetings to refine the design of the building proposed along Starr Street. He stated it is an 8,800 square foot building for additional retail in the shopping center. Parking will be provided in front of the building and sidewalks will be installed to be incorporated with the existing sidewalks on the site. Changes to the circulation of traffic on the site is proposed as well as a focus on enhancing the area. Currently the space is just green grass. He explained the proposed underground storm water management system that has been expanded to really limit any outflow coming from the proposed improvements and he acknowledged the drainage issues on the site.

Mr. Ewald thanked the applicant for being here this evening. He asked if the parapet on the top of the building could be extended to the fourth side of the building to shield the HVAC systems from residents and visitors traveling east into town on Nutt Road.

Mr. Wolter stated he understands the comment and explained they did try to address the issue with the screening surround the units and leaving the parapet open on the fourth side to allow for roof access for maintenance of the units. Mr. Wolter stated they worked closely with the Planning Commission and reduced the size of the building to match the surrounding areas. A patio area was added off the side of the building to enhance the area for the community to socialize and provide seating for a food related tenant.

Mr. Moore asked for clarification on the patio area is it a potential add on or will it be built.

Mr. Brower confirmed it will be built as part of the project.

Mr. Weiss expressed his appreciation for the extent of work and focus on the Stormwater Management on the site. We have residents in the area who continuously have issues with stormwater from the site and are constantly worried about flooding.

Mr. Moore explained that much of the discussion at the Planning Commission was between the applicant and the Borough Engineering was regarding the improvement of the stormwater management on the site.

Mr. Carminito expressed his appreciation on the hard work done on the stormwater management system and asked if there was any consideration given to reducing the impervious surface on the site in less than necessary areas.

Mr. Brower explained this same issue was mentioned by a Planning Commission member and a Traffic Study was conducted for the site by Traffic Planning and Design based on the peak time design and a 1.1 ratio the project only came in with 3 extra spaces so there is concern about removing any more parking on the site.

Mr. Denlinger asked Mr. Brower to speak about the tree in the rear of the new building and the discussion held at the Planning Commission.

Mr. Brower explained there is a large diameter tree approximately 12 to 15 inches in diameter along the property line near the corner of the buildings drip zone. There was concern about preserving the tree as it turns out so refinements were made in an effort to preserve the tree including agreeing to hand dig around the tree to preserve and protect the root system of the tree. Looking at the plan more closely it seems that there will be very little disturbance in the area of the tree and the area will need fill as opposed to excavation.

Mr. Denlinger further clarified for the benefit of the Council there was a lot of discussion at Planning Commission about making sure that tree is preserved and that the roots are not damaged. Mr. Moore will discuss the waivers for the project but the condition of one of the waivers is very specific that the roots need to be protected as best reasonably possible.

Mr. Ewald stated that he still has concerns about the parapet on the wall on the fourth side of the building. He asked if there was a way to still provide roof access and better screen the roof top units. He stated he understand this will most likely no be the last redevelopment of the shopping center but this is quite a wall as an entrance to the Borough. He stated he appreciates the landscaping depicted and the quality it brings to the view shed, but still wonders is another material could be used to shield the roof top.

Mr. Wolter stated he didn't believe the view from Starr and Nutt would be as harsh as it seems in the depiction. There will be landscaping all round the building to improve the view shed.

Mr. Brower stated we can look into wood landscaping that would be a better buffer for the building and they would work with Gilmore and Associates on what could work in the areas surrounding the building. He stated that he is not sure if it should be a combination of evergreens and other deciduous plantings.

Mr. Ewald stated for commercial infill it is an attractive building on three sides and that is why the fourth side jumps out at me.

Mr. Kirkner asked what he meant by wood landscaping because he is also seeing a fence around the building, is that what you are considering wood landscaping or are you talking about something else.

Mr. Brower clarified they are doing the privacy fencing at the rear of the building and the low-level landscaping. What I was thinking of was more like planting trees that are freestanding whether it's an evergreen or deciduous or a combination of both.

Mr. Kirkner stated he agrees that tree that would grow to significant height would soften the view of the building and he would encourage that the plantings be a part of the approval or if we can stipulate it as part of the approval.

Mr. Denlinger explained that any motion made could include the language regarding the planting of trees.

Mr. Carminito asked if there was a way to break the layout of the building façade and break up the look of the wall with varying materials and still keep the profile of the building.

Mr. Wolter stated their share some of the same concerns being expressed here tonight. We want our building addition to be pleasant to look at and we are amendable to some reasonable restrictions or requirements to modify what we are presenting tonight. We are open to any recommendations made to us by Gilmore and Associates.

Mr. Kirkner asked if the Council is agreeable to adding approval of the trees used for shielding the view of the rear of the building.

Mr. Ewald stated he is not a fan of Arborvitae and he feels Gilmore can work with the applicant on a number of recommendations to improve the vantage point of the vehicles at street level.

Mr. Denlinger stated if a motion to approve this development is made he would advise the motion include language to add vegetation with a greater height satisfactory to the Borough Planner.

Mr. Ewald asked for clarification on the material being used, is the applicant intending to use the materials depicting in the renderings or in the family of those materials. For example, it is displayed as a red brick building it won't be changed to a white brick building.

Mr. Wolter confirmed the materials and colors will be the same or in the same family of materials.

Mr. Ewald asked if the intent was to have between one to five tenants occupying the building.

Mr. Wolter confirmed three to five tenants.

Mr. Ewald asked if the number of tenants would impact the parking numbers.

Mr. Denlinger confirmed parking is based on the square footage of the building not the number of tenants.

Public Participation

None

Mr. Denlinger explained the waivers contained in the Resolution for SALDO §23-306.1.D To not require infiltration at the required minimum

rate, provided that amended soils are included as a part of the Development to offset the deficit in infiltration and §25-110.2.A To not require a full dripline-wide Tree Protection Zone ("TPZ") conditioned on the following: The TPZ shall be fully fenced and established throughout construction, being pulled back only for the purpose of hand digging within the TPZ for building slab preparation.

Mr. Moore made a Motion to adopt a Resolution officially approving the Preliminary/Final Subdivision and Land Development Plan for the development known as 785A Starr Street with the existing waiver requests and to include revised plans to add screening vegetation at the rear of the building with a greater height than shown in the rendering presented to Council in coordination with, and satisfactory to, the Borough Planner.

Motion Approved 8-0.

2. Motion to adopt a Resolution officially conditionally approving/denying the Preliminary/Final Subdivision and Land Development Plan for the development known as Phoenix Crossing – 99 Bridge Street.

Mr. Denlinger explained the Phoenix Crossing development of the former bank building at 99 Bridge is to convert the Existing Building on floors 2-4 to twenty-two (22) residential apartments, and renovate the 1st floor to include one (1) 931 square foot residential apartment unit and approximately 5,343 gross square feet of commercial area, improve the existing parking lot to supply parking for all uses, solid waste storage and vastly upgraded EV-ready (25) and functional EV (5 private; 4 public) parking spots in the existing parking lot, install certain crosswalk and ADA-compliant sidewalk ramps. He stated public comment will be accepted after that application has presented by the applicant and the Council has had a chance to ask questions of the applicant.

Mr. Charlie Scanzello with T&M Associates. He stated he is the engineer of record for the 99 Bridge Street development known as Phoenix Crossing. He stated Andrew Kubovsak the applicant and representative of the owner is present with him this evening.

Mr. Scanzello expanded on Mr. Denlinger's description of the development explaining the plan proposed is to maintain the existing footprint of the building and to convert the former bank into apartment units and commercial retail. In addition to that, much of the existing site is to remain, however being proposed is a few improvements such as the existing ADA curb ramps being brought into current ADA compliance standards and providing an ADA route from the parking lot to the building. In addition, a dumpster in the rear parking lot along with an

enclosure to service the apartment units as well as the commercial tenant. He expanded upon the parking a lot of time and deliberation was taken to work with the Borough and Planning Staff to really lock down the strategy for the parking and the combination of public versus private parking being provided. The applicant and owner will have a striping and signage strategy to designate and delineate the parking spaces between the commercial tenant, the residential tenants and the public spaces. The public parking will continue to be leased with the Borough and they will be paid for by the current payment app that the Borough uses. Installed in the parking lot will be the electric vehicle charging stations 5 spaces in the private portion and 4 spaces in the public parking areas and the infrastructure for up to an additional 25 EV spaces. Revisions and provisions for easements, whether they're existing or newly made need to be put in place. They include storm water that is already crossing the site as well as additional open space in the rear. He stated the request for one waiver is for open space and environmentally sensitive areas. This is because the majority of the site is considered an environmentally sensitive area being within the floodplain the current Schuylkill River Trail goes through the site and is entirely in the floodplain. The second waiver is a request for the deferment of sidewalk installation that will connect from our site to the Schuylkill River Trail. With the future improvements proposed for the Starr Street extension the request is to defer the sidewalk provision until the time that Star Street has been extended and where a more appropriate design for that pedestrian connection can be installed. He stated the applicant is present tonight to seek the Councils approval of our plans and waivers.

Mr. Moore asked for explanation of the parking spaces for the development.

Mr. Scanzello stated there will be 47 spaces provided for the building, 37 for residents and 10 for the commercial space. There will be 77 public spaces available and 16 on street spots that will remain.

Mr. Ewald asked about Market Street being a Borough Street along with the portion of Ashland that terminates at Market Street.

Mr. Krack explained as of today Market Street is a Borough Street along with the portion of Ashland that terminates on the western side of Market Street.

Mr. Ewald asked about the proposed sidewalk curb improvements.

Mr. Scanzello stated there will be 6 curbs replaced as part of the project, 4 of which are along the middle access drive to the parking lot and 2 along Ashland Street on either side where it connects to the parking lot.

Mr. Ewald asked about the traffic flow on Market Street if it will be 1 way in and 1 way out or a two-way street.

Mr. Krack explained the Starr Street extension is in the design phase at this point in time. When that extension goes through it will create the opportunity to take Ashland Street from the intersection of where Starr Street meets at the back of the building. Ashland Street will go across to the back of the building to connect with Starr Street with the appropriate easements. At that point Market Street can be closed and the sidewalk on Bridge Street can put back in.

Mr. Denlinger stated that PennDOT has mandated when the intersection at Starr and Bridge Street is completed Market Street is to be closed.

Mr. Ewald asked if the expectation is to have a single tenant for the commercial space or multiple tenants.

Mr. Kubovsak stated they envision having one tenant.

Mr. Ewald stated the depiction on the plan shows carved out studio like spaces he asked for clarification that they are not to be used as studio apartments.

Mr. Kubovsak stated the space is configured for studio space for stylists or a barbershop configuration not studio apartments.

Mr. Kirkner expressed his concerns with the deferment of the sidewalk installation to the Schuylkill River Trail. He asked if the Council is being asked to defer the deferment of the sidewalk installation.

Mr. Scanzello explained the intent is a later date, once Starr Street has been extended there will be a more logical and more appropriate connection for sidewalk to continue from our site along the Starr Street extension and then ultimately connect to the Schuylkill River Trail. The request to defer that sidewalk until Star Street is developed, currently the project for Starr and Bridge is in the development stage.

Mr. Moore stated the intent is to the defer the compliance with the requirement under the SALDO to install the connecting sidewalk from 99 Bridge Street to the Schuylkill River Trail.

Mr. Denlinger stated the issue may be with his language in the Resolution being a bit of a belt and suspenders type language the he typically uses instead of a waiver because we're not waving the requirement, we're deferring it to a time that makes sense.

Mr. Kirkner stated he wanted to understand what is being proposed to ensure a new owner could not come in and try to avoid the installation of the sidewalk.

Mr. Ewald asked for clarification on the entrance on the Northeast corner is this area just a lobby on the back side of the building.

Mr. Kubovsak explained the area is lobby area with a mail package room and the access to the elevator and stairs to the upper levels of the building.

Mr. Carminito asked if the lower level of the building is in the flood plain. If so will the basement be for storage.

Mr. Kubovsak stated they will be relocating all the electrical breakers and panels from the basement. The only items remaining in the basement level will be the pipes coming into the building.

Mr. Ewald asked about the glazing of the windows to the building.

Mr. Kubovsak explained the glazing is going to be updated and switching out the windows to make them operational for ventilation purposes. As part of our renting the storefront we intend to update the entrance doors, add awnings, new signage and paint.

Public Participation

John McPhee, Business Manager of Diving Cat Studios. He explained his history with the demolition of the steel mill and the development of the master plan for the redevelopment of the site. He stated he applauds the developer for the adaptive reuse of the building, however he stated it is imperative that the public parking remain in perpetuity.

Mr. Moore made a Motion to adopt a Resolution officially approving the Preliminary/Final Subdivision and Land Development Plan for the development known as Phoenix Crossing – 99 Bridge Street with waivers approved by the Planning Commission. Seconded by Mr. Weiss.

Motion Approved 8-0.

3. Motion to adopt a Resolution officially conditionally approving/denying the Preliminary/Final Subdivision and Land Development Plan for the development known as 123 Main Street.

Mr. Denlinger explained this application is for the adaptive reuse of the former Borough Civic Center into 18 residential units with 2 ADA

accessible units, onsite parking and landscaping and related improvements. The Council approved the adaptive reuse of the building subject to the Conditional Use approval at the July 11, 2023 meeting of Borough Council. The plan before you this evening satisfies those conditions. He stated public comment will be accepted after that application has presented by the applicant and the Council has had a chance to ask questions of the applicant.

Mike Kajak, representing MEK2 Property Group. He stated unfortunately Scott J. Zwizanski of Inland Design was not able to be present this evening. He explained that after the December Planning Commission meeting a change was made to the parking at the site as it relates to the front curbing and the No Parking Here to Corner. He stated the change was discussed with the Borough Engineer Owen Hyne and it was approved by him to make the change. The move will add additional parking on the street. At the meeting Gilmore & Associates recommended we add a park bench at the front of the property near the existing flag pole, so we made that modification to the plan as well. The project will have a series of plantings with trees of varying species, the window framing color will be painted black as recommended by the HARB committee.

Mr. Denlinger asked Mr. Kajak to confirm the changes he mentioned tonight were a result of the comments made to you at the December 14, 2023 Planning Commission meeting by the consults of the Borough.

Mr. Kajak confirmed that was correct.

Mr. Moore asked about the vote at the Planning Commission the Resolution stated it was approved 7-0. Is that the correct vote on the project?

Mr. Denlinger explained it was approved 6-0-1 with one abstention. He stated the Resolution would be corrected and it should be included at the end of any motion tonight.

Mr. Ewald asked the applicant to explain the concrete replacement for the sidewalks and the closing of the curb cut on Main Street.

Mr. Kajak explained there are damaged slabs of concrete as well as some dipping that could be a tripping hazard, there is at the front of the property there was an existing apron for access to the front door and an emergency fire escape from the second floor that will be removed. All of the curbing will be removed and reinstalled at the proper height. He explained the ADA handicapped spot will remain and the relocating of the Here to Corner sign will add two additional parking spaces. The 18 apartments

units will all be single bedroom units with two being handicapped accessible.

Mr. Carminito asked if the windows in the rendering are the correct windows and color.

Mr. Kajak confirmed the windows are correct on the rendering.

Mr. Carminito asked if the awning and the doors were going to be green.

Mr. Kajak explained the awning is a tin material that is green in color, the window will be replacing the existing windows on the front structure and installing new windows on the gymnasium side under the awning that will match the windows and the window heads throughout the building.

Mr. Moore asked about the ADA units having in unit washers and dryers.

Mr. Kajak explained they will have single functioning units that will both wash and dry.

Mr. Kirkner asked if there is anything that could be done to the back entrance on Jackson Street to make it smaller and add another parking space on Jackson Street.

Mr. Kajak stated the entrance is not being altered and the project will not be removing any parking on Jackson.

Mr. Kirkner asked if it could be made smaller to add another parking spot?

Mr. Kajak clarified the existing drive way apron is 20 feet and that the current code requires 22 feet of apron space.

Mr. Ewald asked about roof top access on the front of the building or is it just roof.

Mr. Kajak clarified there is no access it is just flat roof. The main roof will be shingled as it is now and the front struct will has an EPM rubber membrane which will be repaired in some areas but is not being fully replaced.

Mr. Ewald stated there would be no pilot house or anything like that on the roof and no group type of access to the roof.

Mr. Kajak explained the roof will have the venting systems for the bathrooms and the dryers, but nothing else.

Mr. Moore asked if the intention of the project was to still provide workforce affordable housing as was presented at the Conditional Use hearing and can you give us any details on how you intend to accomplish that.

Mr. Kajak explained the 7 units on the second floor will all be similar in size which will save on materials and there will not be things like granite counter tops or stainless-steel appliances in the units. The first-floor units located in the former gymnasium are will be slightly larger and two stories high so they will be slightly more expensive, the goal however, is to make all the units affordable as possible.

Mr. Moore stated he appreciates when you purchased the property that you could have done something else with it. Like build a new structure on it. Instead you preserved and that's valuable to the Council and to the whole Borough in general and certainly to me.

Mr. Ewald asked if the expectation was the parking on site would be first come first serve for the tenants or are you assigning parking to the units.

Mr. Kajak explained they will likely be built into the leases. Individuals are assigned a parking space; however, the handicapped spots will immediately go to the handicapped accessible apartments. The remaining parking spots will be assigned on a first lease basis. Should we need to we would be looking into leasing spaces from the church on Main Street so we don’t have to turn tenants away.

Public Participation

None

Mr. Moore made a Motion to adopt a Resolution officially approving the Preliminary/Final Subdivision and Land Development Plan for the development known as 123 Main Street with the Resolution modified to show the vote of 6-0-1 with one abstention at the Planning Commission meeting of December 14, 2023. Seconded by Mr. Kirkner.

Motion Approved 8-0.

C. Phoenixville Regional Planning Committee – Mr. Kirkner

Mr. Kirkner stated the meeting for November was combined for November and December and the next meeting of the committee will be on January 31, 2024.

D. Recreation Board – Ms. Dugan

Ms. Dugan reported on the programs and events at the Recreation Center including healthy seniors, AARP Drive Safely program, Table tennis, Youth Pickle ball and various Yoga classes for all experience levels.

E. Tree Advisory Commission – Mr. Carminito

F. Human Resources Commission – Ms. Burckley

XIII. Council Action referred from:

A. Personnel and Public Safety Committee – Ms. Burckley

1. No additional action to report.

B. Parks and Recreation Committee – Mr. Moore

1. No action to report.

C. Policy Committee – Mr. Carminito

1. No action to report.

D. Infrastructure/Technology/Transportation/Sustainability Committee – Mr. Weiss

1. No Action to Report.

E. Finance Committee – Ms. Dugan

1. No action to report.

XIV. Public Participation

None

XV. Communications/Council Participation

XVI. Staff Reports are in the packets.

A. Manager
B. Police
C. Fire
D. Planning and Codes
E. Public Works
F. Finance
G. Human Resources

H. Recreation

XVII. Council met in Executive Session on December 12, 2023 to discuss Personnel, Real Estate and Litigation.

XVIII. Executive Session – Personnel, Real Estate and Litigation

XIX. Adjournment
9:02pm. Ms. Burckley made a Motion to Adjourn. Seconded by Mr. Weiss.

E. Jean Krack
Borough Manager

Transcribed by: Jennifer Logan
Administrative Assistant
January 2024

Customer Name: PEDRO VILLEGAS
Company: THE BRIDGE BAR & GRILL
Street: BRIDGE ST
City: PHOENIXVILLE
State: PA Zip: 19460
Country:
Phone:484-687-8167
Fax:
Description: 36" PVC LOGO MOUNTED ON WALL NEXT TO SECOND FLOOR WINDOW
Comments:

PRICE:
Order Taken By:
E-MAIL:
Order Date:
Delivery Date:
Terms:

The Borough of Phoenixville

CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, 2nd Floor, Phoenixville, PA 19460

Phone: (610) 933-8801

Date:	February 6, 2024
Memo To:	Borough Council
Memo From:	Historical Architectural Review Board
Reference:	Signage
Applicant:	Chad Fetterolf 408 Dayton Street Phoenixville PA, 19460
Tax Parcel:	15-10-3
Property Location:	37 Bridge Street

ACTION MEMO

The Historical Architectural Review Board has reviewed this request as it relates to changes to the property within the District which are visible from a public street, sidewalk or way. The review has included applicability to general design, arrangement, texture, permanent color and materials of the proposed work in relation to similar features within the Historic District's period of significance.

The Historical Architectural Review Board of the Borough of Phoenixville at its February 5, 2024 regular meeting recommends to Borough Council by a vote of 5 to 0 for the approval of the application as submitted.

This approval is only for the signage as represented in the application and listed above.

Any additional work shall be submitted by the applicant for review, prior to construction or installation.

All zoning requirements of the Borough of Phoenixville are made a part of this recommendation.

David Boelker
Director of Planning and Code Enforcement
Zoning Officer

Borough of Phoenixville
351 Bridge Street
Phoenixville, PA 19460
Phone (610) 933-8801
www.phoenixville.org

Application #:
Application Fee:

HARB Date:
Borough Council Date:

Certificate of Appropriateness Application

☐ Residential ☑ Commercial

Property Information: (Please Print)

Property Address: 37 Bridge Street Phoenixville Pa 19460

Owner Name:

Phone: Email:

Tax Parcel Number: Zoning District:

Applicant Information:

Name: Chad Fetterolf

Address: 408 Dayton Street Phoenixville Pa 19460

Phone: 610-587-5846 Email:

Contractor Information:

Company Name: H.A. Weigand Inc. Traffic Control Products

Primary Contact: Tom Oelschlager

Address: 1409 State Road Phoenixville Pa 19460

Phone: 610-935-7770 Email: weigandsigns@verizon.net

Type of Work to be Performed:

☐ New Building ☐ Renovation ☐ Repair ☐ Awning
☐ Addition ☐ Demolition ☑ Sign ☐ Hardscaping

☐ Yes ☐ No I have been made aware of the Design Guidelines appropriate to my project.

Project Description:
(See attached checklist for required submissions. Indicate all exterior materials, finishes, textures, colors, etc.)

Revised 12/2013

Preservation of Historic Character:

(What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?)

_____

_____

_____

_____

_____

On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.

Applicant's Signature: _____ Date: 10/31/2023

OFFICE USE ONLY

Submissions Checklist:

Application Completion:	YES	NO	
Existing Conditions Photo:	YES	NO	
Renderings/Elevations:	YES	NO	
Scaled Drawings:	YES	NO	N/A
Samples:	YES	NO	N/A
Attachment Detail:	YES	NO	N/A
Lighting Detail:	YES	NO	N/A

Accepted/Returned by: _____ Date: _____

Ordinance 2180 Clearance: _____ Date: _____

Zoning Officer: _____ Date: _____

BOROUGH USE ONLY

HARB Action:

☐ Recommend Approval as Submitted
☐ Recommend Approval with Conditions (see comments/motion below)
☐ Recommend Denial

Vote:
☐ For
☐ Against
☐ Recused

☐ Tabled (see comments/motion below)

Comments/Motion: _____

Borough Council Action:

☐ Approved as Submitted
☐ Approved with Conditions (see comments/motion below)
☐ Recommend Denial

Vote:
☐ For
☐ Against
☐ Recused

☐ Tabled (see comments/motion below)

Comments/Motion: _____

Record of Events:

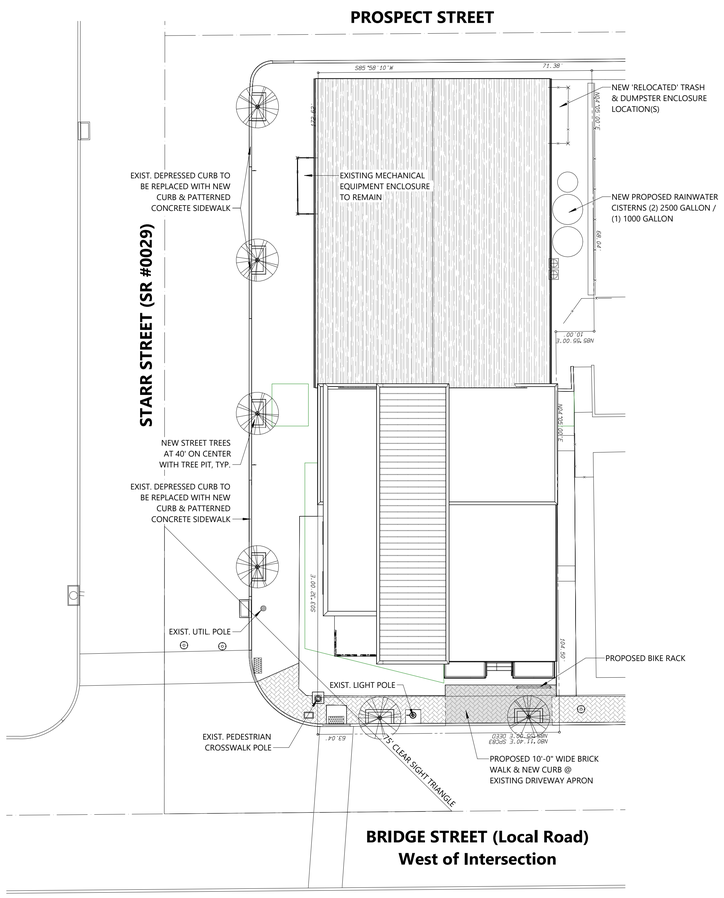
☐ Borough received complete application for Certificate of Appropriateness — Date: _____
☐ HARB reviewed application — Date: _____
☐ Borough Council approved/denied application — Date: _____
☐ Certificate of Appropriateness/Letter of Denial issued by Borough Manager — Date: _____
☐ Building/Zoning Permits approved for HARB compliance — Date: _____
☐ Zoning Officer inspection for compliance in accordance with application — Date: _____

Final Comments: _____

Director Signature: _____ Date: _____

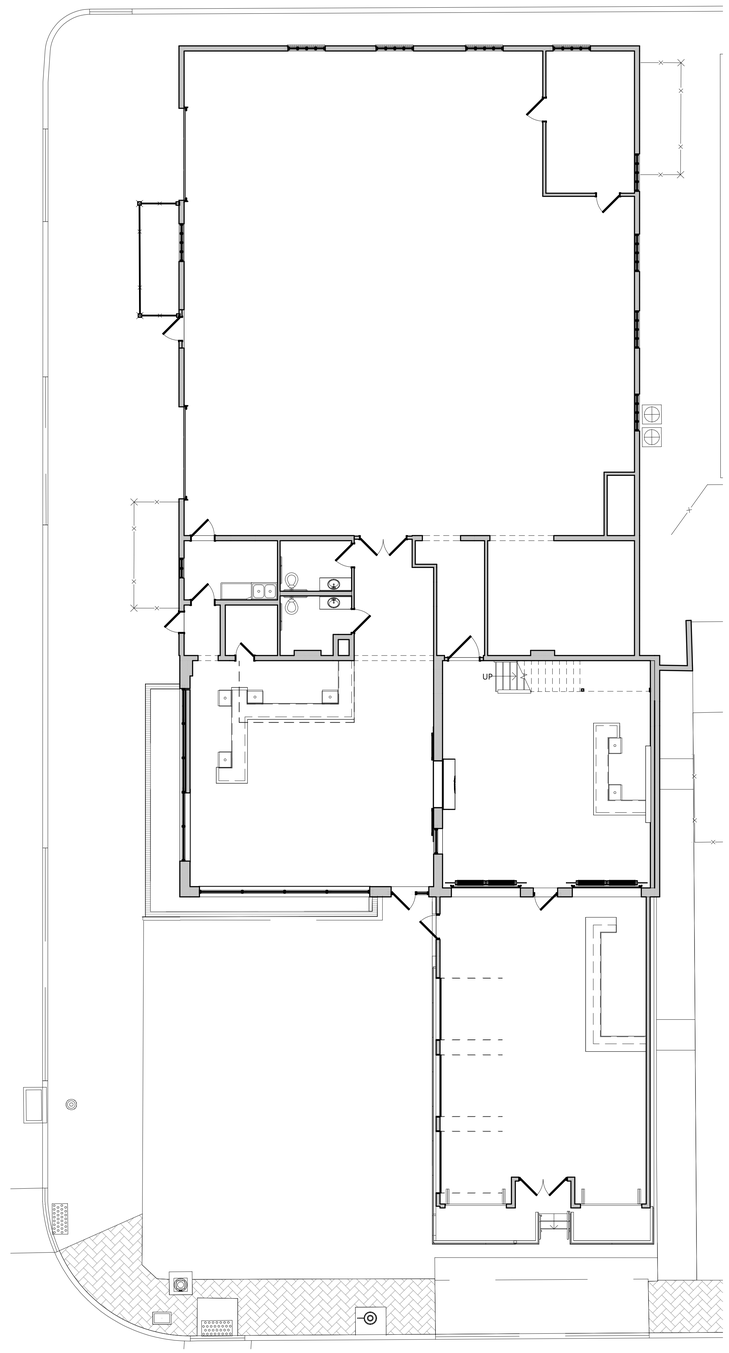
Customer Name: PEDRO VILLEGAS
Company: THE BRIDGE BAR & GRILL
Street: BRIDGE ST
City: PHOENIXVILLE
State: PA Zip: 19460
Country:
Phone:484-687-8167
Fax:
Description: 36" PVC LOGO MOUNTED ON WALL NEXT TO SECOND FLOOR WINDOW
Comments:

PRICE:
Order Taken By:
E-MAIL:
Order Date:
Delivery Date:
Terms:



1 PLAN - SITE

1/16" = 1'-0"



2 PLAN - EXISTING - FIRST FLOOR

1/8" = 1'-0"

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BLUEBIRD DISTILLING ADDITION & RENOVATION

PLAN NORTH

TRUE NORTH

KEYPLAN

PRELIMINARY: NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

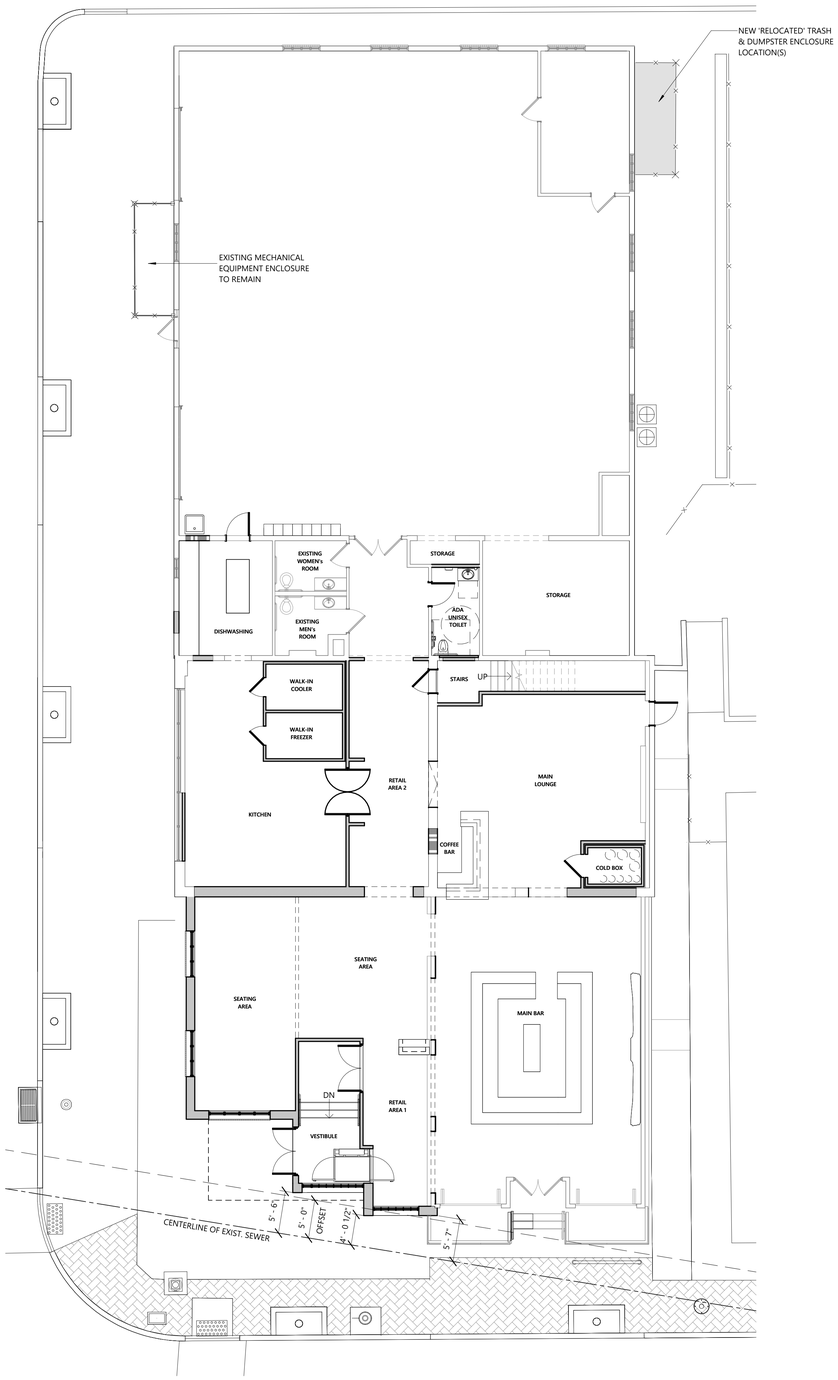
PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL SITE & EXISTING FIRST FLOOR PLANS

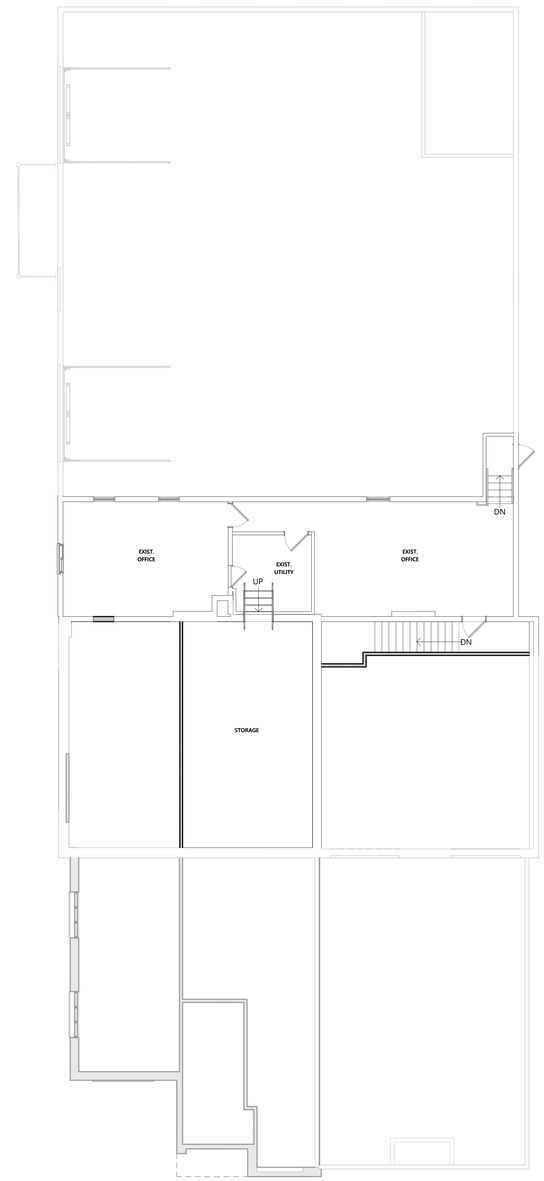
SHEET NUMBER:

SK-1



1 PLAN - NEW WORK - FIRST FLOOR

1/8" = 1'-0"



2 PLAN - NEW WORK - MEZZANINE FLOOR

1/8" = 1'-0"

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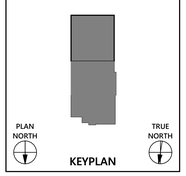
BLUEBIRD DISTILLING ADDITION & RENOVATION



PRELIMINARY: NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

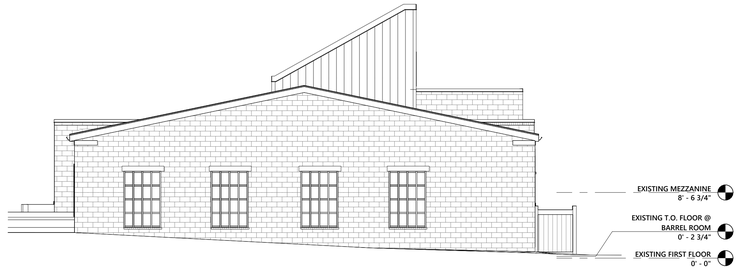
PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:
ARCHITECTURAL FIRST & MEZZANINE FLOOR NEW WORK PLANS

SHEET NUMBER:
SK-2

1 EXTERIOR ELEVATION - NORTH

1/8" = 1'-0"

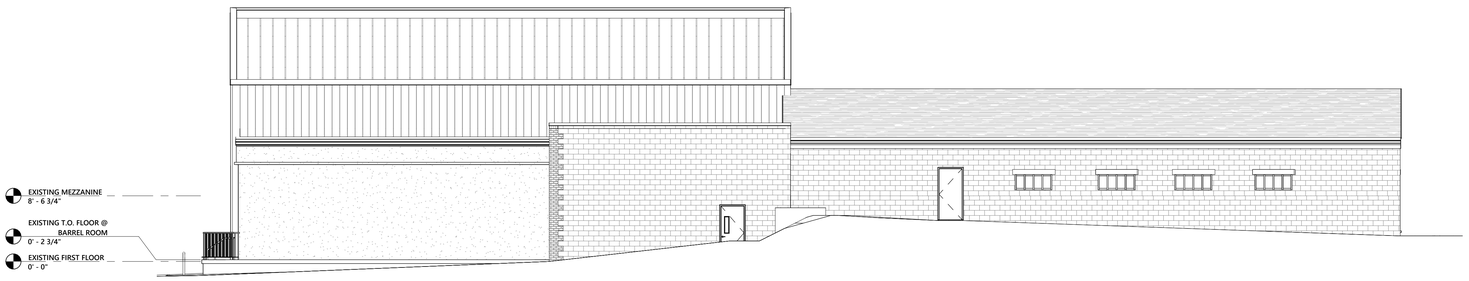


2 EXTERIOR ELEVATION - SOUTH

1/8" = 1'-0"

3 EXTERIOR ELEVATION - EAST

1/8" = 1'-0"



4 EXTERIOR ELEVATION - WEST

1/8" = 1'-0"

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BLUEBIRD
DISTILLING
ADDITION &
RENOVATION

PRELIMINARY:
NOT FOR
CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

PRECIS PROJECT NO.: 220117	
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL
EXTERIOR
ELEVATIONS

SHEET NUMBER:

SK-3

1 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

2 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

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DISTILLING

100 BRIDGE STREET
PHOENIXVILLE, PA 19460

BLUEBIRD DISTILLING ADDITION & RENOVATION

PRELIMINARY: NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

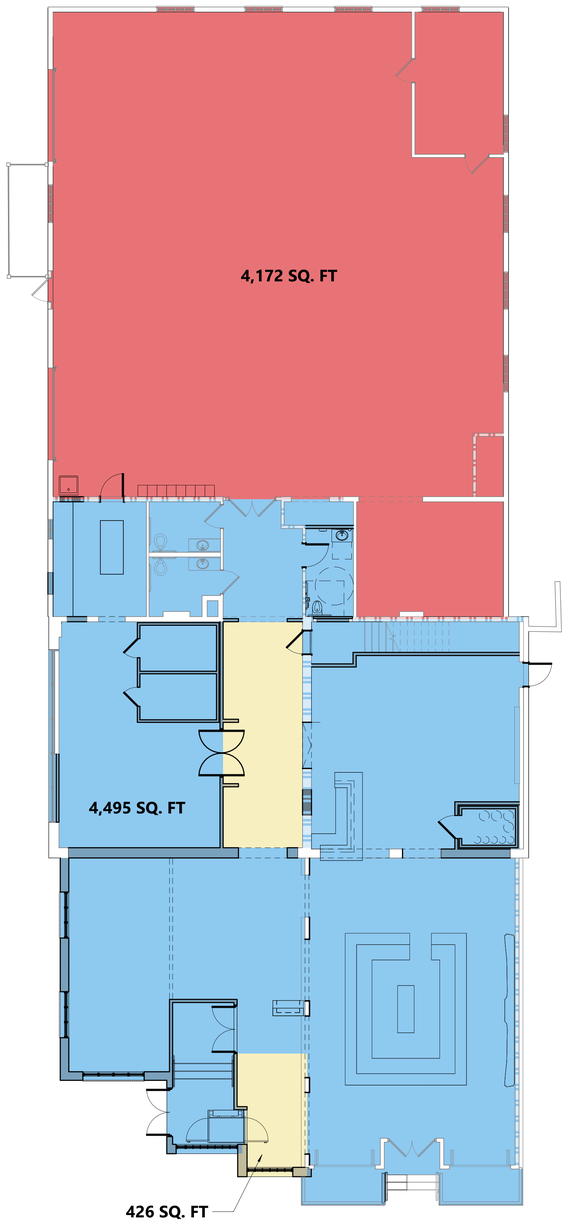
PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL EXTERIOR PERSPECTIVES

SHEET NUMBER:

SK-4



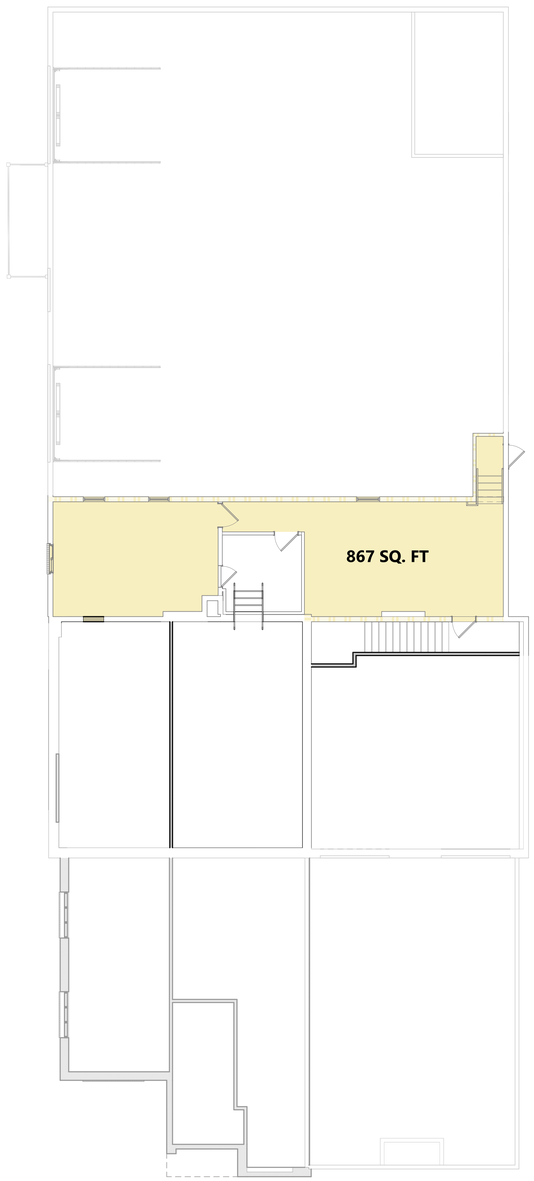
ASSEMBLY, GROUP A-2

BUSINESS, GROUP B

FACTORY & INDUSTRIAL, GROUP F-1 - EXISTING TO REMAIN

1 PLAN - USE & OCCUPANCY - FIRST FLOOR

1/8" = 1'-0"



BUSINESS, GROUP B - EXISTING TO REMAIN

2 PLAN - USE & OCCUPANCY - MEZZANINE FLOOR

1/8" = 1'-0"

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engineering
+ architecture

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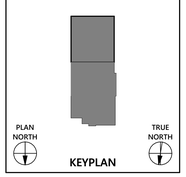
BLUEBIRD
DISTILLING

100 BRIDGE STREET
PHOENIXVILLE, PA 19460

BLUEBIRD DISTILLING ADDITION & RENOVATION



KEYPLAN

PRELIMINARY: NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:
ARCHITECTURAL FIRST & MEZZANINE FLOOR USE & OCCUPANCY PLANS

SHEET NUMBER:
SK-5

EXISTING BUILDING		
SPACE	**AREA**	**OCCUPANCY**
EXISTING FIRST FLOOR		
EXISTING AREAS	2,981 SF	175 PERSONS
EXISTING MEZZANINE FLOOR		
EXISTING OFFICE	314 SF	2 PERSONS
EXISTING OFFICE	426 SF	3 PERSONS
TOTAL	3,721 SF	180 PERSONS

PROPOSED BUILDING		
SPACE	**AREA**	**OCCUPANCY**
FIRST FLOOR		
RETAIL AREA 1	124 SF	1 PERSONS
SEATING AREA (UNCONCENTRATED)	692 SF	46 PERSONS
MAIN BAR	292 SF	2 PERSONS
MAIN BAR SEATING (UNCONCENTRATED)	365 SF	24 PERSONS
MAIN BAR SEATING (CONCENTRATED)	336 SF	48 PERSONS
MAIN LOUNGE (UNCONCENTRATED)	498 SF	33 PERSONS
COFFEE BAR	75 SF	1 PERSONS
COFFEE BAR SEATING (CONCENTRATED)	89 SF	13 PERSONS
RETAIL AREA 2	304 SF	2 PERSONS
KITCHEN/DISHWASHING/SERVING	662 SF	3 PERSONS
MEZZANINE FLOOR		
EXISTING OFFICE	314 SF	2 PERSONS
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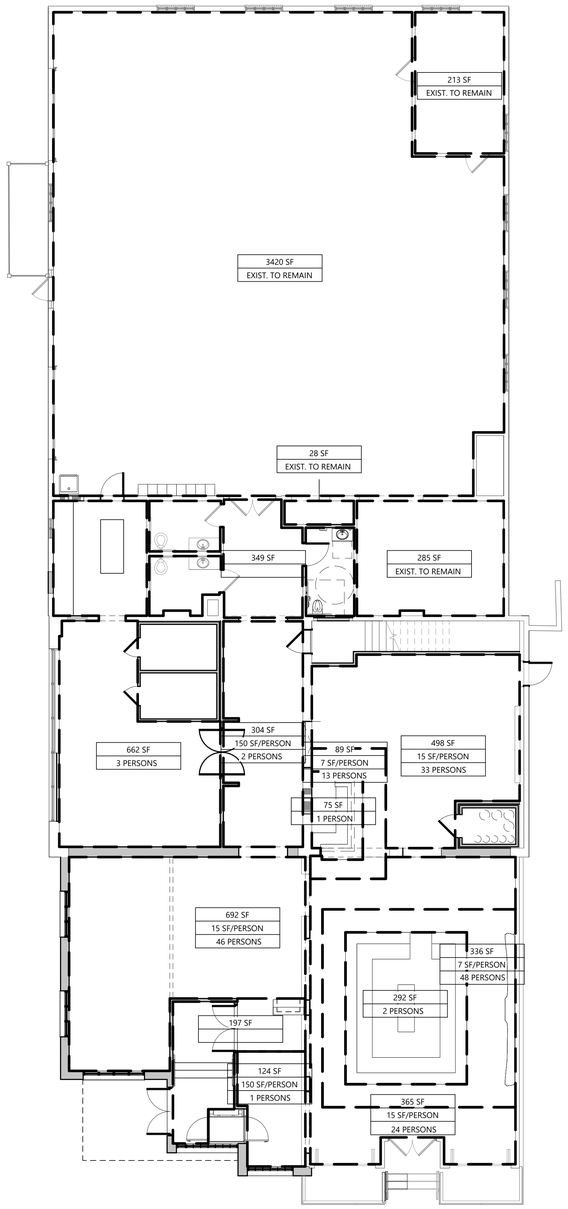
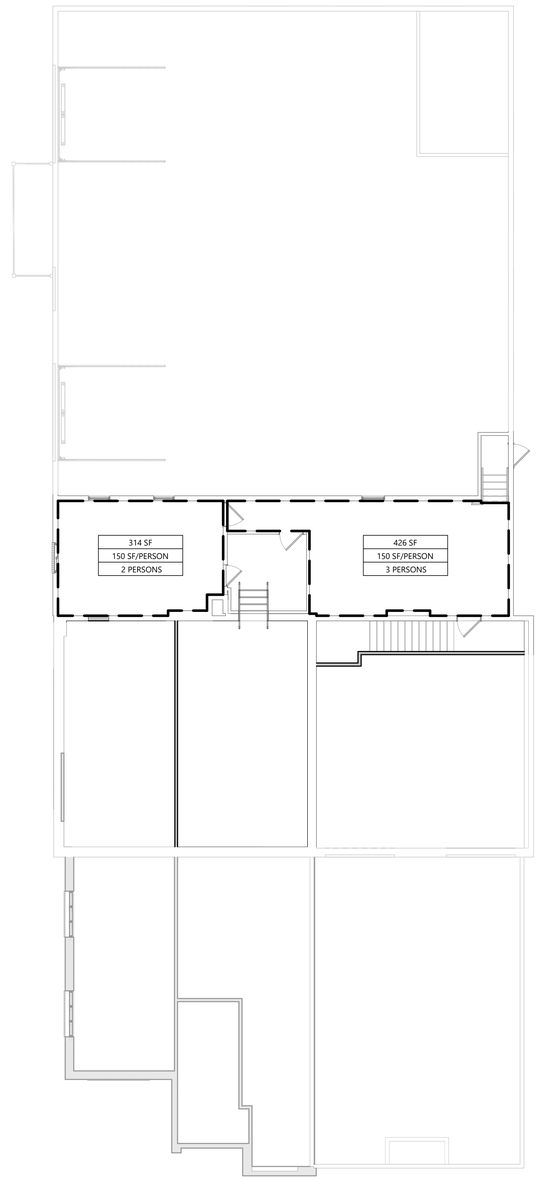
SUB-TOTAL (FIRST FLOOR)	3,448 SF	173 PERSONS
SUB-TOTAL (MEZZANINE FLOOR)	740 SF	5 PERSONS
TOTAL	4,188 SF	178 PERSONS



1 PLAN - AREA & OCCUPANCY LOAD - FIRST FLOOR

1/8" = 1'-0"



2 PLAN - AREA & OCCUPANCY LOAD - MEZZANINE

1/8" = 1'-0"

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BLUEBIRD DISTILLING ADDITION & RENOVATION

KEYPLAN

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DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:
ARCHITECTURAL FIRST & MEZZANINE FLOOR AREA & OCCUPANCY PLANS

SHEET NUMBER:
SK-6

1 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

2 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

3 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

4 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

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BLUEBIRD DISTILLING ADDITION & RENOVATION

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PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL EXTERIOR PERSPECTIVES

SHEET NUMBER:

SK-7

The Borough of Phoenixville

CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, 2nd Floor, Phoenixville, PA 19460

Phone: (610) 933-8801

Date:	February 6, 2024
Memo To:	Borough Council
Memo From:	Historical Architectural Review Board
Reference:	Addition
Applicant:	Jared Adkins – Bluebird Distilling 100 Bridge Street Phoenixville PA, 19460
Tax Parcel:	15-10-18
Property Location:	100 Bridge Street

ACTION MEMO

The Historical Architectural Review Board has reviewed this request as it relates to changes to the property within the District which are visible from a public street, sidewalk or way. The review has included applicability to general design, arrangement, texture, permanent color and materials of the proposed work in relation to similar features within the Historic District's period of significance.

The Historical Architectural Review Board of the Borough of Phoenixville at its February 5, 2024 regular meeting recommends to Borough Council by a vote of 5 to 0 for the approval of the application as submitted.

This approval is only for the addition as represented in the application and listed above.

Any additional work shall be submitted by the applicant for review, prior to construction or installation.

All zoning requirements of the Borough of Phoenixville are made a part of this recommendation.

David Boelker
Director of Planning and Code Enforcement
Zoning Officer

THE LAW FIRM OF
BELLWOAR KELLY LLP

126 West Miner Street #1
West Chester, PA 19382
(610) 314-7066
www.bellwoarkelly.com

Andrew J. Bellwoar
Evan J. Kelly
Ryan R. Grace
Jonathan R. Long
Patrick S. Mintzer

John J. Mahoney, *Of Counsel*
Paul J. Drucker, *Of Counsel*
Elizabeth Curtis Swain, *Of Counsel*

January 18, 2024

Via email:
Phoenixville Borough
Historical Architectural Review Board
351 Bridge Street, 3rd Floor
Phoenixville, PA 19460
c/o David Boelker - dboelker@phoenixville.org

Re: Revised COA Application of Bluebird Distillery – 100 Bridge Street

Dear Members of the HARB and Borough Staff:

This firm represents Bluebird Distillery ("Bluebird") regarding the expansion of their current location, 100 Bridge Street, in Phoenixville. Please find attached to this letter detailed plans of the proposed expansion, including scaled architectural drawings, color photographs of Bluebird's building as it currently stands, photographs of the surrounding area along Bridge and Starr Streets, and a project description prepared by Precis Engineering & Architecture.

As you will see in the attached materials, Bluebird previously applied for and received a Certificate of Appropriateness ("COA") from the HARB and Borough Council. Additionally, the previous version of the project received land development approval from the Borough Council. Bluebird has since revised its plans to limit the expansion primarily to one story with a mezzanine that protrudes from the first floor, hence this current application.

Bluebird looks forward to having the opportunity to present to the HARB and answer any questions the HARB might have regarding the revised project. Should you need any additional information, please do not hesitate to contact me at jlong@bellwoarkelly.com or 610-314-7066.

Sincerely,

Jonathan Long

Borough of Phoenixville
351 Bridge Street
Phoenixville, PA 19460
Phone (610) 933-8801
www.phoenixville.org

Application #:	
Application Fee:	
HARB Date:	
Borough Council Date:	

Certificate of Appropriateness Application

☐ Residential ☒ Commercial

Property Information: (Please Print)

Property Address: 100 Bridge Street, Phoenixville

Owner Name: Brick & Copper Holdins LLC (Jared Adkins)

Phone: 610-933-7827 Email: jareda@bluebirddistilling.com

Tax Parcel Number: 15-10-18 Zoning District: Town Center (TC)

Applicant Information:

Name: Jared Adkins - Bluebird Distilling

Address: 100 Bridge Street, Phoenixville, PA

Phone: 610-933-7827 Email: jareda@bluebirddistilling.com

Contractor Information:

Company Name: Precis Engineering Inc.

Primary Contact: Paul Salvaggio, AIA

Address: 20 South Maple St., Ste. 200, Ambler, PA 19002

Phone: 215-540-9800 Email: psalvaggio@arcusdg.com

Type of Work to be Performed:

☐ New Building ☐ Renovation ☐ Repair ☐ Awning
☒ Addition ☐ Demolition ☐ Sign ☐ Hardscaping

☒ Yes ☐ No I have been made aware of the Design Guidelines appropriate to my project.

Project Description:
(See attached checklist for required submissions. Indicate all exterior materials, finishes, textures, colors, etc.)

See attached description for revised project.
See attached revised plans and renderings for addition.
See attached previous HARB CAA application for reference.

Preservation of Historic Character:
(What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?)

See attached project description.

On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.

Applicant's Signature: _____ Date: 1/18/24

OFFICE USE ONLY

Submissions Checklist:

Application Completion:	YES	NO	
Existing Conditions Photo:	YES	NO	
Renderings/Elevations:	YES	NO	
Scaled Drawings:	YES	NO	N/A
Samples:	YES	NO	N/A
Attachment Detail:	YES	NO	N/A
Lighting Detail:	YES	NO	N/A

Accepted/Returned by: _____ Date: _____

Ordinance 2180 Clearance: _____ Date: _____

Zoning Officer: _____ Date: _____

PROJECT: BLUEBIRD DISTILLING EXPANSION – 100 Bridge Street

DATE: January 17, 2024

TO: Phoenixville Borough Historical Architectural Review Board

FROM: Bluebird Distilling, Jared Adkins, Owner
Paul J. Salvaggio, AIA
Jonathan Long, Esq.

RE: **HARB Revised Submission – Project Description & Preservation of Character**

Background

The project as submitted is a revision of a prior plan that already received land development and certificate of appropriateness approval from the Borough and HARB. The prior plan (attached to this application) contained a larger, two-story expansion of Bluebird Distilling. The current plan limits the expansion to primarily one floor with an angled element that extends above the first floor from the middle of the building perpendicular to Bridge Street.

Project Description

The project includes a primarily one-story addition to the existing distillery and bar as well as an angled element that protrudes above the first floor to provide an open feel to the first floor. The angled element contains clerestory windows to illuminate the space. The completed building will include a kitchen to serve food complimenting the existing bar service.

The design of the building exterior is to evoke the history of Phoenixville's steel factory roots, utilizing metal panels and the notion of steel factory fenestration across the Bridge Street façade while coordinating with the existing brick structure to continue the streetscape and architectural language along Bridge and Starr Streets.

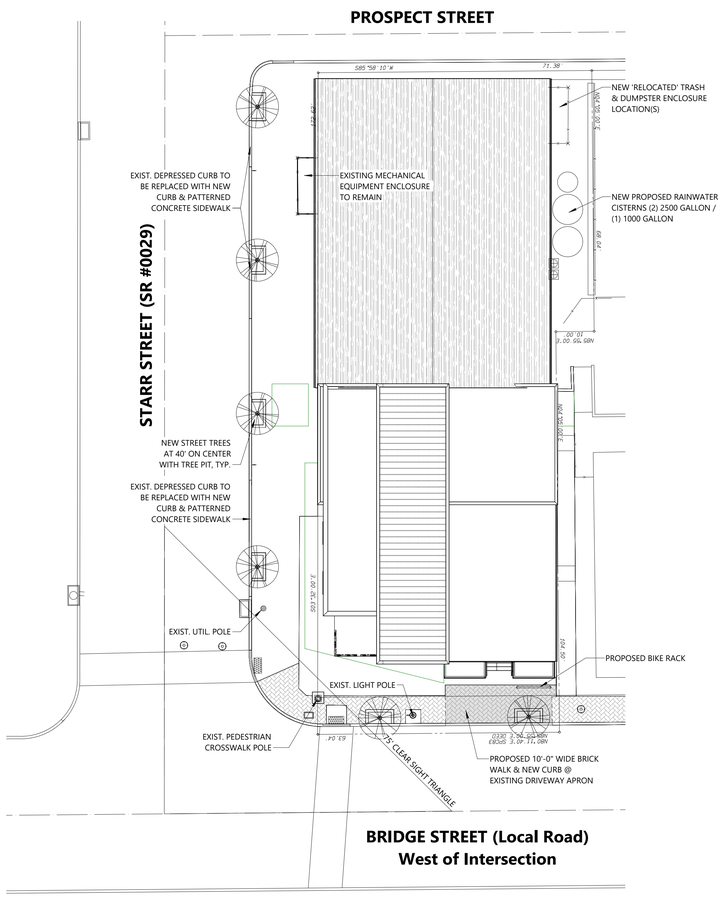
The metal panel will be a tone of slate blue, the bricks will match the existing red and the windows will be a dark bronze color.

Preservation of Character

Preserving the existing Bluebird structure will be attained with matching the brick façade along Starr Street in the same color and pattern, with brick headers expressed above window heads and the same rhythm of punched-opening windows as the existing period architecture would use. The window order and organization is

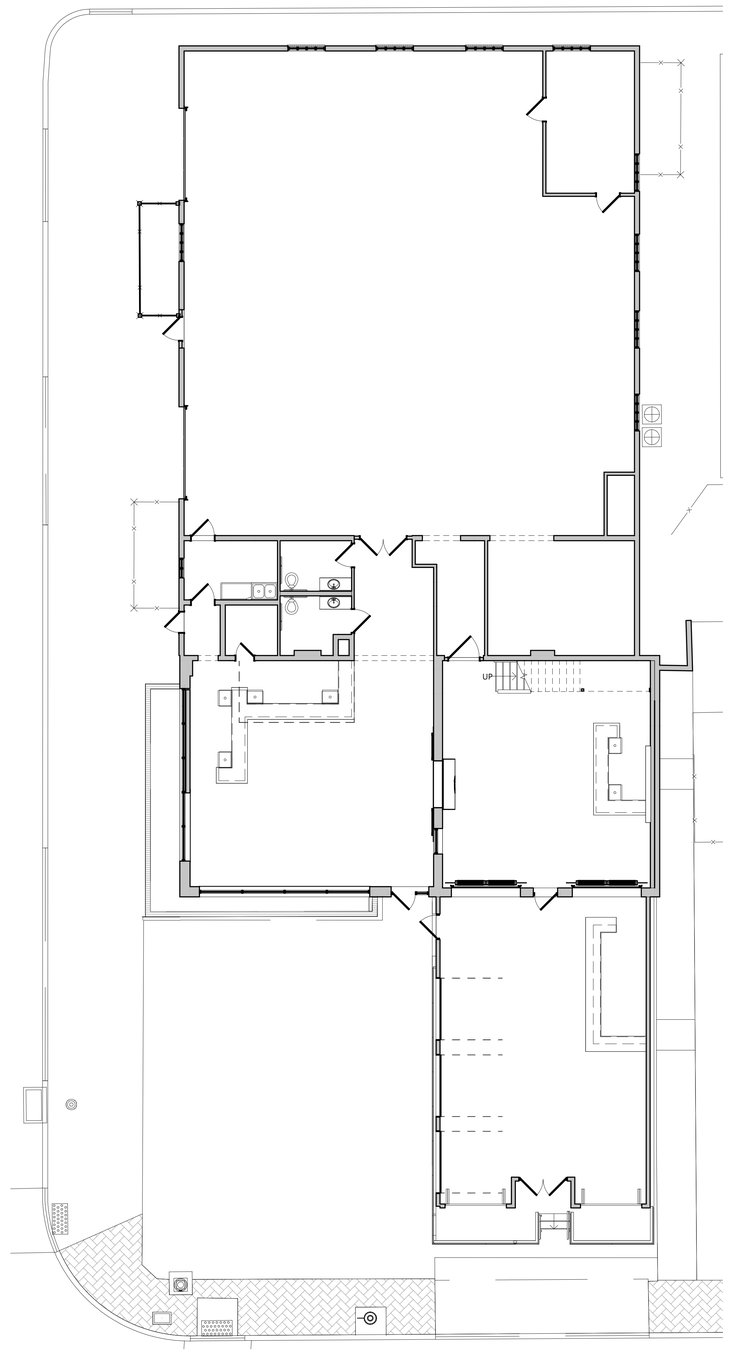
deliberately changed to the factory aesthetic of groupings of windows in a grid, distinguishing the metal panel element along the streetscape.

The signage wraps the corner of the building to activate the busy corner of the Borough with recessed, backlit letters on Starr Street, and free-standing letters across an entry canopy along Bridge Street.



1 PLAN - SITE

1/16" = 1'-0"



2 PLAN - EXISTING - FIRST FLOOR

1/8" = 1'-0"

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BLUEBIRD DISTILLING ADDITION & RENOVATION

PLAN NORTH

TRUE NORTH

KEYPLAN

PRELIMINARY: NOT FOR CONSTRUCTION

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	2023-JUN-05	HARB SUBMISSION

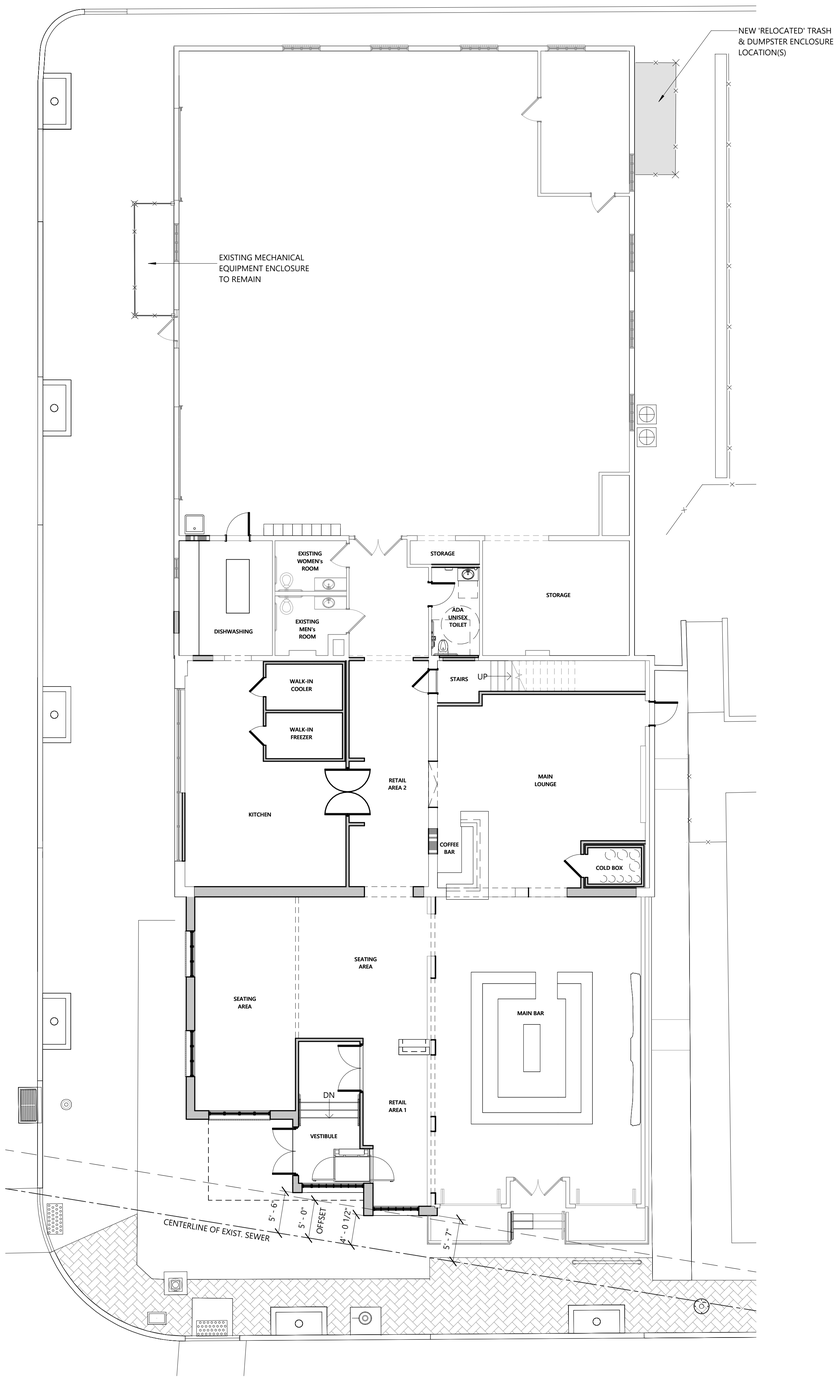
PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL SITE & EXISTING FIRST FLOOR PLANS

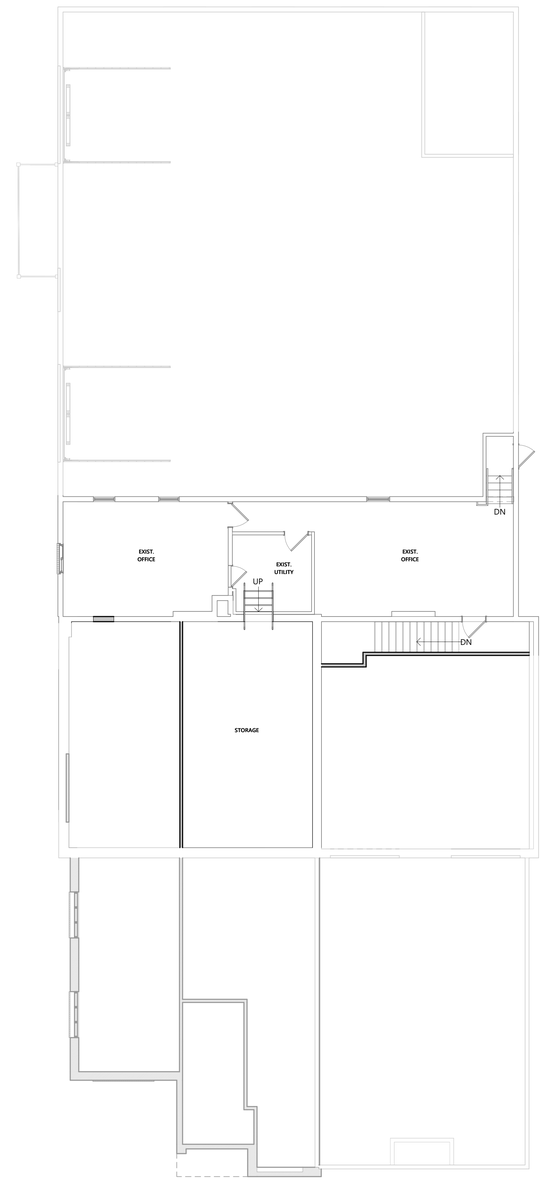
SHEET NUMBER:

SK-1



1 PLAN - NEW WORK - FIRST FLOOR

1/8" = 1'-0"



2 PLAN - NEW WORK - MEZZANINE FLOOR

1/8" = 1'-0"

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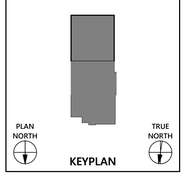

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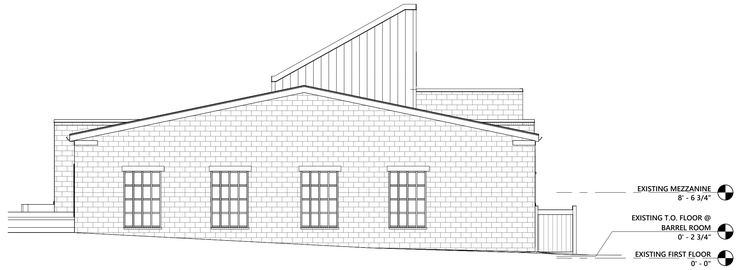
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:
ARCHITECTURAL FIRST & MEZZANINE FLOOR NEW WORK PLANS

SHEET NUMBER:
SK-2

1 EXTERIOR ELEVATION - NORTH

1/8" = 1'-0"

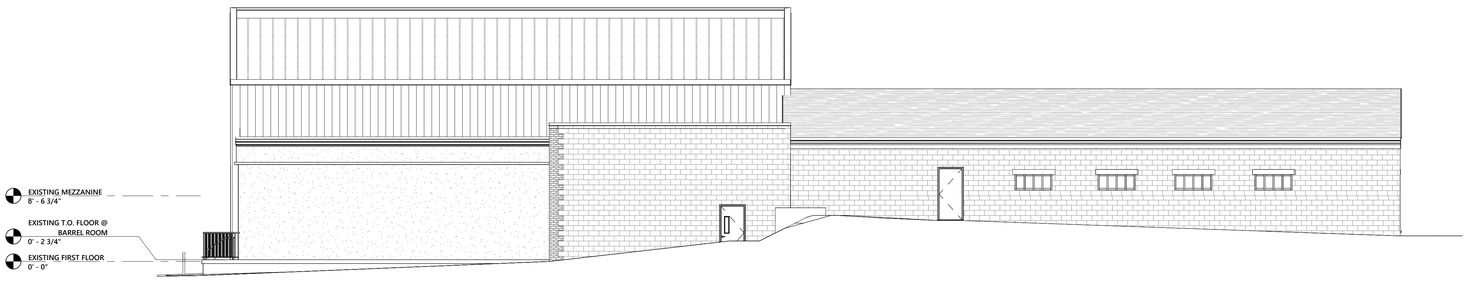


2 EXTERIOR ELEVATION - SOUTH

1/8" = 1'-0"

3 EXTERIOR ELEVATION - EAST

1/8" = 1'-0"



4 EXTERIOR ELEVATION - WEST

1/8" = 1'-0"

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DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL
EXTERIOR
ELEVATIONS

SHEET NUMBER:

SK-3

1 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

2 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

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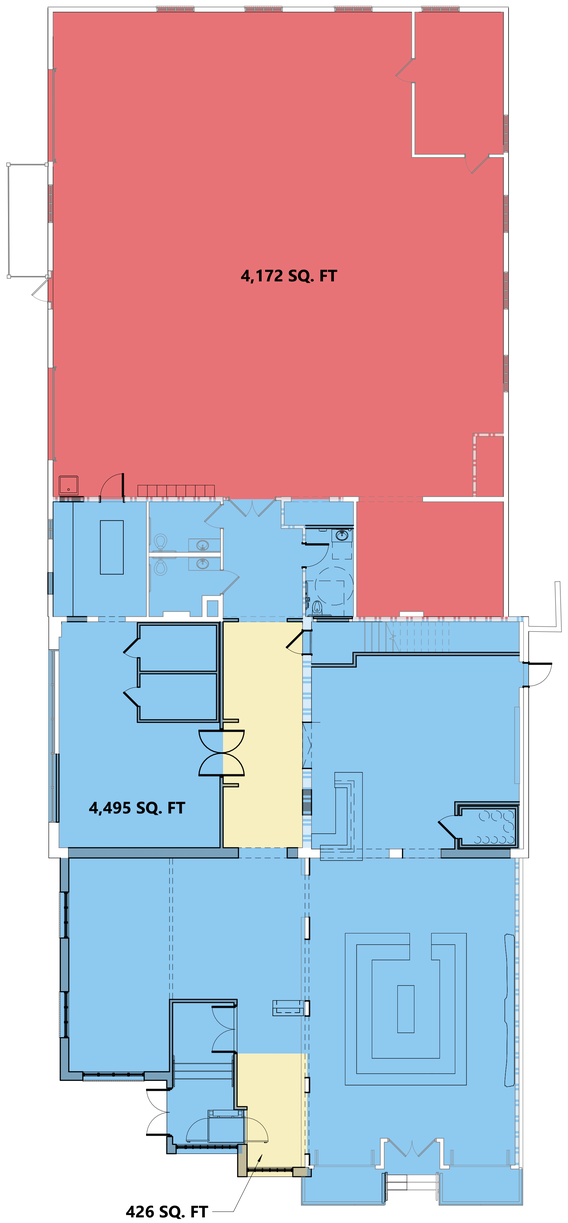
ARCHITECTURAL EXTERIOR PERSPECTIVES

SHEET NUMBER:

SK-4



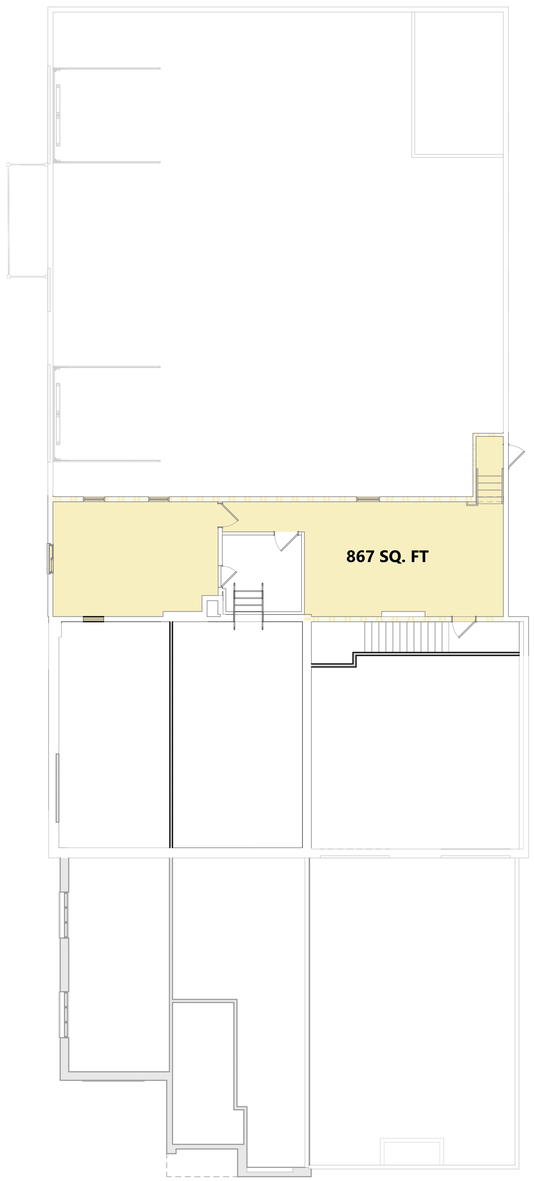
ASSEMBLY, GROUP A-2

BUSINESS, GROUP B

FACTORY & INDUSTRIAL, GROUP F-1 - EXISTING TO REMAIN

1 PLAN - USE & OCCUPANCY - FIRST FLOOR

1/8" = 1'-0"



BUSINESS, GROUP B - EXISTING TO REMAIN

2 PLAN - USE & OCCUPANCY - MEZZANINE FLOOR

1/8" = 1'-0"

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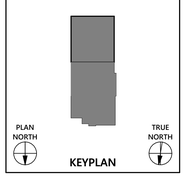

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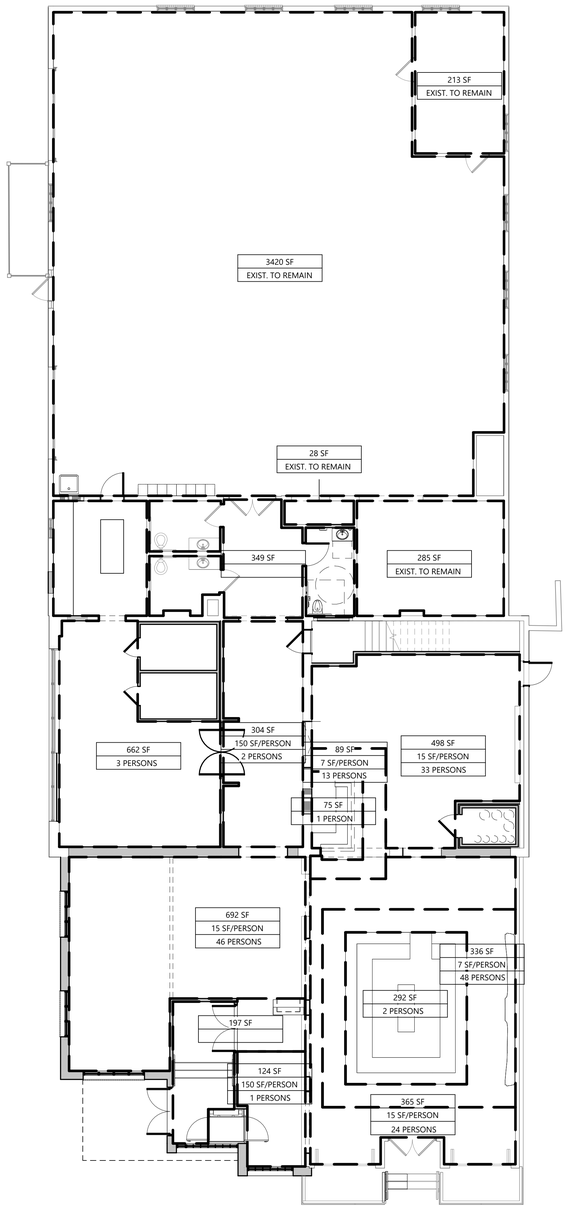
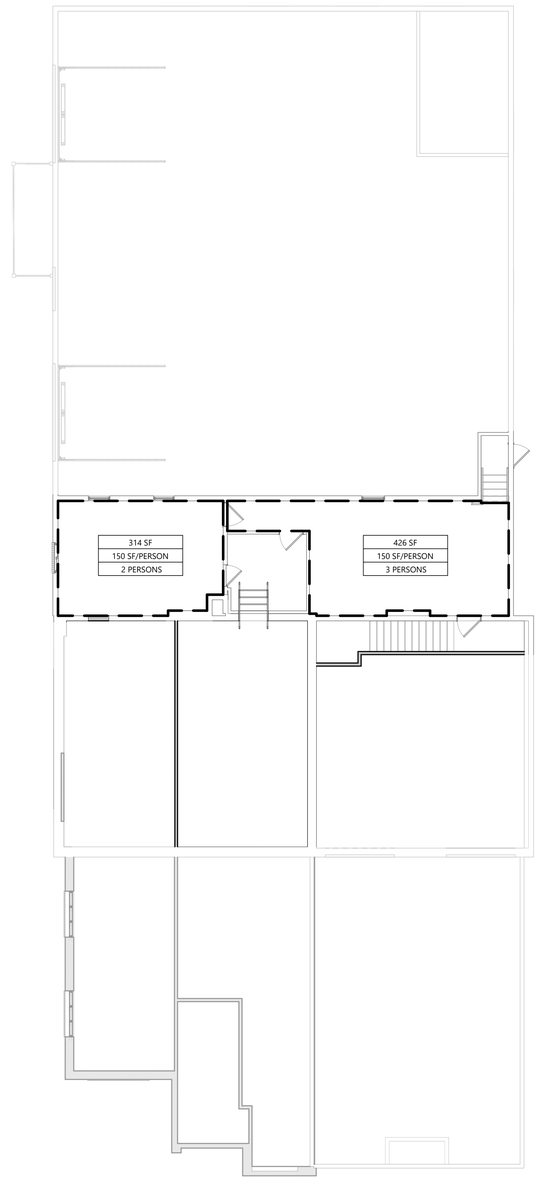


1 PLAN - AREA & OCCUPANCY LOAD - FIRST FLOOR

1/8" = 1'-0"



2 PLAN - AREA & OCCUPANCY LOAD - MEZZANINE

1/8" = 1'-0"

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Ambler, PA 19002
215.540.9800

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BLUEBIRD
DISTILLING

100 BRIDGE STREET
PHOENIXVILLE, PA 19460

BLUEBIRD DISTILLING ADDITION & RENOVATION

KEYPLAN

PRELIMINARY: NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION
	2024-JAN-17	HARB RESUBMISSION
	2023-JUN-05	HARB SUBMISSION

PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:
ARCHITECTURAL FIRST & MEZZANINE FLOOR AREA & OCCUPANCY PLANS

SHEET NUMBER:
SK-6

1 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

2 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

3 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

4 **PERSPECTIVE - EXTERIOR**
NOT TO SCALE

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PRECIS PROJECT NO.:	220117
PROJECT MANAGER:	ERM
DISCIPLINE LEAD:	PJS
DESIGN LEAD:	MRK

SHEET TITLE:

ARCHITECTURAL EXTERIOR PERSPECTIVES

SHEET NUMBER:

SK-7

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS
1003 Egypt Road, Phoenixville, PA 19460
610.935.2175 610.481.9098
barryisett.com

February 1, 2024

Mr. David Boelker
Director of Planning & Code Enforcement/Zoning Officer
351 Bridge Street, 2nd Floor
Phoenixville, PA 19460

RE: Application for HARB Certificate of Appropriateness – Addition and Alterations
Bluebird Distillery – Brick & Copper Holdings LLC
100 Bridge Street
Phoenixville Borough, Chester County, Pennsylvania

Mr. Boelker,

A review of the above referenced application has been completed and below are our findings:

I. Starr Street Frontage –
   a. The single light windows, on the 1st story addition, with Soldier Course headers and slab windowsills do represent the Post War style architecture of the area. <u>This is recommended.</u>
   b. The existing "garage' – is the exhaust window, between the 2 bay doors, being replaced with a "factory" multi-light window?
   c. 2nd story appearance – the "factory style" multilight windows are <u>recommended</u>. What is the material of the siding / wall panels on the upper "saw-tooth" roof?

II. Bridge Street Frontage
   a. Windows –
      i. The factory style on the 2 story "saw-tooth" addition are <u>recommended.</u>
      ii. The 1 story addition the full height windows/open air doors are <u>Recommended.</u>
         1. Recommendation –a continuation of "soldier course" headers above the windows and door to match the short or long on the Starr Street side.
   b. Exterior Materials –
      i. 2 story addition – please identify the type of material to be installed as well as the proposed colors.
      ii. 1 story addition – please identify the type of material to be installed as well as the proposed colors.

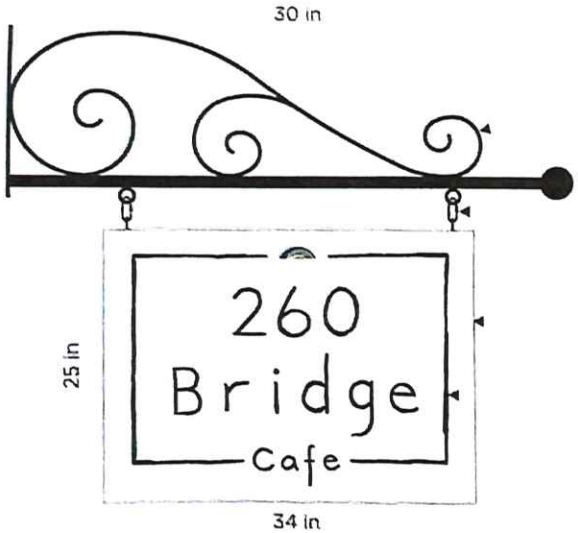
Respectfully,

Matthew T. McCloskey, BCO
Operations Manager, Code Services

S.1

Hanging Sign

One 25" high x 34" wide x 1/2" thick MDO hanging sign with edges painted white. Printed and laminated vinyl graphics applied to faces. Installed on existing bracket with new stainless steel eyehooks and locking carabiners.

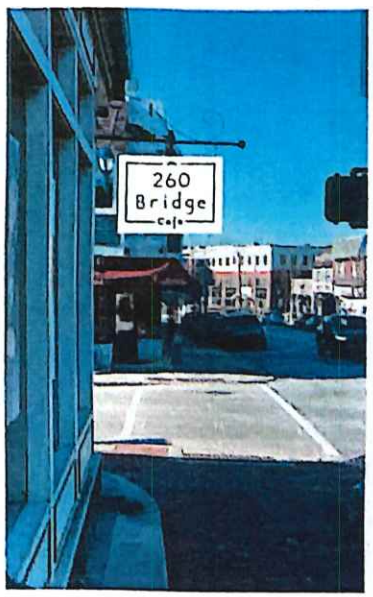


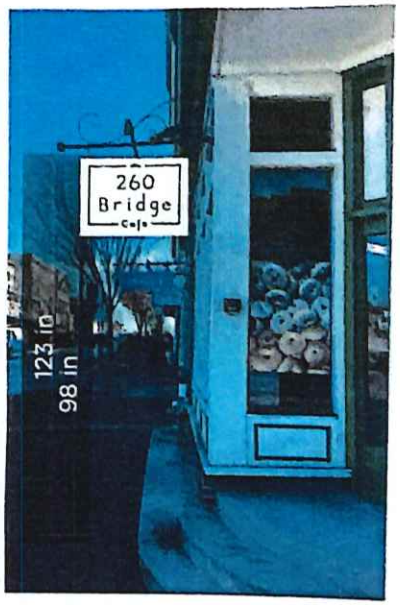
Existing illuminated bracket to be reused

New stainless steel eyehooks and locking carabiners

1/2" thick double-sided MDO sign panel, edges painted white

Printed and laminated vinyl graphics





Install as shown on existing sign bracket with new stainless eyehooks and locking carabiners

Project: 260 Bridge St Cafe - Hanging Sign
Address: 260 Bridge St, Phoenixville, PA 19460

Revisions
x
x

Designer: LK
Date: 12-22-23

We hold the copyright on all of our designs, sketches, artwork, and layouts. They may not be copied, reproduced or forwarded to others without our express permission. We reserve the right to be the sole fabricator of any sign or graphic element we have designed.

ELMARK

The Borough of Phoenixville

CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, 2nd Floor, Phoenixville, PA 19460
Phone: (610) 933-8801

Date:	February 6, 2024
Memo To:	Borough Council
Memo From:	Historical Architectural Review Board
Reference:	Signage
Applicant:	Partners Creating Community 116 Gay Street Phoenixville PA, 19460
Tax Parcel:	15-9-191
Property Location:	260 Bridge Street

ACTION MEMO

The Historical Architectural Review Board has reviewed this request as it relates to changes to the property within the District which are visible from a public street, sidewalk or way. The review has included applicability to general design, arrangement, texture, permanent color and materials of the proposed work in relation to similar features within the Historic District's period of significance.

The Historical Architectural Review Board of the Borough of Phoenixville at its February 5, 2024 regular meeting recommends to Borough Council by a vote of 5 to 0 for the approval of the application as submitted.

This approval is only for the signage as represented in the application and listed above.

Any additional work shall be submitted by the applicant for review, prior to construction or installation.

All zoning requirements of the Borough of Phoenixville are made a part of this recommendation.

David Boelker
Director of Planning and Code Enforcement
Zoning Officer

Borough of Phoenixville
351 Bridge Street
Phoenixville, PA 19460
Phone (610) 933-8801
www.phoenixville.org

Application #:	
Application Fee:	
HARB Date:	
Borough Council Date:	

Certificate of Appropriateness Application

☐ Residential ☒ Commercial

Property Information: (Please Print)

Property Address: 260 Bridge Street

Owner Name: Peter Davis

Phone: 610-316-4144 Email: pdavis@thepartnersfoundation.org

Tax Parcel Number: 15-9-191 Zoning District: Town Center

Applicant Information:

Name: Partners Creating Community

Address: 116 Gay Street Phoenixville, PA 19460

Phone: 484-682-6708 Email: kristen.weber@partnerscreatingcommunity.org

Contractor Information:

Company Name: Elmark Sign Company

Primary Contact: David Grimaldi

Address: 307 Westtown Road West Chester PA, 19382

Phone: 610-962-0525 Email: dgrimaldi@emlark.com

Type of Work to be Performed:

☐ New Building ☐ Renovation ☐ Repair ☐ Awning
☐ Addition ☐ Demolition ☒ Sign ☐ Hardscaping

☒ Yes ☐ No I have been made aware of the Design Guidelines appropriate to my project.

Project Description:
(See attached checklist for required submissions. Indicate all exterior materials, finishes, textures, colors, etc.)

Hanging shingle sign with logo.

Preservation of Historic Character:
(What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?)

_____

_____

_____

_____

_____

On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Submissions Checklist:

Application Completion:	YES	NO	
Existing Conditions Photo:	YES	NO	
Renderings/Elevations:	YES	NO	
Scaled Drawings:	YES	NO	N/A
Samples:	YES	NO	N/A
Attachment Detail:	YES	NO	N/A
Lighting Detail:	YES	NO	N/A

Accepted/Returned by: Kurt A. Weg Date: 1/18/2024

Ordinance 2180 Clearance: _____ Date: _____

Zoning Officer: _____ Date: _____

BOROUGH USE ONLY

HARB Action:

☐ Recommend Approval as Submitted
☐ Recommend Approval with Conditions (see comments/motion below)
☐ Recommend Denial

Vote:
☐ For
☐ Against
☐ Recused

☐ Tabled (see comments/motion below)

Comments/Motion: _____

Borough Council Action:

☐ Approved as Submitted
☐ Approved with Conditions (see comments/motion below)
☐ Recommend Denial

Vote:
☐ For
☐ Against
☐ Recused

☐ Tabled (see comments/motion below)

Comments/Motion: _____

Record of Events:

☐ Borough received complete application for Certificate of Appropriateness — Date: _____
☐ HARB reviewed application — Date: _____
☐ Borough Council approved/denied application — Date: _____
☐ Certificate of Appropriateness/Letter of Denial issued by Borough Manager — Date: _____
☐ Building/Zoning Permits approved for HARB compliance — Date: _____
☐ Zoning Officer inspection for compliance in accordance with application — Date: _____

Final Comments: _____

Director Signature: _____ Date: _____

S.1

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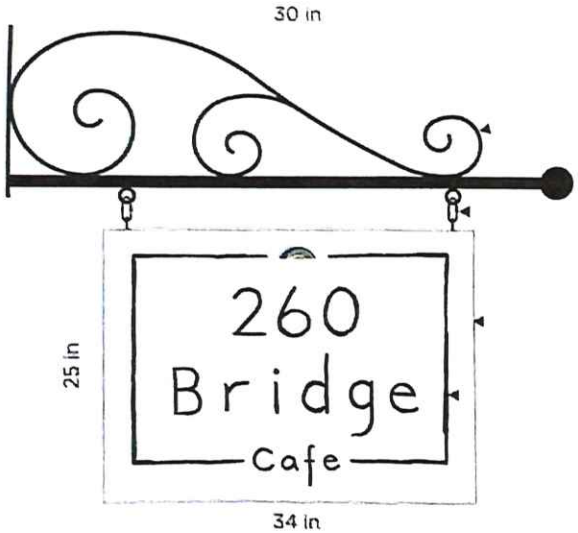

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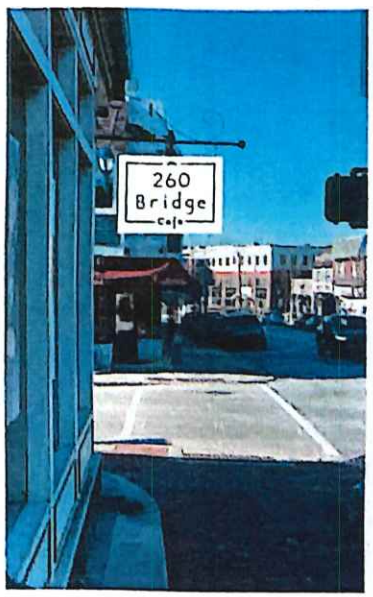

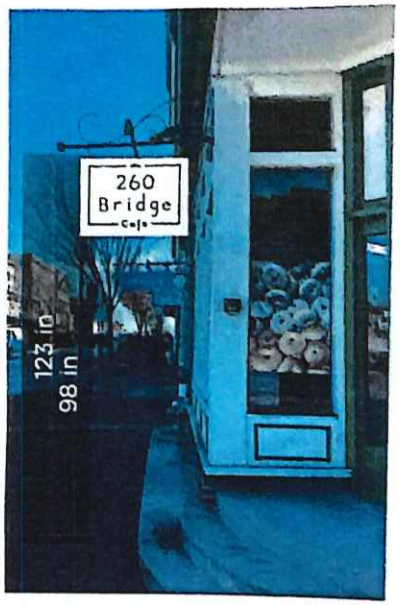

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Project: 260 Bridge St Cafe - Hanging Sign
Address: 260 Bridge St, Phoenixville, PA 19460

Revisions
x
x

Designer: LK
Date: 12-22-23

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ELMARK

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1003 Egypt Road, Phoenixville, PA 19460
610.935.2175 610.481.9098
barryisett.com

January 30, 2024

Mr. David Boelker
Director of Planning & Code Enforcement/Zoning Officer
351 Bridge Street, 2nd Floor
Phoenixville, PA 19460

RE: Application for HARB Certificate of Appropriateness – Sign
260 Bridge Street
Phoenixville Borough, Chester County, Pennsylvania

Mr. Boelker,

A review of the above referenced application has been completed and below are our findings:

1. Signage:
    a. The shingle sign and the lettering is recommended.

Respectfully,

Matthew T. McCloskey, BCO
Operations Manager, Code Services

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park during the event.

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Temporary Community Event Application

OFFICE RECEIVED: 12/19/23

All applications must be submitted ninety (90) days prior to the event/when services are needed. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Walk a Mile in Her Shoes Estimated Attendance: 100

Description: One mile walk in high heels to raise awareness of sexual violence and gender stereotypes.

Event Location: Reeves Park ☐ On Private Property?

Event Date: 4/13/2024 Event Hours: 2hrs If Race/Walk, Start Time: 11am

Set up Date/Hours: 9:30am-11am Breakdown Hours: 1:20-2:30pm

Organization Applying for the Permit: The Crime Victims' Center of Chester County

Deposit Return Payee (Name and Address): _____

Event Coordinator Name: Vivona Xu

Event Coordinator Phone Number: 610-457-0948 Email: vivona.x07@gmail.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
Bridge & Main Parking Lot		

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: X No: _____

Borough-Owned Mobile Stage Yes: _____ No: X

Special Parking Yes: _____ No: X # of Spaces: _____

Location: _____

Barricades Yes: _____ No: X

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: Canopy

Quantity: 5 Total Sq. Ft.: 500

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: No Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: Yes

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: Yes

Describe: Will be used for opening speeches and end speeches

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: No

Will you be having food trucks? Yes/No: No How many: _____

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: No Location: _____

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: No

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: 12/9/23 12/14/23

APPLICANT CHECKLIST

- [x] Completed and signed Temporary Community Event Application

  Email copy of the application and related documents to the Borough at info@phoenixville.org, and call (610) 933-8801 to pay the application fee over the phone by credit card

  OR

  Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2nd Floor, Phoenixville, PA 19460)
- [x] Application fee
- [x] Narrative and map of event layout

Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder

APPLICANT RESPONSIBILITY:

CEZ Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

CEZ Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

CEZ Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

CEZ Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

CEZ Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

CEZ Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

CEZ Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

CEZ Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

CEZ Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

CEZ Initials — Borough staff will determine the need for and number of porta-potties.

CEZ Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

CEZ Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

CEZ Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

CEZ Initials — If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

CEZ Initials — Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

CEZ Initials — Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

CEZ Initials — All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

CEZ Initials — Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

CEZ Initials — When approved, a detailed invoice will be sent to you with the specific due date for event fees.

Put Yourself in Her Shoes™

Since 2001, men, women, and their families around the world have joined award-winning Walk a Mile in Her Shoes®: The International Men's March to Stop Rape, Sexual Assault & Gender Violence. It is a dramatic opportunity to raise awareness in your community about the serious causes, effects, and remediations to men's sexualized violence.

What are Walk Events?

Why men in women's high-heeled shoes? We ask men to walk in women's high-heeled shoes to actively confront gender stereotypes and expectations. In this space of playful confrontation and openness, it's possible to reveal and consider many of the underlying causes of men's sexualized violence with less defensiveness and denial.

Why Men in Women's Shoes?

There is an old saying: "You can't understand another person's experience until you've walked a mile in their shoes." To get people listening, learning, and talking, Walk a Mile in Her Shoes® education Events organize around men literally walking one mile in women's high-heeled shoes. It's not easy walking in these shoes, but it's an experience around which a lot of education, self-reflection, and change happens. It's impressive to see such a visually stunning public statement of listening, learning, allyship, and commitment. It's an engaging event that gets the community talking about sex and gender biases, gender identity, gender relations, and men's sexualized violence.

What is Sexualized Violence?

Sexualized violence is any act of physical or psychological violence targeting sexuality or gender and used to undermine a person's sexual or gender integrity. Sexualized violence is a deadly virus lurking in everyday cultural beliefs, attitudes, and practices, and, while hidden, is immune to prevention, treatment, and cure.

Anyone can fall victim to sexualized violence regardless of gender identity. Sexualized violence devalues women, female practices, feminine ways of thinking, feeling and being, feminine energy, and femme presentation. The target of sexualized violence can be a female body, the body of someone presenting as female or femme, or a

male-bodied or male-presenting person insufficiently performing masculinity. The goal of sexualized violence against someone sufficiently male-bodied and satisfactorily performing masculinity is to degrade them by feminizing them; otherwise nonsexualized forms of violence are used.

Prevention Education and Action

We must talk about the causes, effects, and solutions to ending men's sexualized violence. We must educate ourselves and others, examine the sexual and gender biases that seed sexualized violence, and innoculate ourselves and our cultures.

Men Standing Up to Sexualized Violence

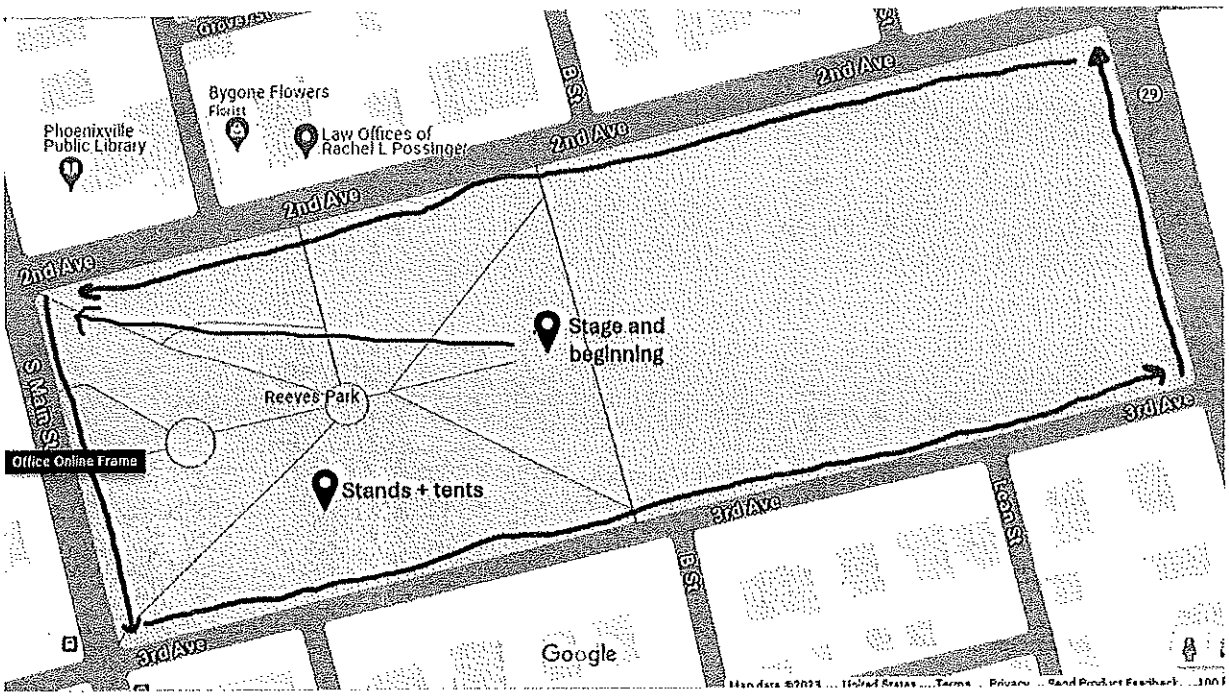
Men cannot end sexualized violence without undoing patriarchy. Patriarchy is a social system that privileges men with power. With that power comes the requirement to dominate others in roles of political leadership, moral authority, social superiority, property control, and sexual supremacy over women. Men do not volunteer for patriarchy; they are born into it and subjected to masculinities dictated by patriarchy.

While men benefit from patriarchy, they also suffer from patriarchy's restrictive gender identities and roles. Misunderstanding the responsibilities given to them by patriarchy or acting out from the suffering caused them by patriarchy, men must learn to take better care of themselves and others. Men must become leaders in undoing patriarchy and ending sexualized violence.

Rough Event Schedule

9:30-11: Set up
10:50-11:20: People arrive, try on heels, get raffle ticket
11:20-11:40: Introduction speeches + Chester Crime Victim's Center
11:40-12:30: Walk
12:30-1: Picture, closing speeches, raffle winners

Event Layout


Phoenixville Public Library
Bygone Flowers
Florist
Law Offices of Rachel L Possinger
2nd Ave
B St
Stage and beginning
Reeves Park
Office Online Frame
Stands + tents
3rd Ave
S Main St
Lesh St
Google

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: _____ _____ _____

# of hours *Rate* *Total*

Additional Parks Department Services or Equipment: N/A

Walk-Through Required? Yes No

Director Signature _____ Date 1/10/24 DEPARTMENT FEES _____

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

NONE

Walk-Through Required? Yes No Tent Permit Required? Yes No

Director Signature _____ Date 1/2/2024 DEPARTMENT FEES Ø

POLICE DEPARTMENT

Officers Required: Routine Patrol

Date	Hours	# of Officers	Rate	Total

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total

Chief of Police Signature _____ Date _____ DEPARTMENT FEES Ø

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required: Ø

Date	Hours	# of Officers	Rate Routine Patrol	Total

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total

Fire Chief Signature _____ Date 01/02/2024 DEPARTMENT FEES Ø

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements:
At the time of submission, no parking requests were made, however should they need no parking on a road closure they would be subject to those fees.

Posted No Parking:

Street(s)	From	To

Lot Fees:

Street(s)	From	To

Street Closures:

Street(s)	From	To

Staff _____ # _____ Rate _____

Director Signature _____ Date 12/23/2023 DEPARTMENT FEES Ø

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: _____ Rate: _____ Total: _____

BARRICADES

Street(s)	From	To
N/A		

Total Quantity: _____ Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
	N/A				

Restroom Facilities (Reeves) Required?: Yes No

Porta-potties Required?: Yes No How many? _____

Walk-through Required?: Yes No

Director Signature _____ Date 12/22/24 DEPARTMENT FEES _____

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	Paid 12/26
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

Temporary Community Event Application

OFFICE RECEIVED: 11/28/23

All applications must be submitted ninety (90) days prior to the event/when services are needed.
Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Phoenixville Earth Day 2024 Estimated Attendance: 500

Description: an annual celebration of nature and community

Event Location: Reservoir Park ☐ On Private Property?

Event Date: SAT APR 20, 2024 Event Hours: 12-4 If Race/Walk, Start Time: _____

Set up Date/Hours: 10-12 Breakdown Hours: 4-6

Organization Applying for the Permit: Phoenixville Area Transition

Deposit Return Payee (Name and Address): David Lutzger, 243 #1F Morgan St., Pxv 19460

Event Coordinator Name: Jane Dugdale

Event Coordinator Phone Number: 610 527 4170 Email: janesdugdale@gmail.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
Franklin Street	10am-6pm	above Fillmore
Reservoir Parking Lot	10am-6pm	
Bridge & Main Parking Lot		

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: ____ No: X

Borough-Owned Mobile Stage Yes: ____ No: X

Special Parking Yes: ____ No: ____ # of Spaces: ____

Location: _____

Barricades Yes: X No: ____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: yes

Quantity: 25 Total Sq. Ft.: ~2500 sf

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: NOT SURE Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: _____

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: YES

Describe: in the pavilion, for presentations

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: yes

Will you be having food trucks? Yes/No: maybe How many: one or two

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: yes Location: all parks and Bridge St

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: no

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: 11/7/23

APPLICANT CHECKLIST

- ☑ Completed and signed Temporary Community Event Application

  Email copy of the application and related documents to the Borough at info@phoenixville.org, and call (610) 933-8801 to pay the application fee over the phone by credit card

  OR

  Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2nd Floor, Phoenixville, PA 19460)

- ☑ Application fee
- ☑ Narrative and map of event layout

Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder

APPLICANT RESPONSIBILITY:

JSD Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

JSD Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

JSD Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

JSD Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

JSD Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

JSD Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

JSD Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

JSD Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

JSD Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

JSD Initials — Borough staff will determine the need for and number of porta-potties.

JSD Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

JSD Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

JSD Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

JSD Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

JSD Initials — If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

JSD Initials — Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

JSD Initials — Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

JSD Initials — All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

JSD Initials — Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

JSD Initials — When approved, a detailed invoice will be sent to you with the specific due date for event fees.

TOUCH GRASS, TOUCH SKY
2024 PHOENIXVILLE EARTH DAY, SATURDAY, APRIL 20, 2024
RESERVOIR PARK
an annual celebration of community and nature

Narrative description to accompany Special Event Application

The second annual free Phoenixville Earth Day will build on the 2023 celebration, which brought together local artists, non-profits, officials, gardeners, students, and craftspeople. Organized by Phoenixville Area Transition and its fiduciary Phoenixville Green Team, our expenses were covered by nine generous sponsors and numerous vendors; there were 33 booths lining the parking lot and the path to the Community Garden. In addition, there was a full schedule, 12-4pm, of 15 presentations in the Pavilion. After the Mayor's welcome, there was dancing on the grass by *Feet First,* then speakers such as local celebrities, from Joe Varady on the Lenni Lenape to PA Representative Paul Friel and PA Senator Katy Muth on climate legislation. Jeremy Taylor described the PHXNEO water treatment initiative.

Woven in between these sessions there were activities on the lawns, including making a mandala (a sacred spiral of natural materials), taking a foraging walk, touring the community garden, and learning to throw a disc golf frisbee. Food from local Mexican restaurant *El Burrito* was popular.

With good publicity we were pleased by the large and enthusiastic turnout, which we estimated to be around our hoped-for 500. Volunteers and booth staff pitched in to leave the grounds virtually trash-free.

Our planning committee has already met to debrief, set the 2024 date, and make suggestions for improvement. We trust the 2024 celebration will be even better.

Jane Dugdale
Earth Day Special Event Coordinator

4/20/23, 11:59 AM Earth Day - 2023 Organizer - Google Sheets

Earth Day - 2023 Organizer

File Edit View Insert Format Data Tools Extensions Help

Share

A1

COMMUNITY GARDEN

33 - Rep Paul Friel ✓

32 Light On ✓

31 Earth & Wellness Co ✓

30 Plants by Lois ✓

NLC
29 CleanEnergy Future

28 Louise Woodstock gardens ✓

27 Bluebirds ✓

26 Montessori ✓

25 - GreenTeam, Tufa, bikes ✓

REC CTR

TRAIL TO PARKING LOT

Parking Lot begins here

Trees from Colonial Gdns ✓

Entrance to Disc Golf

1 - Altair ✓

2 - Dagmar ✓

3 - Belmont ✓

4 - Black Light Projects ✓

5 - ReStore ✓

6 - Inspire ✓

7 - Orion ✓

8 - Wild ✓

9 - - Greens on a Budget ✓

16 - Green Mt Energy ✓

17- ~~Clay~~ Chris ✓

14 - Eiren fabric arts ✓

15 -~~Chris - woodworking~~ clay ✓

12 -Cob Studio ✓

13 -St. Peter's and Jolie ✓

Pile of Chips

18 - Sen Muth ✓

19 - Backyard Orchard ✓

20 - Back to Earth Compos ✓

21- Pioneer Pups ✓

22- Tree Advisory Commission ✓

23 - Time Bank ✓

24 - El Burrito ✓

to PAVILION

DRIVEWAY

ALL CONTACTS | FINAL Exhibitors | Booth Layout | official program | SPonsors and Exhibitors | Volunteer Assignme

OPEN | PAY/LL ✓ | NEL MAIE

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: _____ # of hours _____ Rate _____ Total

Additional Parks Department Services or Equipment:

Pavilion rental - $45

Walk-Through Required? (Yes) No

Director Signature _____ Date 12/7/23 DEPARTMENT FEES _____

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

SIGNAGE REQUESTS ARE NOT APPROPRIATE
-OFF SITE SIGNAGE EQUATES TO BILLBOARDS. APPLICANT
OFFERED SIGNAGE REQUIREMENTS IN 2023.

Walk-Through Required? Yes (No) Tent Permit Required? Yes (No)

Director Signature _____ Date 12/7/23 DEPARTMENT FEES Ø

POLICE DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate (Routine Patrol)	Total
				Ø

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total
				Ø

Chief of Police Signature _____ Date 1/4/2024 DEPARTMENT FEES Ø

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total

Fire Chief Signature _____ Date 12/07/2023 DEPARTMENT FEES _____

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

Posted No Parking:

Street(s)	From	To
Reservoir Parking Area	9 Am	7pm
Signs up Wed 4/17 $125		
Signs down Sund. 4/21		

Lot Fees:

Street(s)	From	To

Street Closures:

Street(s)	From	To
Franklin St. 9-7 $125	Fillmore	Reservoir Park
Signs up Wed. 4/17		
Signs down Sund 4/21		

Staff 2 # $60 Rate (2hrs) $250 $240

Director Signature _____ Date 12/7/23 DEPARTMENT FEES $490

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: 4 Rate: _____ Total: _____

BARRICADES

Street(s)	From	To
RESERVOIR PARK ENTRANCE	FILLMORE	PARKING LOT

Total Quantity: 3 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
4/20/24	SANITATION	2	2		

Restroom Facilities (Reeves) Required?: Yes **No**

Porta-potties Required?: **Yes** No How many? 2

Walk-through Required?: **Yes** No

Director Signature _____ Date 12/7/23 _____ DEPARTMENT FEES

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	Paid 11/15
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park during the event.

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Earth Day TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Earth Day on April 20th, 2024:

1. Borough Staff recommends that vendors to be placed in the parking lot instead of the grass.

2. 3 Port-a-potties, 2 regular and 1 ADA, are needed for the event and are to be located in the parking lot or near the community garden. Proof of order must be given to the Borough before the event.

3. No vendor or attendees shall park in the Recreation Center Parking Lot due to there being scheduled programs for the Recreation Center. The parking lot is for Recreational use only.

4. Please note there is a Borough event. Event organizer must make sure all event attendees stay within allotted space as per provided map.

Temporary Community Event Application

OFFICE RECEIVED: 12/18/23

All applications must be submitted ninety (90) days prior to the event/when services are needed. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Chester County Pride Fest 2024 Estimated Attendance: _____

Description: Pride Celebration 2024

Event Location: 100 & 200 Block- Bridge St. ☐ On Private Property?

Event Date: 6/8/2024 Event Hours: 12pm-5pm If Race/Walk, Start Time: _____

Set up Date/Hours: 6/8/24 - 8am - 12pm Breakdown Hours: 5pm-6pm

Organization Applying for the Permit: LGBT Equality Alliance of Chester County

Deposit Return Payee (Name and Address): 114 Gay St. 1st Floor Phoenixville, PA 19460

Event Coordinator Name: Drew Boardman, Carrie Stare

Event Coordinator Phone Number: (570) 250-0781 Email: drew@thecolonialtheatre.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
100 & 200 Block Bridge St.	8am - 6pm	Gay St → Main St. & Main → Starr
Bridge & Main Parking Lot	8am - 6pm	

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: ____ No: ____

Borough-Owned Mobile Stage Yes: X No: ____

Special Parking Yes: X No: ____ # of Spaces: 12

Location: Gay St., Main St. or Mill St.

Barricades Yes: X No: ____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: no

Quantity: _____ Total Sq. Ft.: _____

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: yes Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: Yes

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: yes

Describe: DJ & performers

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: yes

Will you be having food trucks? Yes/No: yes How many: unsure

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: yes Location: Bridge St (possibly)

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: _____

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: [signature] Date: 12/13/23

Alexus Strunk

From: Drew Boardman <drew@thecolonialtheatre.com>
Sent: Monday, December 18, 2023 12:18 PM
To: Alexus Strunk; Info
Cc: Carrie Stare
Subject: Re: PrideFest 2024 Application
Attachments: PrideFest 2024 Application.pdf; 100 and 200 Block Vendor Map.pdf

Alexus,

I've attached the updated application and our rough vendor map of the 100 and 200 blocks of Bridge Street.

Here's the overview:

Chester County PrideFest 2024 on Bridge Street in Phoenixville. The LGBT Equality Alliance will arrive at 8 am to begin setting up in the Main and Bridge Parking Lot before vendors come from 9 am to 11 am to begin their tiered and timed set-up process. Talent will perform on the stage in the Main and Bridge Lot from 12 pm to 5 pm, and strike of the event will occur from 5 pm to 6 pm. We hope that no businesses, aside from restaurants, will be able to table outside the day of the event for an open-air market so we can capitalize on vendor location spaces down Bridge Street. Last year we capped out at 140 vendors, and believe this year will be even bigger, bringing even more business to downtown Phoenixville. We also request that vendors be allowed to drive onto Bridge Street in the morning to help them with unloading their equipment for the day. We understand they will not be allowed to do this at the end of the day if Inside Out resumes every weekend in 2024. If it does not, and the street is being shut down specifically for Pridefest, we would like to allow vendors on the street from 5 pm to 6 pm to load up at the end of the event.

Let me know if there's anything else you need, aside from payment, for our Pridefest Application.

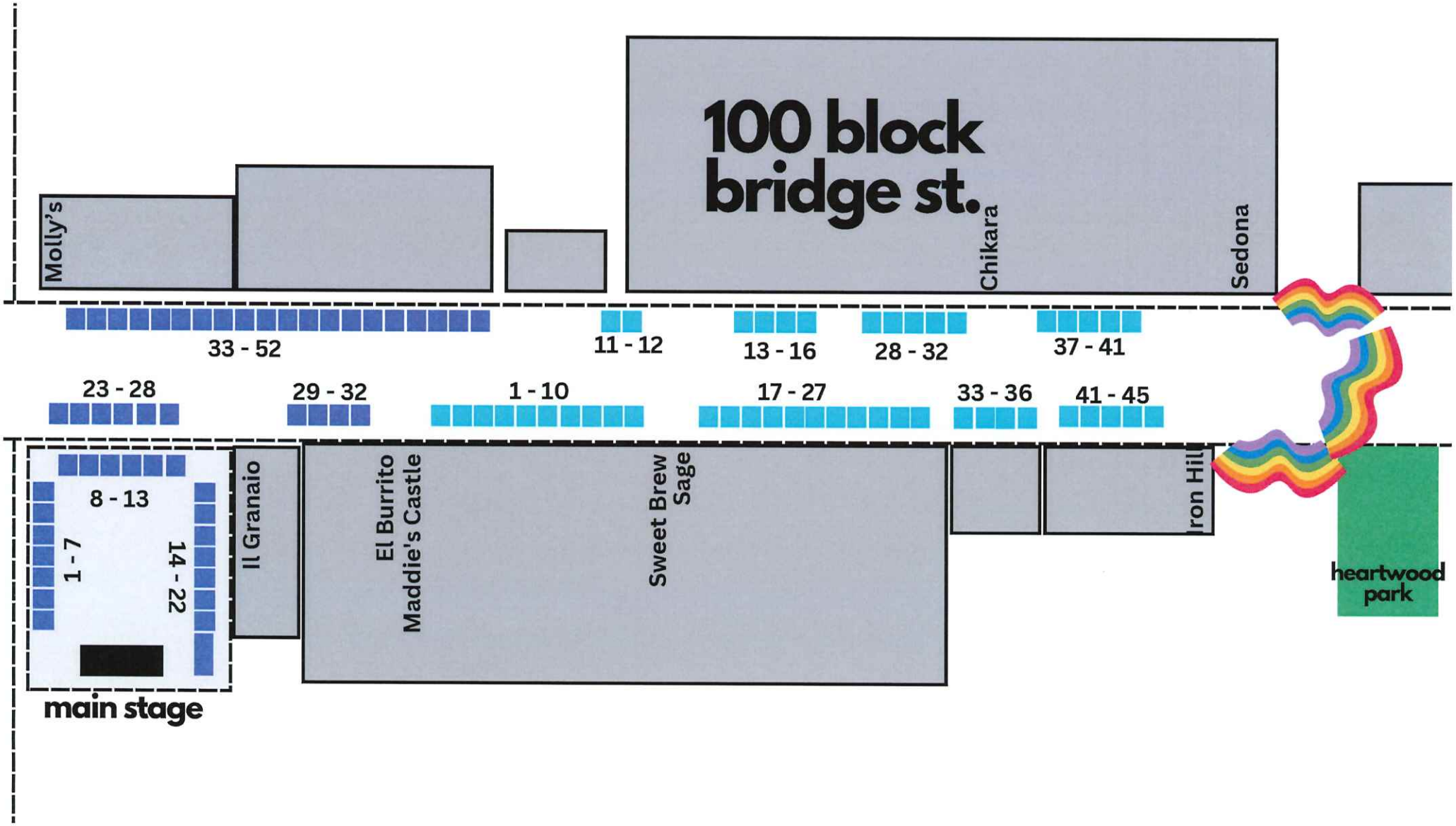
Drew

Drew Boardman
Events Director
The Colonial Theatre
227 Bridge Street Phoenixville, PA 19460
(610) 917-1228 | thecolonialtheatre.com
Donate. Join. See What's Playing.
Get weekly program updates.

From: Alexus Strunk <astrunk@phoenixville.org>
Sent: Monday, December 18, 2023 11:35 AM
To: Drew Boardman <drew@thecolonialtheatre.com>; Info <Info@phoenixville.org>
Cc: Carrie Stare <carrie@lgbteachesco.org>
Subject: RE: PrideFest 2024 Application

Hi Drew!

gay st.
Avlos
15 - 16
1 - 14
17 - 20
Rebel Hill
21 - 24
Dim Sum Court
PJ Ryan's
COLONIAL
bridge st.
Rec Room
Rivertown Taps
1 - 6
19 - 22
children's plaza
23 - 26
7 - 16
Bistro
27 - 32
17 & 18
main st.


100 block
bridge st.
Molly's
Chikara
Sedona
33 - 52
11 - 12
13 - 16
28 - 32
37 - 41
23 - 28
29 - 32
1 - 10
17 - 27
33 - 36
41 - 45
8 - 13
1 - 7
14 - 22
Il Granaio
El Burrito
Maddie's Castle
Sweet Brew
Sage
Iron Hill
heartwood
park
main stage

PrideFest 2024

APPLICANT RESPONSIBILITY:

DB Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

DB Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

DB Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

DB Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

DB Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

DB Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

DB Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

DB Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

DB Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

DB Initials — Borough staff will determine the need for and number of porta-potties.

DB Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

DB Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

DB Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

DB Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

DB Initials

If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

DB

FEES:

DB Initials

Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

DB Initials

Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

DB Initials

All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

DB Initials

Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

DB Initials

When approved, a detailed invoice will be sent to you with the specific due date for event fees.

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: N/A (# of hours) N/A (Rate) N/A (Total)

Additional Parks Department Services or Equipment: N/A

Walk-Through Required? Yes No

Director Signature — Date: 1/10/24 — DEPARTMENT FEES: N/A

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

- TENTS REQUIRED TO BE SPACED AT 12' WHEN GROUPED (7) OR MORE.
- SIGNAGE REQUEST SHOULD BE SPECIFIED PRIOR TO APPROVAL.

Walk-Through Required? Yes No Tent Permit Required? Yes No

Director Signature — Date: 1/2/24 — DEPARTMENT FEES: Ø

POLICE DEPARTMENT

Officers Required: 4

Date	Hours	# of Officers	Rate	Total
6/8/24	12P-5P	4	140/hr	$2,800.00

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total

Lt. — Chief of Police Signature — Date: 1/4/2024 — DEPARTMENT FEES: $2,800.00

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total
06/08/2024	12pm-6pm (6hr.)	(1) Ambulance	$150/hr.	$900.00

Fire Chief Signature — Date: 01/02/2024 — DEPARTMENT FEES: $900.00

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements: should PxV Inside Out be approved the fees will change the fees assume the road is open and those costs reflect the total rental fee. Rental of Main + Bridge, closing of the 100 + 200 blocks of Bridge - and Vendor loading and unloading spaces, 4 on main, 2 on Gay, 6 in mill st - 2 officers for 3 hrs.

Posted No Parking: for posting + event road + lot closures

Street(s)		From	To
100 Block	Signs up 6/5	6AM	7pm
200 Block	Signs down 6/9 or 6/10	6AM	7pm

Lot Fees:

Street(s)	From	To
Main+Bridge lot 6am - 7pm - 13hrs 13 x 75 = $975	6AM	7pm
4 on Main, 2 Gay, 6 mill st. 25 x 4 $100 — 25 x 2 $50 — 13hrs x $2.50 $195	6AM	7pm

Street Closures:

Street(s)	From	To
100 block of Bridge @ $125	6AM	7pm
200 block of Bridge @ $125	6AM	7pm

Staff 2 x 3hrs 6 x 60 $360

#	Rate
	12/26/23

Director Signature — Date — DEPARTMENT FEES: $1930-

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: _____ Rate: _____ Total: _____

BARRICADES

Street(s)	From	To
BRISLER STREET	STARR	GAY

Total Quantity: 22 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
6/8/24	SANITATION	6	2		

Restroom Facilities (Reeves) Required?: Yes **No**

Porta-potties Required?: **Yes** No How many? _____

Walk-through Required?: **Yes** No

Director Signature 12/22/23 Date DEPARTMENT FEES

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park during the event.

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Pride Fest TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Pride Fest on June 8th, 2024:

1. Borough Staff has concerns over the crowd of people that will be in attendance of the 100& 200 Block of Bridge Street.
    a. The organizers must have at least 2 volunteers at the crosswalk at Bridge and Main to help monitor pedestrians to keep flow of traffic running normal during the event and for the safety of attendees.

2. 25 Port-a-potties, 20 regular and 5 ADA, are needed for the event and are to be located in either Main and Bridge Parking Lot or Mill Street Parking Lot.

3. Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street.
    Note: No vehicles will be allowed for breakdown on Bridge Street

Temporary Community Event Application

OFFICE RECEIVED: 12/14/23

All applications must be submitted ninety (90) days prior to the event/when services are needed.
Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Phoenixville Art Street Festival Estimated Attendance: 1000

Description: 7th Annual Art Street Festival celebrating our artists, musicians & entertainers

Event Location: 100 & 200 blocks of Bridge St. ☐ On Private Property?

Event Date: June 15, 2024 Event Hours: 10-5 If Race/Walk, Start Time: _____

Set up Date/Hours: 8-11 am Breakdown Hours: 5-6:30 pm

Organization Applying for the Permit: _____

Deposit Return Payee (Name and Address): Henrik Stubbe Teglbjaerg 338 Saint Mary St., Phoenixville 19460

Event Coordinator Name: Shauna Pratt

Event Coordinator Phone Number: 610-656-4835 Email: ShaunaSellsHouses@gmail.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
100-200 blocks of Bridge St.		Gay - Starr St.

Bridge & Main Parking Lot — Yes

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: ____ No: ____

Borough-Owned Mobile Stage Yes: ____ No: ✓

Special Parking Yes: ✓ No: ____ # of Spaces: ____

Location: Gay 1 (one), Main 4, Price 3 → Mill St. lot - 3 spaces

Barricades Yes: ____ No: ____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: ✓

Quantity: TBD Total Sq. Ft.: 10x10 each

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: ✓ Quantity: _____ Height: _____

Total Sq. Ft: _____

Will you require the use of the Borough stage? Yes/No: ✓

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: Yes

Describe: We will have max 5 designated, carpeted areas for performances

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: No

Will you be having food trucks? Yes/No: No How many: _____

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: Yes Location: TBD

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: _____

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: 12/13/23

APPLICANT RESPONSIBILITY:

HST
Initials

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- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

HST
Initials

All temporary community event applications must include a narrative about the event and a map of the event layout..

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HST
Initials

No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

HST
Initials

Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

HST
Initials

Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
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Borough staff will determine the need for and number of porta-potties.

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Initials

All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

HST
Initials

The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

HST
Initials

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EQUIPMENT/SERVICE REQUEST:

NST
Initials

If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

Application fee is due at time of application submittal.

Initials

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

NST
Initials

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Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

NST
Initials

All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

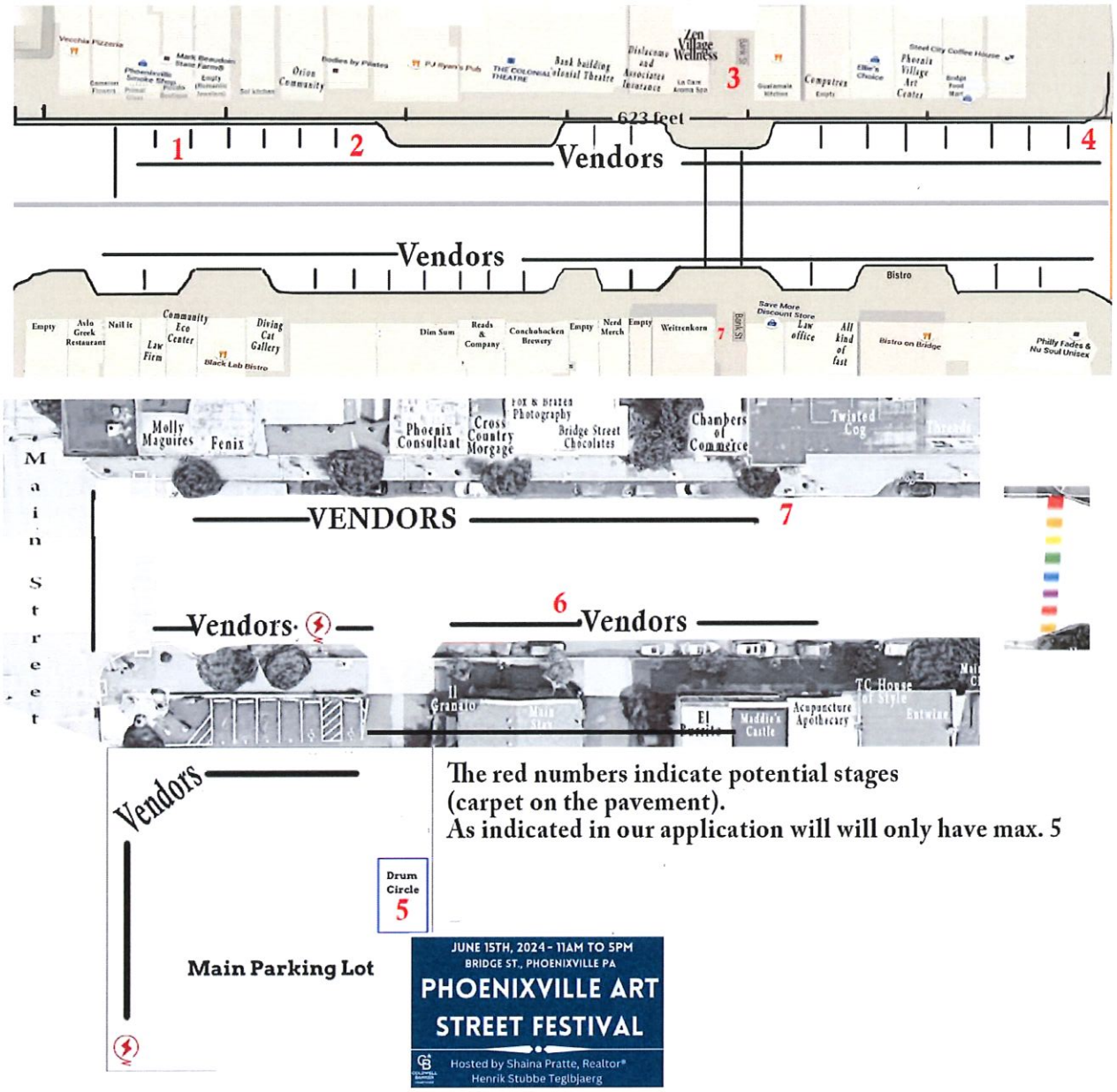
NST
Initials

Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

NST
Initials

When approved, a detailed invoice will be sent to you with the specific due date for event fees.

The Phoenixville Art Street Festival brings all forms of art to the community. We bring the 100 and 200 block of Bridge St. to life. Our goal is to enhance our art culture, bring a little spice to the community with a unique atmosphere and promote and celebrate our artist as well as our local stores. We expand each year bringing the community something new to connect with. This is why we have requested so many stages. While we may not utilize them all we hope to be able to! We will also honor the stores and communicate with them about our street lay out. We hope to bring more street performers as well as stronger art participants. We are happy to have gotten so much support from our community and our artists each year and look forward to this years celebration!



OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: N/A (# of hours) N/A (Rate) N/A (Total)

Additional Parks Department Services or Equipment: N/A

Walk-Through Required? Yes No

Director Signature — Date: 1/10/24 — DEPARTMENT FEES: N/A

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:
SIGNAGE REQUEST IS "TBD" AND NOT APPROPRIATE
ALL TENTS MUST BE APPROPRIATELY SPACED AT 12'

Walk-Through Required? Yes No — Tent Permit Required? Yes No

Director Signature — Date: 1/2/24 — DEPARTMENT FEES: ∅

POLICE DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total
6/15/24	11am-5pm	2	$140/hr.	$1680.00

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total

Chief of Police Signature — Date — DEPARTMENT FEES: $1680.00

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total
6/15/24	11A-5P	2	$140/hr.	$1680.00

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total

Fire Chief Signature _____ Date 01/02/2024 DEPARTMENT FEES $1680.00

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements: Should PxV Inside Out be approved the fees will change the fees assume the road will be open and those costs reflect the total rental fees. Rental of Main + Bridge, closing of the 100+200 blocks of Bridge and Vendor loading + unloading spaces, 4 on Main, 1 on Gay, 3 in Mill St. 2 officers for 3 hours for posting + event road + DOT closures.

Posted No Parking:

Street(s)	From	To
100 block, 200 block Signs Up 6/12	6Am	7pm
Main + Bridge Signs down 6/16	6Am	7pm
Main (4) - Gay (1) Mill St (3)	6 Am	7pm

Lot Fees: * Price St does not allow parking

Street(s)	From	To
Main + Bridge - 13hrs x 75 $975	6 Am * lot has to be closed before the Blue Dept Shift change @ 7Am	7pm

Street Closures:

Street(s)	From	To
100 Block $125	6Am	7pm
200 Block $125	6Am	7pm
Main St. 4 x 25 $100 / Gay St 1 x 25 $50 / Mill St. 13hrs - 3 spaces @ 2.50 per hrs. $97.50		

Staff 2 x 3hrs. # 6x60 Rate $360

Director Signature _____ Date 12/20/2023 DEPARTMENT FEES $1832.50

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: _____ Rate: _____ Total: _____

ARRICADES

Street(s)	From	To
BRIDGE STREET	STARK	GAY

Total Quantity: 22 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
6/15/24	SANITATION	2	2		

Restroom Facilities (Reeves) Required?: Yes **No**

Porta-potties Required?: Yes **No** How many? _____

Walk-through Required?: **Yes** No

Director Signature 12/22/23 Date DEPARTMENT FEES

Revised 10/23/2023

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	Paid 12/14
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
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Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

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Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

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Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

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Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Art Street Festival TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Art Street Festival on June 15th, 2024:

1. The use of Electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

2. 5 Port-a-potties, 4 regular and 1 ADA, are needed for the event and are to be located in either Main and Bridge Parking Lot or Mill Street Parking Lot. Proof of order must be given to the Borough before the event.

3. Hanging or attaching anything to Borough Property, walls, greenery, or light fixtures is prohibited.

4. Borough Staff recommends that the special parking be located on Gay Street, Main Street, and Mill Street Parking Lot for loading and unloading spots. But not Price Street as listed in the application.

Temporary Community Event Application

OFFICE RECEIVED: 12/18/23

All applications must be submitted ninety (90) days prior to the event/when services are needed. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Juneteenth Celebration 2024 Estimated Attendance: _____

Description: Celebration of Juneteenth

Event Location: 200 Block Bridge St. & Children's Plaza ☐ On Private Property?

Event Date: 6/16/2024 Event Hours: 2pm-6pm If Race/Walk, Start Time: _____

Set up Date/Hours: 6/16/24 - 10am-2pm Breakdown Hours: 6pm-7pm

Organization Applying for the Permit: Diversity in Action - Phoenixville

Deposit Return Payee (Name and Address): Diversity in Action - P.O. Box 337, Phoenixville PA 194

Event Coordinator Name: Rosalyn Sheckleford / Drew Boardman (point of contact)

Event Coordinator Phone Number: (570) 250-0781 Email: drew@thecolonialtheatre.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
200 Block - Bridge St.	8 hrs - 10am-6pm	Bridge St. From Main St. - Gay St.
Bridge & Main Parking Lot	X	

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: ____ No: ____

Borough-Owned Mobile Stage Yes: ____ No: X

Special Parking Yes: X No: ____ # of Spaces: 6

Location: Gay St., Main St. or Mill St. Lot

Barricades Yes: X No: ____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: NO

Quantity: _____ Total Sq. Ft.: _____

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: NO Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: No

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: Yes

Describe: DJ / Speakers / Street Performers

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: Yes

Will you be having food trucks? Yes/No: Yes How many: 2 to 4

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: Yes Location: 200 Block

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: No

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: [signature] Date: 12/12/23

APPLICANT CHECKLIST

- [ ] Completed and signed Temporary Community Event Application

  Email copy of the application and related documents to the Borough at info@phoenixville.org, and call (610) 933-8801 to pay the application fee over the phone by credit card

  OR

  Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2nd Floor, Phoenixville, PA 19460)

- [ ] Application fee
- [ ] Narrative and map of event layout

Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder

Juneteenth 2024

APPLICANT RESPONSIBILITY:

DB Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

DB Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

DB Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

DB Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

DB Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

DB Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

DB Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

DB Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

DB Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

DB Initials — Borough staff will determine the need for and number of porta-potties.

DB Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

DB Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

DB Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

DB Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

DB Initials If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

DB Initials Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

DB Initials Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

DB Initials All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

DB Initials Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

DB Initials When approved, a detailed invoice will be sent to you with the specific due date for event fees.

Alexus Strunk

From: Drew Boardman <drew@thecolonialtheatre.com>
Sent: Monday, December 18, 2023 12:27 PM
To: Alexus Strunk; Info
Subject: Re: Juneteenth Celebration application
Attachments: 200 Block Vendor Map.pdf; Juneteenth 2024 Application.pdf

Hey Alexus!

Second verse same as the first! I've attached the completed application and the map of the 200 Block of Bridge Street!

Phoenixville Juneteenth Celebration 2024 on Bridge Street in Phoenixville. Diversity in Action and the Juneteenth Committee will arrive at 10 am to begin setting up near the Children's Plaza and down the 200 Block of Bridge Street. Vendors will arrive from 11 am to 1 pm to begin their tiered and timed set-up process. A DJ will operate from the center of Bridge Street near the Children's Plaza, and talent will perform in various locations down Bridge Street, including a drum line that will perform in front of the Colonial Theatre. The event will occur from 2 pm to 6 pm, and strike of the event will occur from 6 pm to 7 pm. We hope that no businesses, aside from restaurants, will be able to table outside the day of the event for an open-air market so we can capitalize on vendor location spaces on the 200 block of Bridge Street. We also request that vendors be allowed to drive onto Bridge Street in the morning to help them with unloading their equipment for the day. We understand they will not be allowed to do this at the end of the day if Inside Out resumes every weekend in 2024. If it does not, and the street is being shut down specifically for Juneteenth, we would like to allow vendors on the street from 6 pm to 7 pm to load up at the end of the vent.

Drew Boardman
Events Director
The Colonial Theatre
227 Bridge Street Phoenixville, PA 19460
(610) 917-1228 | thecolonialtheatre.com
Donate. Join. See What's Playing.
Get weekly program updates.

From: Alexus Strunk <astrunk@phoenixville.org>
Sent: Monday, December 18, 2023 11:37 AM
To: Drew Boardman <drew@thecolonialtheatre.com>; Info <Info@phoenixville.org>
Subject: RE: Juneteenth Celebration application

Hi Drew!

The same process for Pride Fest will need to be submitted for Juneteenth. Here's everything that is needed to start the review process:

-Two pages of initial sections for the requirements/guidelines for events.

main st.
gay st.
bridge st.
children's plaza
COLONIAL
PJ Ryan's
1 - 14
15 - 16
17 - 20
21 - 24
1 - 6
7 - 16
17 & 18
19 - 22
23 - 26
27 - 32
Avlos
Rebel Hill
Dim Sum Court
Rec Room
Rivertown Taps
Bistro

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: N/A (# of hours) N/A (Rate) N/A (Total)

Additional Parks Department Services or Equipment: N/A

Walk-Through Required? Yes No

Director Signature: [signature] Date: 1/10/24 DEPARTMENT FEES: N/A

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

SIGNAGE REQUESTS SHOULD BE SPECIFIED PRIOR TO APPROVAL

Walk-Through Required? Yes No Tent Permit Required? Yes No

Director Signature: [signature] Date: 1/2/24 DEPARTMENT FEES: Ø

POLICE DEPARTMENT

Officers Required: 1

Date	Hours	# of Officers	Rate	Total
6/16/2024	2P - 6P	1	140 / hr	$560

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total

Chief of Police Signature: [signature] Date: 1/4/2024 DEPARTMENT FEES: $ 560.00

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total

Fire Chief Signature — Date: 01/02/2024 — DEPARTMENT FEES

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements: Should PXV Inside Out be approved the fees will change the fees assume the road is open and these costs reflect the total rental fee. Rental of Main + Bridge, closing of the 100 block of bridge - and vendor loading + unloading spaces. 4 in Mill St, 4 on Main St. + 2 on Gay. 2 officers for 3hrs for posting + event road + lot closure

Posted No Parking:

Street(s)	From	To
Mill St - 10A - 7pm signs up 9/2		
Gay St - 10A - 7PM Signs down 9/17		

Lot Fees:

Street(s)	From	To
Mill street 4 spaces	10Am	7pm
Gay street 2spaces · 2 @ 25 = $50	9hrs @ $2.50 per space	$ 90
or Main St. 4 spaces @ $25 = $100		
Main + Bridge $15 per hr - 6Am - 8pm		$ 1050

Street Closures:

Street(s)	From	To
100 block of Bridge Street @ 125	10AM	7pm

Staff 2 x 3 = 6 hrs x 60 — # — Rate $ 360

Director Signature — Date: 12/26/2023 — DEPARTMENT FEES $ 1685 -

Revised 10/23/2023

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: _____ Rate: _____ Total: _____

BARRICADES

Street(s)	From	To
BRIDGE STREET	GAY	MAIN
MAIN AND BRIDGE PARKING LOT		

Total Quantity: ~~#~~ 12 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
6/16/24	SANITATION	2	2		

Restroom Facilities (Reeves) Required?: Yes **No**

Porta-potties Required?: **Yes** No How many? _____

Walk-through Required?: **Yes** No

Director Signature _____ Date 12/22/23 DEPARTMENT FEES _____

Revised 10/23/2023

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park during the event.

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Juneteenth TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Juneteenth on June 16th, 2024:

1. Any food trucks must be located in the Main and Bridge Street Parking Lot or Mill Street Parking Lot. Main and Bridge Parking Lot will require additional Borough Staff.

2. 5 Port-a-potties, 4 regular and 1 ADA, are needed for the event and are to be located in either Main and Bridge Parking Lot or Mill Street Parking Lot. Proof of order must be given to the Borough before the event.

3. Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street.

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park.

- Bollards at the entrance of both ends of access road

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Blob Fest TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Blob Fest on July 12th, 2024 and July 13th, 2024:

1. The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

2. 25 Port-a-potties, 20 regular and 5 ADA, are needed for the event and are to be located in either the Main and Bridge Parking Lot or Mill Street Parking Lot. Proof of order must be given to the Borough before the event.

3. Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street.
   Note: No vehicles will be allowed for breakdown on Bridge Street

Temporary Community Event Application

OFFICE RECEIVED: 12/26/23

All applications must be submitted ninety (90) days prior to the event/when services are needed. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: Blobfest 2024 Estimated Attendance: 5,000+

Description: 25th Annual Blobfest

Event Location: 100 & 200 Block Bridge St. ☐ On Private Property?

Event Date: 7/12-7/14, 2024 Event Hours: 11am-5pm Sat. If Race/Walk, Start Time: _____

Set up Date/Hours: 7/14/24 8am-11am Breakdown Hours: 5pm-6pm

Organization Applying for the Permit: The Colonial Theatre

Deposit Return Payee (Name and Address): The Colonial Theatre 227 Bridge St. PNV PA 19460

Event Coordinator Name: Drew Boardman

Event Coordinator Phone Number: (570) 750-0781 Email: drew@thecolonialtheatre.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
100 Block Bridge St.	8am-6pm 7/13	Main to Starr
200 Block Bridge St	7/12 5pm-10pm, 8am-6pm on 7/13	
Bridge & Main Parking Lot	7/13 - 8am-6pm	

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: ____ No: ____

Borough-Owned Mobile Stage Yes: X No: ____

Special Parking Yes: X No: ____ # of Spaces: 12

Location: Main St, Gay St. or Mill St. Lot

Barricades Yes: X No: ____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: No

Quantity: _____ Total Sq. Ft.: _____

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: YES (borough stage) Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: YES

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: yes

Describe: performers in main & bridge lot - 7/13

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: no

Will you be having food trucks? Yes/No: no How many: _____

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: no Location: _____

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: _____

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: 12/26/24

APPLICANT CHECKLIST

- [ ] Completed and signed Temporary Community Event Application

  Email copy of the application and related documents to the Borough at info@phoenixville.org, and call (610) 933-8801 to pay the application fee over the phone by credit card

  OR

  Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2nd Floor, Phoenixville, PA 19460)

- [ ] Application fee
- [ ] Narrative and map of event layout

Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder

Blobfest 2024

APPLICANT RESPONSIBILITY:

DB Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

DB Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

DB Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

DB Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

DB Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

DB Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

DB Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

DB Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

DB Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

DB Initials — Borough staff will determine the need for and number of porta-potties.

DB Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

DB Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

DB Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

DB Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

DB Initials

If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

DB Initials

Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

DB Initials

Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

DB Initials

All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

DB Initials

Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

DB Initials

When approved, a detailed invoice will be sent to you with the specific due date for event fees.

Alexus Strunk

From: Drew Boardman <drew@thecolonialtheatre.com>
Sent: Tuesday, December 26, 2023 1:48 PM
To: Alexus Strunk
Subject: Blobfest 2024 Application
Attachments: Blobfest Application.pdf

Hey Alexus,

I've attached my final Event Application! Blobfest 2024 - July 12 - 14!

rundown:

As always, we'll be doing the runout on Friday, July 12th, around 8pm. If the street isn't shut down for inside out, we'll only need the 200 Block of Bridge Street from 5pm - 10pm, with police monitoring and assisting with the runout.

On Saturday, July 13th, we'd like to have both 100 and 200 blocks, as well as the Main and Bridge Lot, shut down from 8am - 6pm for the festival which will run from 11am to 5pm. We are requesting vendors be allowed to drive on the street in the morning to unload their belongings, and if Inside Out doesn't happen every weekend this year, we request that they be allowed to drive on the street to pick up their belongings at the end of the day.

Sunday will all be events held inside the theatre.

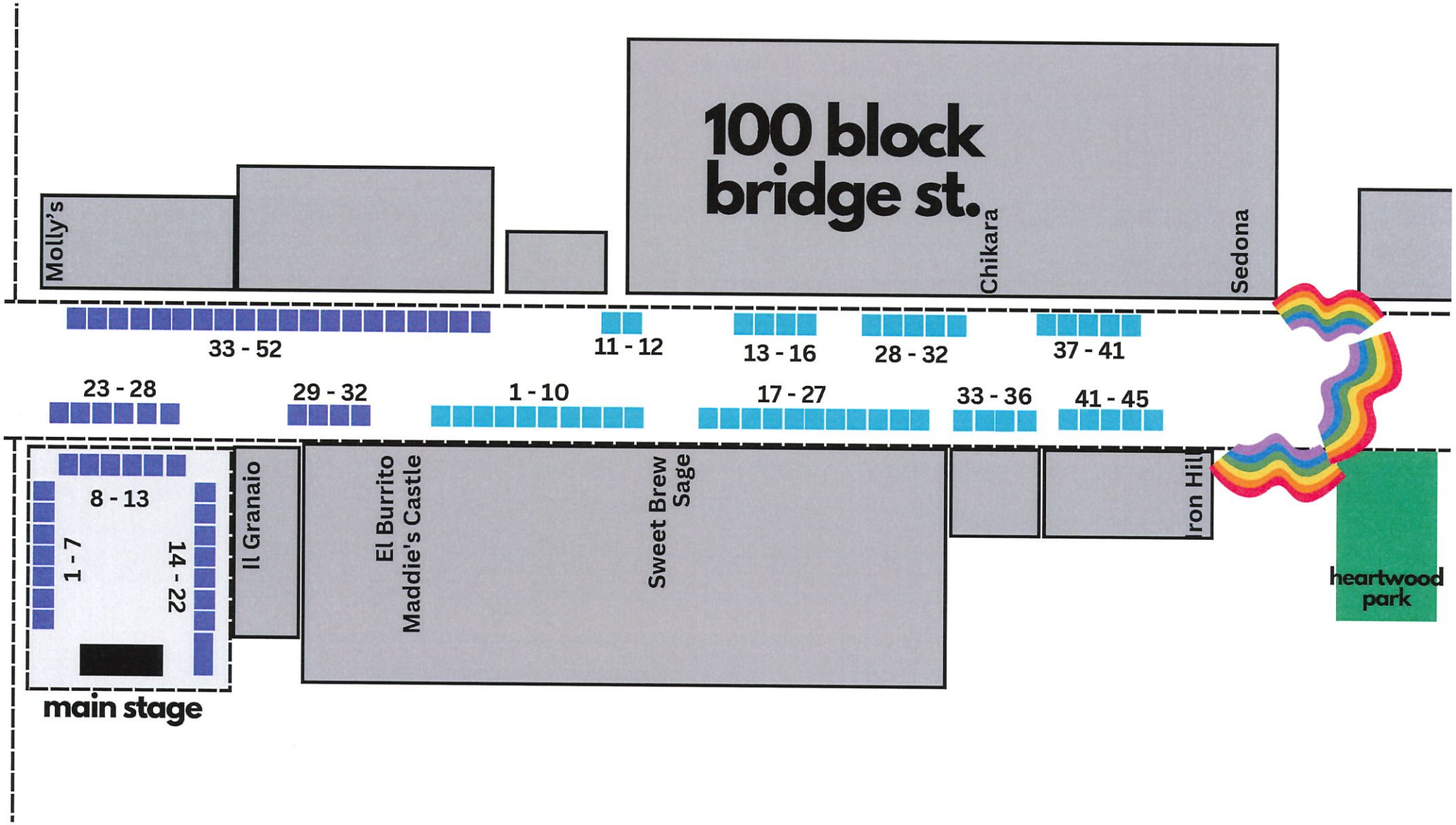
I don't believe I've left anything out, but we can discuss more if you have any questions! I can call Donna this week to make the deposit payment over the phone.

Looking forward to another successful summer event season with you! Also - is it too late to have Blobfest on the January and February agendas? That way I can kill three events with one meeting?

Drew

Drew Boardman
Events Director
The Colonial Theatre
227 Bridge Street Phoenixville, PA 19460
(610) 917-1228 | thecolonialtheatre.com
Donate. Join. See What's Playing.
Get weekly program updates.

main st.
gay st.
bridge st.
children's plaza
COLONIAL
PJ Ryan's
1 - 14
15 - 16
17 - 20
21 - 24
1 - 6
7 - 16
17 & 18
19 - 22
23 - 26
27 - 32
Avlos
Rebel Hill
Dim Sum Court
Rec Room
Riverrown Taps
Bistro


100 block
bridge st.
Molly's
Chikara
Sedona
33 - 52
11 - 12
13 - 16
28 - 32
37 - 41
23 - 28
29 - 32
1 - 10
17 - 27
33 - 36
41 - 45
8 - 13
1 - 7
14 - 22
Il Granaio
El Burrito
Maddie's Castle
Sweet Brew
Sage
Iron Hill
heartwood
park
main stage

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: N/A (# of hours) N/A (Rate) N/A (Total)

Additional Parks Department Services or Equipment: N/A

Walk-Through Required? Yes No

Director Signature | Date 1/10/24 | DEPARTMENT FEES N/A

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:
TENTS MUST BE SPACED AT 12' IF MORE THAN (7) IN A ROW. NO SIGNAGE REQUESTED.

Walk-Through Required? Yes No Tent Permit Required? Yes No

Director Signature | Date 1/2/24 | DEPARTMENT FEES Ø

POLICE DEPARTMENT

Officers Required: 2

Date	Hours	# of Officers	Rate	Total
7/12/2024	7PM - 10PM	2	140/hr.	$840.—

Other Staff Required:

Date	Hours	# of Add'l Staff	Rate	Total

Chief of Police Signature | Date 1/4/2024 | DEPARTMENT FEES $840.00

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total
07/12/2024	5	(1) Ambulance	$150/hr.	$750.00
07/12/2024	5	(1) FF	$35/hr.	$175.00

Fire Chief Signature _____ Date 01/02/2024 DEPARTMENT FEES $925.00

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements: Should the PRV Inside Out be approved the fees will change the fees assume the road will be open and those costs reflect the total rental fees. Rental of Main + Bridge, closing of the 100 + 200 blocks of Bridge and Vendor loading + unloading spaces. 4 on Main, 2 on Gay and 6 in Mill St. 2 officers for 3 hrs for posting + event road + lot closures.

Posted No Parking:

Street(s)	From	To
100 block, 200 block. Signs up 7/8	6 am	7pm
Main + Bridge Signs down 7/15	6 am	7pm
Main (4) Gay (2) Mill (6) 13 hrs x 2.50	6 am	7pm
$100 $50. $195		

Lot Fees:

Street(s)	From	To
Main + Bridge 13 hrs @ 75 per	6 am +	7pm
$ 975	lot has to be closed before the Police Dept. shift change at 7am	

Street Closures:

Street(s)	From	To
7/12 - 200 block $ 125	2pm	10pm
7/13 100 + 200 block $ 125 x 2		

Staff 2 x 3 hrs. 6 x $60 $360

#	Rate	
	12/26/2023	$ 2,055 -

Director Signature _____ Date _____ DEPARTMENT FEES

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: 10 Rate: _____ Total: _____

BARRICADES

Street(s)	From	To
BRIDGE ST	GAY	MAIN
BRIDGE ST	MAIN	STHAL

Total Quantity: 24 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
7/14	SANITATION	6	2		
7/13	STREETS	2	2		

Restroom Facilities (Reeves) Required?: Yes (No)

Porta-potties Required?: (Yes) No How many? _____

Walk-through Required?: (Yes) No

Director Signature _____ Date 1/9/24 _____ DEPARTMENT FEES

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

MEMORANDUM

February 9, 2024

To: Borough Manager

From: Borough Staff

Re: Temporary Community Events Guidelines

All events are subjected to an additional invoice if extra services are needed the day of the temporary community event.

Parks:

Electric may be used in the parks but a listing of what is needed for electric must be provided to Borough Staff prior to the event. This to determine if there is a need for a generator to be provided by the applicant.

Tables and chairs are not provided by the Borough. Borough Property cannot be used if there are stored tables and chairs at any of the parks.

No banners to be hung from the light poles in any of the parks or bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

No vehicles other than emergency vehicles allowed on the access road through Reeves Park during the event.

Food trucks to be located around the perimeter of Reeves Park on Second Avenue, Third Avenue, or Main Street only.

Downtown:

The use of electrical outlets on any light poles or at any location throughout the 100 & 200 Block of Bridge Street is prohibited.

Driving on Bridge Street for vendor unloading is allowed from 6:00 AM to 9:00 AM. Then all vehicles must be removed from the street. One point of entry and exit for both blocks of bridge street. The access points will have an event volunteer and a Borough staff member to ensure and allow only authorized vehicles onto the street. Request must be apart of the approved application to be allowed to use this service.

Food Trucks can be used for downtown events and are only allowed in Main and Bridge Parking Lot and Mill Street Parking Lot.

All events that need port-a-potties shall be located in the Main and Bridge Parking Lot and Mill Street Parking Lot in designated spots determined by Borough staff. If there is a need for more depending on the anticipated attendance, Borough staff will designate alternate areas for the port-a-potties needed for specific events. Port-a-potties must be delivered before the PXV Inside Out closure and preschedule the delivery and pick up with the Borough.

Recreation Center:

Designated map created for events in the Recreation Center Parking Lot. Leaving half of the lot open for recreation programs that are scheduled for the same day as events.

Reservoir Park events are not allowed to use the Recreation Center Parking Lot for event parking unless prior authorization from Borough Staff.

Staff Feedback on Blues Fest TCE Application

Based on feedback from Borough Staff, they have the following recommendations for Blues Fest on September 7th, 2024:

1. 20 Port-a-potties, 15 regular and 5 ADA, are needed for the event and located on the access road through the park off of Second Avenue. Proof of order must be given to the Borough before the event.

2. No banners to be hung from the light poles in Reeves Park or the bandshell unless prior authorization from the Borough. Any approved banners shall only be hung and taken down by Borough Staff.

3. Vehicles are prohibited from driving on the grass or sidewalks in Reeves Park.

Temporary Community Event Application

OFFICE RECEIVED: 12/22/23

All applications must be submitted ninety (90) days prior to the event/when services are needed.
Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: 2024 Phoenixville Blues Festival Estimated Attendance: 4000

Description: Community Blues Festival

Event Location: Reeves Park ☐ On Private Property?

Event Date: 9/7/2024 Event Hours: noon-10pm If Race/Walk, Start Time: _____

Set up Date/Hours: 9/6 afternoon and 9/7 morning Breakdown Hours: 10-midnight

Organization Applying for the Permit: Steel City Blues Society

Deposit Return Payee (Name and Address): Steel City Blues Society, PO Box 553, Phoenixville PA 19460

Event Coordinator Name: Jim DiGuiseppe

Event Coordinator Phone Number: 2154216459 Email: jrdiguiseppe@gmail.com

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.

REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
3rd Ave	9/7 all day	Main to Starr
Bridge & Main Parking Lot		

SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: Yes No: _____

Borough-Owned Mobile Stage Yes: _____ No: _____

Special Parking Yes: _____ No: _____ # of Spaces: _____

Location: _____

Barricades Yes: 4 No: _____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

TENTS

Will you be erecting tents or canopies? Yes/No: Yes

Quantity: 3 Total Sq. Ft.: 500

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).

STAGES

Will you be erecting a stage? Yes/No: No Quantity: _____ Height: _____

Total Sq. Ft.: _____

Will you require the use of the Borough stage? Yes/No: Bandshell

AMPLIFIED SOUND

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: Yes

Describe: Blues music festival with live bands noon-10p.m.

FOOD/FOOD TRUCKS

Will you be giving away or having vendors sell food? Yes/No: Yes

Will you be having food trucks? Yes/No: Yes How many: 5

If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville park property.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Are you requesting sign placement? Yes/No: Yes Location: Lightpole banners at Reeves Park

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: NO

If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration

INSURANCE

Liability Insurance: The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence:	$1,000.000
Damage to Rented Premises:	$300,000
General Aggregate:	$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: _____

APPLICANT CHECKLIST

- [x] Completed and signed Temporary Community Event Application

  Email copy of the application and related documents to the Borough at info@phoenixville.org, and call (610) 933-8801 to pay the application fee over the phone by credit card

  OR

  Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2nd Floor, Phoenixville, PA 19460)

- [x] Application fee
- [ ] Narrative and map of event layout

Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder

APPLICANT RESPONSIBILITY:

JD Initials — It is the applicant's responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

JD Initials — It is the applicant's responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

JD Initials — Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

JD Initials — All temporary community event applications must include a narrative about the event and a map of the event layout..

TEMPORARY COMMUNITY EVENT GUIDELINES:

JD Initials — No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

JD Initials — Inspections by the Borough's Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

JD Initials — Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.
Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

JD Initials — Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

JD Initials — Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. ***ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.***

JD Initials — Borough staff will determine the need for and number of porta-potties.

JD Initials — Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (email codes@phoenixville.org).

JD Initials — All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

CANCELLATION POLICY:

JD Initials — The Borough requires at least two weeks' notice of cancellation of an event in order to receive a refund of your fees.

APPLICATION FEES ARE NON-REFUNDABLE.

RAIN DATE POLICY

JD Initials — No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

EQUIPMENT/SERVICE REQUEST:

JD Initials — If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

JD Initials — Application fee is due at time of application submittal.

REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.

JD Initials — Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Temporary Community Event
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

jD Initials — All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

JD Initials — Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

JD Initials — When approved, a detailed invoice will be sent to you with the specific due date for event fees.

Alexus Strunk

From: Jim DiGuiseppe <jrdiguiseppe@gmail.com>
Sent: Friday, December 22, 2023 4:26 PM
To: Alexus Strunk
Subject: Re: TCE 2024 - Blues Fest Application
Attachments: Temporary Community Event Application_20231031094421355 1.pdf; 2023 BluesFest Map_updated 9_7.pptx

See attached, I wasn't sure if you needed all the pages!

This will follow the same format as the first 11 years.

Through the generous donations of corporate and local sponsors along with individual donations the blues festival in Reeves Park is open to the public. This is a day to enjoy the sights and sounds of Phoenixville and most importantly support our local youth with the gift of music.

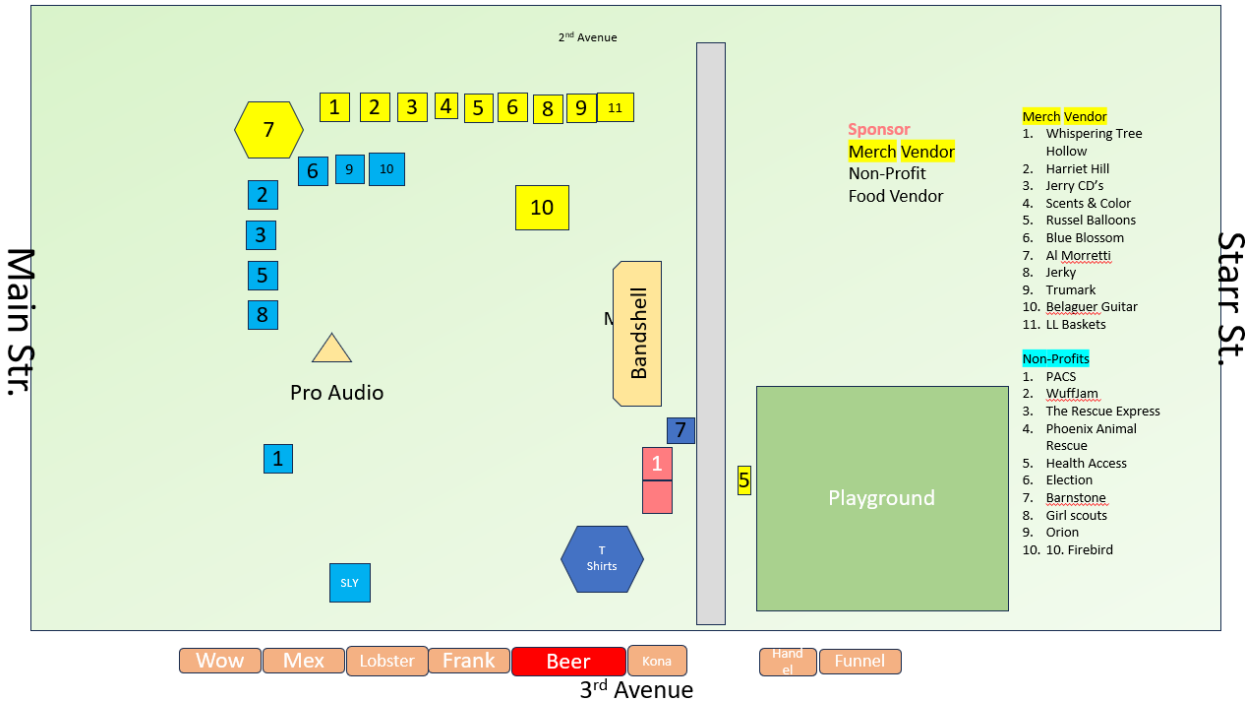
On Fri, Dec 22, 2023 at 3:44 PM Alexus Strunk <astrunk@phoenixville.org> wrote:

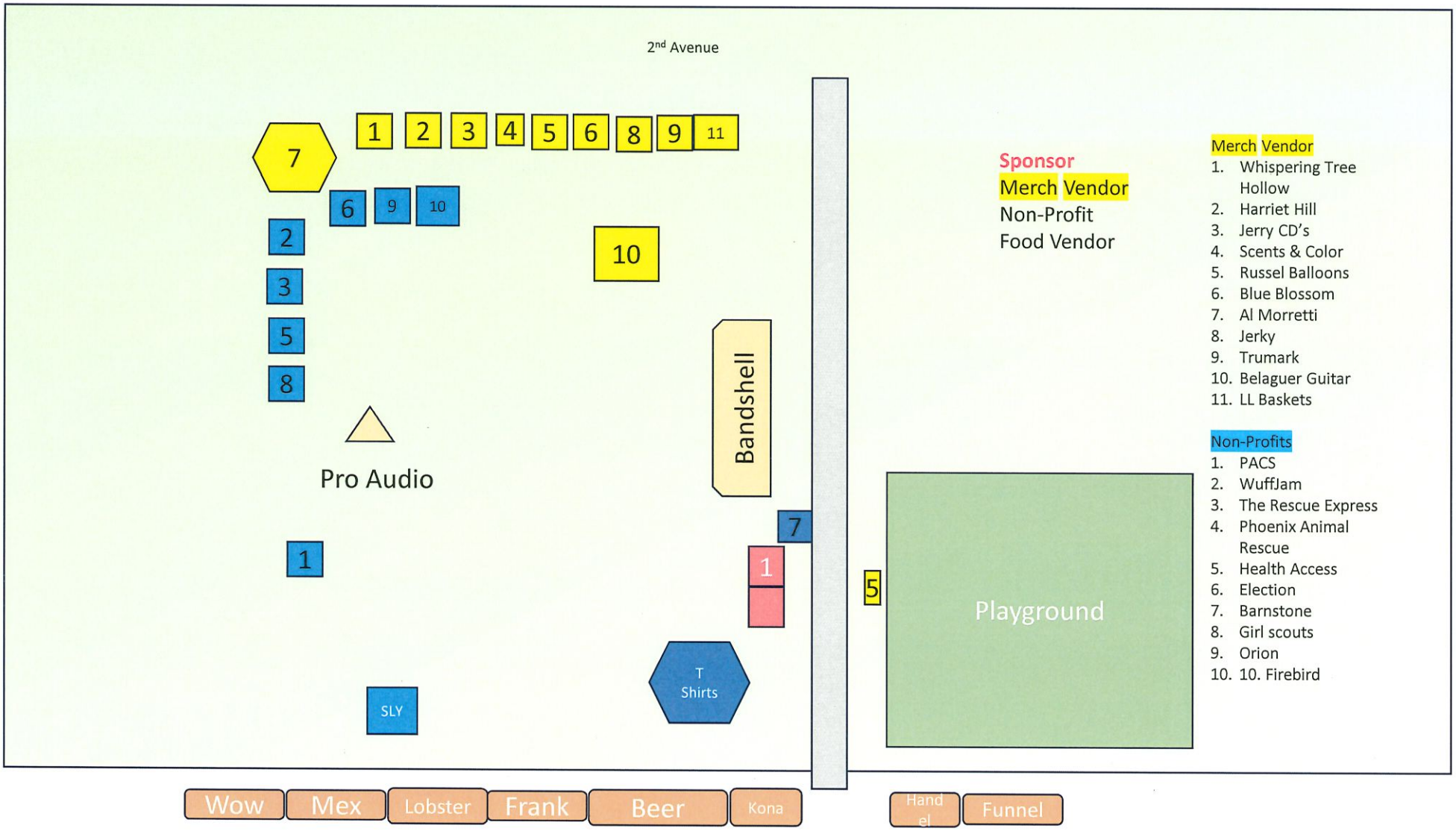
> Good Afternoon Jim,
>
> We have updated our application for the 2024 season and require a few more things for the TCE application. If you can please submit the following then your application will begin the review process.
>
> - Page 2 and 3 with initials
> - Page 5 Checklist everything checked
> - Narrative of the event
> - Map of rough layout for event
>
> Thank you and Happy Holidays!
>
> Alexus Strunk
>
> Borough of Phoenixville
>
> Project Coordinator
>
> 610-933-8801 Ext. 127

2024 Phoenixville Blues Festival

The 2024 Phoenixville Blues Festival will be held on 9/7/24 from 1:00-10:00. As with past festivals, we plan to have at least 2 officers on duty all day and are working with the Jaycees' to run the beer garden. The beer garden will logistically be the same as 2023, approximately 50 feet by 15 ft, cordoned off with barriers. We will use their ID check and have volunteers manning the sale and distribution of the beer. All beer must be consumed in the designated area. See chart below.

The beer garden would be located on 3rd Avenue near B Street. We would barricade a 50 foot stretch on 3rd Avenue and restricted to adults 21 or older, with security checking IDs at the entrance. No alcohol will be permitted outside of the barricaded beer garden area.





Sponsor
Merch Vendor
Non-Profit
Food Vendor

Merch Vendor

1. Whispering Tree Hollow
2. Harriet Hill
3. Jerry CD's
4. Scents & Color
5. Russel Balloons
6. Blue Blossom
7. Al Morretti
8. Jerky
9. Trumark
10. Belaguer Guitar
11. LL Baskets

Non-Profits

1. PACS
2. WuffJam
3. The Rescue Express
4. Phoenix Animal Rescue
5. Health Access
6. Election
7. Barnstone
8. Girl scouts
9. Orion
10. 10. Firebird

OFFICE USE ONLY

PARKS & RECREATION DEPARTMENT

PARK USE FEE: _____ _____ _____

# of hours *Rate* *Total*

Additional Parks Department Services or Equipment: Additional Port a Potties

Walk-Through Required? Yes No

Director Signature _____ Date 1/10/24 DEPARTMENT FEES _____

CODE ENFORCEMENT DEPARTMENT

Director Comments/Requirements:

NONE - SIGNAGE REQUEST COORDINATED THROUGH OTHER DEPARTMENTS

Walk-Through Required? Yes No Tent Permit Required? Yes No

Director Signature _____ Date 1/2/24 DEPARTMENT FEES 0

POLICE DEPARTMENT

Officers Required: 0 Routine Patrol

Date	Hours	# of Officers	Rate	Total
				0

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total

Chief of Police Signature _____ Date 1/4/2024 DEPARTMENT FEES 0

OFFICE USE ONLY

FIRE/EMS DEPARTMENT

Officers Required:

Date	Hours	# of Officers	Rate	Total

Other Staff Required: _____

Date	Hours	# of Add'l Staff	Rate	Total
09/02/2024	5p.m. - 10p.m (5hr.)	(1) Ambulance	$150/hr.	$750.00

Fire Chief Signature _____ Date 01/02/2024 DEPARTMENT FEES $750.00

PARKING ENFORCEMENT DEPARTMENT

Director Comments/Requirements:
Street closure - block B-street, Park Ave + Park Ave Ext.
1hr to put signs up (2 people) $ 120
1hr to remove signs (2 people) $ 120

Posted No Parking:

Street(s)	From	To
3RD Avenue -	Main	Starr
Signs up 9/4/23		
Signs down 9/8 or 9/9		

Lot Fees:

Street(s)	From	To

Street Closures:

Street(s)	From	To
3RD Avenue -	Main	Starr $125
No Parking - St closed.		
6Am - 11pm 9/7		

Staff 2 - 2hrs - 4hrs # $240- Rate

Director Signature _____ Date 12/26/2023 DEPARTMENT FEES $ 365-

Revised 10/23/2023

OFFICE USE ONLY

PUBLIC WORKS DEPARTMENT

Extra Toter Sets? Quantity: 10 Rate: _____ Total: _____

ARRICADES

Street(s)	From	To
3RD AVE	MAIN ST	STARR

Total Quantity: 9 Total Cost: _____

STAFF

Date	Department	# of Hours	# of Staff	Rate	Total
9/7	SANITATION	2	2		

Restroom Facilities (Reeves) Required?: Yes No

Porta-potties Required?: Yes No How many? _____

Walk-through Required?: Yes No

Director Signature Date 9/9/24 DEPARTMENT FEES

OFFICE USE ONLY

FEES DUE

DESCRIPTION	COST	TOTAL
Application Fee	$50	
Security Deposit	$250	
Park User Fee		
Facility/Rental Fee		
Police Services Fee	$140/officer/hour	
Temporary No Parking Fee	$25/space – Town Center	
	$10/space – all other areas	
Fire Police Services/Fees	As invoiced	
Pennants	$10/each	
Barricades w/o lights	$10/each	
Trash Toters	$5/each	
Recycling Toters	$5/each	
Fire/EMS Equipment Services		
Mobile Stage Rental	$300	
Streets Dept Service Fees	$80/staff/hour	
Sanitation Dept Service Fees	$80/staff/hour	
Street & Parking Lane Closure	$125/block/day	
Parking Lot Rental	$75/hour	
Parking Dept Service Fees	$60/staff/hour	
	TOTAL	

Borough Manager Signature Date

Borough Council President Signature Date

1/15/2024

Borough of Phoenixville
Council, Authorities, Bureaus, Commissions, and Agencies

Planning Commission - 4 Year Term	Appointed	Reappointed	Term Expiration
Debra Johnston	August 12, 2014	March 10, 2020	March 31, 2024
Raffaello DiNapoli	February 14, 2017	April 13, 2021	March 31, 2025
Kristiaan Wiedegreen	July 14, 2015	March 10, 2020	March 31, 2024
Catherine Bianco - Vice Chairperson	March 9, 2021		March 31, 2025
Joseph Sikora	March 8, 2022		March 31, 2026
Thomas Carnevale - Chairperson	April 12, 2011	March 8, 2022	March 31, 2026
Kevin Dwyer	January 10, 2023		March 21, 2027

Zoning Hearing Board - 5 Year Term	Appointed	Reappointed	Term Expiration
Jonathan Steitzer	February 14, 2023		January 31, 2028
David Petty	October 10, 2023	January 9, 2024	January 31, 2029
Maureen Ahearn	February 11, 2020		January 31, 2025
Bryan Emmanuel - Chairperson	April 10, 2018	January 12, 2021	January 31, 2026
Theresa Nowrey	September 14, 2021	January 11, 2022	January 31, 2027

Recreation Board - 4 YR Term	Appointed	Reappointed	Term Expiration
Kathy Gill	May 10, 2016	April 14, 2020	April 30, 2024
Robert House	October 11, 2022		April 30, 2024
Ed Lantzy	January 1, 2006	May 11, 2021	April 30, 2025
Frank Markey	May 9, 2023		April 30, 2025
Janet Hunter	January 1, 2008	April 12, 2022	April 30, 2026
Allison Peffle	May 11, 2021	April 12, 2022	April 30, 2026
Dave Gill - Chairperson	May 10, 2010	March 14, 2023	April 30, 2027
Dana Dugan - Council Liaison	April 27, 2010		N/A

HARB - 4 Year Term	Appointed	Reappointed	Term Expiration
Brian Slater - Chairperson - Real Estate	September 11, 2007	August 11, 2020	August 31, 2024
William Felton - Contractor	August 13, 2013	August 11, 2021	August 31, 2025
Dana Dugan - Borough Council			N/A
Jon Ichter	November 14, 2023		August 31, 2025
Joel Bartlett - Architect		August 8, 2023	August 31, 2027
Matthew McCloskey - BCO	September 12, 2023		N/A
Joseph Sikora - Planning Comm	January 12, 2023		March 31, 2026

Borough Council - 4 Year Term	Appointed	Reappointed	Term Expiration
Beth Burckley - Vice President	January 2, 2018	January 3, 2022	January 5, 2026
James Carminito	January 3, 2022		January 5, 2026
Dana Dugan	January 4, 2010	January 3, 2022	January 5, 2026
Jonathan Ewald - President	January 4, 2016	January 2, 2024	January 3, 2028
Richard Kirkner	January 2, 2018	January 3, 2022	January 5, 2026
Brian Moore - Assistant Secretary	January 6, 2020	January 2, 2024	January 3, 2028
David Strenfel	January 2, 2024		January 3, 2028
Brian Weiss	January 6, 2020	January 2, 2024	January 3, 2028
Peter Urscheler - Mayor	January 2, 2018	January 3, 2022	January 3, 2026

Civil Service Commission - 6 YR Term	Appointed	Reappointed	Term Expiration
Mari Wineburg - Chairperson	September 14, 2021	August 8, 2023	January 31, 2028
Amara Thornton-Brown - Vice Chair	July 14, 2020		January 31, 2030
Beth Burckley	December 12, 2023		January 5, 2026
Alternate - Vacant			January 31, 2026
Alternate - Vacant			January 31, 2026

Tree Advisory - 5 Year Term	Appointed	Reappointed	Term Expiration
Jane Dugdale	March 14, 2023		June 30, 2025
Susan Di Cerchio	July 12, 2022		June 30, 2027
Randall Morin	April 27, 2010	June 11, 2019	June 30, 2024
Vacant			June 30, 2028
Mary Foote - Chairperson	July 9, 2019		June 30, 2026

Human Relations - 3 Year Term	Appointed	Reappointed	Term Expiration
Christopher Book	April 11, 2023		March 31, 2026
Vacant			March 31, 2026
Heather Bird	January 12, 2021	March 8, 2022	March 31, 2025
Rev. Lee Paczulla	March 8, 2022		March 31, 2025
Susmita Sukla	January 9, 2024		March 31, 2027

Other Appointments	Appointed	Reappointed	Term Expires
Emergency Management Coordinator Karin Williams	January 1, 2015		N/A
Vacancy Board Chairman Leo Scoda			December 31, 2024

ANCHOR GRANT SUBSTITUTED CONSIDERATION AGREEMENT BETWEEN BOROUGH OF PHOENIXVILLE, CHESTER COUNTY AND HANKIN PHOENIXVILLE FOUNDRY PARTNERS, LP

THIS AGREEMENT ("Agreement") is made this ____ day of _____, 2024, for and in consideration of the mutual promises and agreements contained herein, by the **BOROUGH OF PHOENIXVILLE** ("Borough"), a Pennsylvania Borough, with offices located at 351 Bridge Street, Floor 2, Phoenixville, Pennsylvania 19460, and **HANKIN PHOENIXVILLE FOUNDRY PARTNERS, LP** ("Hankin"), a Pennsylvania Limited Partnership corporation, with a registered address of 707 Eagleview Boulevard, Exton, PA 19341.

BACKGROUND

A. Hankin is the owner of a certain parcel of land known as the located at 2 North Main Street in the Borough of Phoenixville, Chester County, Pennsylvania, and more particularly identified as Chester County UPI No. 15-9-110 (the "Property") which is improved with an historic foundry (the "Foundry").

B. In 2009, in coordination with the Pennsylvania Department of Community & Economic Development ("DCED"), the Borough provided an "Anchor Grant" loan to Hankin for the refurbishment of the historic Foundry located on the Property in the amount of Five Hundred Thousand and 00/100 Dollars ($500,000.00) (the "Grant").

C. Pursuant to a certain mortgage dated July 2, 2009, and recorded with the Chester County Recorder of Deeds on October 28, 2009 at Deed Book 7799, Page 563 (the "Mortgage") and promissory note dated of even date therewith (the "Note"), Hankin was to repay the Grant to the Borough over a term of twenty (20) years during which equal monthly payments to the Borough of Four Hundred Sixteen and 67/100 Dollars ($416.67) were to begin on August 1, 2009 with the principal balance being repaid in full on or before July 2, 2029 (the "Repayment Obligation").

D. Due to the lasting impact of the COVID-19 pandemic on Hankin's revenue streams, and the Borough's interest in other good and valuable consideration that can be provided by Hankin for the benefit of the Borough and its residents, the Borough desires to receive, and Hankin agrees to provide, alternative/substitute consideration in full satisfaction of the Grant and Repayment Obligation, subject to the terms and conditions set forth in more detail herein.

AGREEMENT

1. ALTERNATIVE CONSIDERATION. Hankin agrees to provide to Borough, and the Borough agrees to accept from Hankin, the following substituted consideration as full satisfaction of the Grant and Repayment Obligation:

a. Hankin agrees to voluntarily contribute Sixty Thousand Dollars ($60,000.00) to the Borough for its Downtown Economic Revitalization Program (the "Contribution"), which Contribution shall be paid in four (4) annual installments as follows: (i) Fifteen Thousand Dollars ($15,000.00) upon the full execution of this Agreement; (ii) Fifteen Thousand Dollars ($15,000.00) on January 30, 2025; (iii) Fifteen Thousand Dollars ($15,000.00) on January 30, 2026; and (iv)) Fifteen Thousand Dollars ($15,000.00) on January 30, 2027. In the event that the Downtown Economic Revitalization Program is discontinued prior to 2027, the annual Contribution installments (or any remaining installments thereof) shall no longer be required.

b. By Quit Claim Deed dated February 3, 2021 and recorded in the Office of the Recorder of Deeds in and for Chester County, Pennsylvania on February 22, 2021 at Book 10448, Page 1937, Hankin granted and conveyed to the Borough that certain Phoenixville Column Through Bridge a/k/a the Historic Truss Bridge Over French Creek (the "Bridge"), as more fully shown and depicted on that certain plan entitled "The Foundry" prepared by Bursich Associates, Inc. dated January 1, 2001 and recorded in the Office of the Recorder of Deeds in and for Chester County, Pennsylvania as Plan File No. 10245-10251. In addition to the conveyance of the Bridge, Hankin completed certain improvements to the Schuylkill River Trail System (the "Trail Improvements") situate within the Borough. The Contribution, the grant and conveyance of the Bridge, and the Trail Improvements are collectively the "Substituted Consideration".

2. OBLIGATIONS OF THE BOROUGH. As a result of the termination of the Repayment Obligation and its replacement with the Substituted Consideration provided by Hankin to the Borough in Paragraph 1, the Borough hereby agrees as follows:

a. Hankin shall be released and discharged from its obligations under the Note, Mortgage and other Loan Documents in relation to the Grant and Repayment Obligation. The Borough, within thirty (30) days from the effective date of this Agreement, shall cause a mortgage satisfaction to be prepared and recorded with the Chester County Recorder of Deeds formally identifying the Mortgage as satisfied. The Borough shall further take any actions necessary to terminate the Repayment Obligation secured by the related Note, including without limitation, marking the Note as satisfied and returning the Note to Hankin. All recording costs incurred by the Borough in marking the Mortgage and Note satisfied shall be reimbursed by Hankin within thirty (30) days from the written notice thereof by the Borough. The Borough further agrees to take all such actions as are necessary or reasonably requested by Hankin to cause the termination and satisfaction of the Repayment Obligation.

b. The Borough has the full legal power, authority and right to execute, deliver, and perform the Borough's obligations under this Agreement. The Borough's performance hereunder has been duly authorized by all requisite action on the part of Borough, and no remaining action or approval is required to make this Agreement binding on Borough.

3. DEFAULT. In the event of a default under this Agreement, the non-defaulting party shall send the defaulting party written notice of such default. The defaulting party shall then have ten (10) days to remediate or diligently pursue the remediation of the default. If the defaulting party does not remediate or diligently pursue the remediation of the event of default within said ten (10) days, the non-defaulting party may enforce this Agreement at law or in equity. Remedies may include fines, penalties, damages or such equitable relief as the parties may agree upon or as may be determined by a Court of competent jurisdiction, including, but not limited to, that the Borough may pursue the collection of the Repayment Obligation in full as damages. Recovery by the Borough shall include its reasonable attorney's fees and costs incurred in seeking relief under this Agreement.

4. NON-WAIVER. Failure or delay in enforcing any provision of this Agreement shall not constitute a waiver by the Parties of its rights of enforcement hereunder.

5. NOTICE. Except as otherwise provided herein, any notice required hereunder shall be in writing, and shall be deemed to have been validly served, given or delivered either upon hand delivery in person, or if sent with confirmation of delivery by nationally recognized overnight courier service to the address set forth above or to such other address as any party may give to the other in writing.

6. MISCELLANEOUS ITEMS.

a. All rights and obligations given in this Agreement or imposed upon the respective parties hereto shall extend to and bind the several and respective successors and assigns, heirs, executors and administrators of the parties; provided, however, that Hankin may not transfer, convey or assign its respective rights and obligations under this Agreement without the prior written consent of the Borough.

b. All of the parties to this Amendment hereby consent to the exclusive jurisdiction of the Chester County Court of Common Pleas, Commonwealth of Pennsylvania, with respect to any dispute arising in connection with this Agreement or the enforcement thereof. This Agreement shall be construed according to the laws of the Commonwealth of Pennsylvania.

c. This document contains the entire agreement made between the parties on the matters covered by this Agreement. This Agreement may not be amended, altered, revoked, waived or clarified orally or by any action other than by a signed writing.

d. This Agreement may be executed in one or more counterparts, each of which shall constitute an original, and all of which together constitute one and the same agreement.

e. The headings incorporated in this Agreement are for convenience and reference only and are not a part of this Agreement and do not in any way control, define, limit, or add to the terms and provisions hereof.

f. If any provision of this Agreement shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not be impaired thereby.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

BOROUGH:

BOROUGH OF PHOENXIVLLE

By: _____

Jonathan M. Ewald, President
Borough Council

Attest: _____

E. Jean Krack, Secretary

HANKIN:

HANKIN PHOENIXVILLE FOUNDRY PARTNERS, LP by its General Partner **HANKIN PHOENIXVILLE FOUNDRY PARTNERS, INC.**

By: _____

Name:
Title:

RESOLUTION 2024 -

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF GRATITUDE FOR THE PUBLIC SERVICE OF THERESA NOWREY AS A MEMBER OF THE ZONING HEARING BOARD FOR THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA.

WHEREAS: Theresa Nowrey served diligently and honorably as a member of the Phoenixville Zoning Hearing Board from September 14, 2021 through January 31, 2024; and

WHEREAS: Theresa Nowrey provided invaluable service to the Phoenixville Zoning Hearing Board during that time; and

WHEREAS: Borough Council wishes to express its thanks and appreciation to Theresa Nowrey for all of her efforts and commitment in performing her duties.

NOW THEREFORE BE IT RESOLVED: By the Borough Council of the Borough of Phoenixville that Theresa Nowrey is recognized and publicly acknowledged for her commitment and efforts in performing her duties and further does offer their best wishes in her future endeavors.

PASSED by Borough Council this 13th day of February, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

ENACTED this 13th day of February, 2024.

By: _____
E. Jean Krack
Borough Manger/Secretary

ORDINANCE NO 2024 -

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE PHOENIXVILLE BOROUGH COUNCIL, CHESTER COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, "MOTOR VEHICLES AND TRAFFIC," PART 2, "TRAFFIC REGULATIONS," SECTION 15-207 "ONE-WAY ROADWAYS ESTABLISHED" AND SECTION 15-209 "LEFT TURNS PROHIBITED AT CERTAIN INTERSECTIONS" AND PART 4, "GENERAL PARKING REGULATIONS," SECTION 15-402, "PARKING PROHIBITED AT ALL TIMES IN CERTAIN LOCATIONS" AND SECTION 15-403, "PARKING PROHIBITED IN CERTAIN LOCATIONS CERTAIN DAYS AND HOURS" OF THE CODE OF ORDINANCES OF THE BOROUGH OF PHOENIXVILLE

The Council of the Borough of Phoenixville, Chester County, Pennsylvania hereby ORDAINS that:

SECTION 1.

Chapter 15, "Motor Vehicles and Traffic," Part 2, "Traffic Regulations," Section 15-207 "One-Way Roadways Established," is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

Street	**From**	**To**	**Direction of Travel**
Buchanan Street	Nutt Road	~~Bridge Street/Morgan Street Intersection~~ Breckinridge Street	North
Dean Street	~~Church Street~~ Washington Avenue	~~Washington Avenue~~ Parking Lot Entrance North of Hall Street	~~South~~ North

SECTION 2.

Chapter 15, "Motor Vehicles and Traffic," Part 2, "Traffic Regulations," Section 15-209 "Left Turns Prohibited at Certain Intersections," is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

1. Left turns are hereby prohibited at the following locations:

   C. At the driveway entrance to Renaissance Academy located on the south side of Fillmore Street approximately 100 feet west of the northwest corner of Fillmore Street and Cromby Road. A "No Left Turn 7:00 a.m. to 8:00 a.m. and 3:00 p.m. to 4:00 p.m. (School Busses Allowed)" sign shall be placed as erected.

D. At the intersection of Nutt Road and Valley Road for traffic proceeding in a northern direction on Valley Road.

SECTION 3.

Chapter 15, "Motor Vehicles and Traffic," Part 4, "General Parking Regulations," Section 15-402 "Parking Prohibited at All Times in Certain Locations," is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

Street	Side	Between
Fillmore Street	Both	Bunning Road and Franklin Avenue. This excludes the six designated and marked spots on the south side of Fillmore Street west of Utley Alley. "No Parking, Standing or Stopping" signs shall be placed as erected.

SECTION 4.

Chapter 15, "Motor Vehicles and Traffic," Part 4, "General Parking Regulations," Section 15-403, "Parking Prohibited in Certain Locations Certain Days and Hours" is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

Street	Side	Between	Days	Hours
Brower Street	North	Buchanan Street and Lincoln Ave. No Parking Here to Corner. Signs shall be placed as erected.	Wednesday	7:00 a.m. to 2:00 p.m.
Buchanan Street	Both	Brower Street and Washington Avenue. No Parking. Signs shall be placed as erected.	Wednesday	7:00 a.m. to 2:00 p.m.
Buttonwood Street	East	May Street and Second Avenue. No Parking between Signs. Signs shall be placed as erected.	Thursday	7:00 a.m. to 2:00 p.m.
Jones Street	West	Washington Ave. and First Ave. No Parking between Signs. Signs shall be placed as erected.	Thursday	6:30 a.m. to 3:00 p.m.
Oxford Avenue	East	South of Lyndon Lane. No Parking Here to Corner. Signs shall be placed as erected.	Wednesday	7:00 a.m. to 2:00 p.m.

SECTION 5.

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, parts, or section hereof. It is hereby declared as the intent of the Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, part or section thereof not been included herein.

SECTION 6.

All Ordinances or parts of Ordinances conflicting or inconsistent herewith are hereby repealed.

SECTION 7.

This Ordinance shall become effective upon enactment as provided by law.

PASSED by Borough Council this 13th day of February, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

APPROVED by the Mayor, this 13th day of February, 2024.

By: _____
Peter J. Urscheler, Mayor

ENACTED, this 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Ordinance duly adopted at a regular meeting of Borough Council held on the 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

RESOLUTION NO. 2024 –

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION SUPPORTING THE BOROUGH OF PHOENIXVILLE'S PARTICIPATION IN THE DELAWARE VALLEY REGIONAL PLANNING COMMISSION'S TRANSPORTATION & COMMUNITY DEVELOPMENT INITIATIVE (TCDI) GRANT PROGRAM

WHEREAS, Phoenixville Borough Council supports the request for planning grant dollars from the Delaware Valley Regional Planning Commission; and

WHEREAS, Phoenixville Borough Council fully understands that DVRPC will provide project management and oversight of the planning grant, if chosen for funding; and

WHEREAS, Phoenixville Borough Council fully understands the application requirements and contracting process if awarded the planning grant dollars.

WHEREAS, Phoenixville Borough Council fully understands that DVRPC will provide project management and oversight for the grant and advise on the qualifications-based procurement process, if required; and

WHEREAS, Phoenixville Borough Council fully understands that DVRPC will contract directly with a consultant chosen through a fair and open procurement process on behalf of the project sponsor; and

WHEREAS, that the Phoenixville Borough Council hereby authorizes Borough Manager E. Jean Krack to submit an application to DVRPC for a TCDI planning grant.

NOW, THEREFORE, BE IT RESOLVED, that Phoenixville Borough Council agrees, if selected for the TCDI grant, to take all necessary action to complete the project associated with the grant agreement within the 24-month timeframe, and submit the final deliverable to DVRPC; and

BE IT FURTHER RESOLVED, that Phoenixville agrees to provide all documentation and records that may be required by DVRPC to ensure proper allocation of cost and resources.

BE IT FURTHER RESOLVED, that Phoenixville agrees to provide proof of adoption or acceptance of the final deliverable by the governing body through a Resolution that must be submitted no later than December 31, 2026 to DVRPC.

PASSED by Borough Council, this 13th day of February, 2024

By: _____

Jonathan M. Ewald, Council President

ENACTED, this 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/ Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted at a regular meeting of Borough Council held on the 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

RESOLUTION NO 2024 -

A RESOLUTION BY THE COUNCIL OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF A GREEN LIGHT – GO GRANT TO PENNDOT

WHEREAS, The Borough Code provides that the council may make and adopt all ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution of Pennsylvania and laws of this Commonwealth as may be expedient or necessary for the proper management, care and control of the borough and its finances, and the maintenance of peace, good government, safety and welfare of the borough and its trade, commerce and manufactures; and

WHEREAS, The Borough of Phoenixville is desirous of obtaining Green Light - Go grant funds from the Department of Transportation (PennDOT) for full upgrades of traffic signal installations at two intersections in the commercial center of Phoenixville, PA, Gay Street at Church Street and Main Street at Church Street.

WHEREAS, the Borough recognizes there is local match requirement of twenty percent (20%) in the amount of $153,935.00 and that the Borough already has or will have available its match.

NOW THEREFORE, BE IT RESOLVED THIS, 13th day of February, 2024, by the Phoenixville Borough Council that:

1. The Borough of Phoenixville, Chester County, PA hereby requests a Green Light – Go grant of $615,740.00 from PennDOT for full upgrades of traffic signal installations at two intersections in the commercial center of Phoenixville, PA, Gay Street at Church Street and Main Street at Church Street.

2. Borough Council authorizes the Borough Council President and Borough Manager to execute all documents and agreements between the Borough of Phoenixville and PennDOT to facilitate and assist in obtaining the requested grant.

PASSED by Borough Council this 13th day of February, 2024.

By: _____
Jonathan M. Ewald, President, Borough Council

ENACTED this 13th day of February, 2024

By:_____
E. Jean Krack, Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held on the 13th day of February, 2024 and said Resolution has been recorded in the Minutes of the Borough of Phoenixville and remains in effect as of this date.

By:_____
E. Jean Krack, Borough Manager/Secretary

RESOLUTION NO. 2024 –

BOROUGH OF PHOENIXVILLE

CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, OFFICIALLY GRANTING AN EXTENSION OF TIME FOR THE COMPLETION OF THE DEVELOPMENT KNOWN AS "JENNIE GRACE HOMES", PREVIOUSLY APPROVED BY RESOLUTION 2018-09.

WHEREAS, at its meeting on February 13, 2018, the Borough Council of the Borough of Phoenixville adopted Resolution No. 2018-09[1] (the "2018 Resolution"), which conditionally granted JASL Properties, LCC ("Owner/Developer") approval of its final subdivision and land development plans, as shown on the plans entitled "JASL Properties, LLC Subdivision and Land Development" prepared by JMR Engineering, LLC, being plans dated July 7, 2017 with a last revision date of June 15, 2021, consisting of some seven (7) sheets, which were recorded with the Chester County Office of the Recorder of Deeds on December 20, 2021 at Book 20954, Page 1, and more particularly identified as Document No. 11894211 (the "Plans") for a certain tract of ground comprising approximately .62 acres, 26,248 sq. ft., located along South Street in Phoenixville Borough, Chester County, Pennsylvania, which entire parcel is identified as Chester County UPI No. 15-5-54 (the "Tract"), in order to subdivide the Tract into six (6) parcels and construct six (6) single-family attached townhouses (the "Development"); and

WHEREAS, the Borough and Owner/Developer entered into a Financial Security Agreement dated October 28, 2021 and a Development Agreement dated December 3, 2021, which were then superseded by an omnibus Land Development and Financial Security Agreement dated February 24, 2023 and recorded in the Chester County Office of the Recorder of Deed at Book 11025, Page 458, and more particularly identified as Document No. 11969195 (the "LDFSA"); and

WHEREAS, Sections 1 and 16 of the LDFSA provides that the Owner/Developer shall complete the Development within one (1) year of the date of the execution of the LDFSA; and

WHEREAS, Owner/Developer has been diligently constructing the Development and the improvements contained as a part thereof; and

[1] Incorrectly identified in the 2021 Agreements and the 2023 LDFSA as Resolution No. 2018-11.

WHEREAS, the Owner/Developer desires to extend the time for completion of improvements provided under the LDFSA for a period of one (1) year; and

WHEREAS, the Borough Council of the Borough of Phoenixville wishes the requested one (1) year extension.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Phoenixville Borough Council hereby authorizes a one (1) year extension for Owner/Developer to complete the improvements associated with the Development, provided that Owner/Developer enters into an amendment to the LDFSA in a form substantially similar to that attached hereto as Exhibit "A" in no less than 90 days from the date of this Resolution, subject to revisions thereto deemed acceptable by the Borough Solicitor.

2. Borough Council authorizes the Borough Council President, Borough Manager and Borough Solicitor to prepare, execute and record all necessary and appropriate documents in order to complete the purchase of the Property.

ADOPTED, as a Resolution by Phoenixville Borough Council this 13th day of February, 2024.

PASSED by Borough Council, this 13th day of February, 2024.

By: _____
Jonathan M. Ewald, President, Borough Council

ENACTED, this 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

I HEREBY CERTIFY, that the foregoing is a true and correct copy of the said Resolution duly adopted at a regular meeting of Borough Council held on the 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

EXHIBIT “A”

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2024 -

A RESOLUTION SEASONALLY PERMITTING OUTDOOR SALES OF FOOD AND MERCHANDISE OF EXISTING BUSINESSES ON THE 100 AND 200 BLOCK OF BRIDGE STREET DURING THE PERIOD KNOWN AS PXV INSIDE OUT WEEKENDS.

WHEREAS, Phoenixville (PXV) Inside Out is an authorized closure of the 100 and 200 blocks of Bridge Street from Friday evening through Monday morning and seasonally permits the outdoor sale of food and merchandise for businesses located thereon; and

WHEREAS, Phoenixville Borough Council recognizes that an open street program has a positive economic impact on the Borough downtown area; and

WHEREAS, residents in the Borough continue to seek walkable and accessible outdoor retail and dining options; and

WHEREAS, Phoenixville Borough Council finds that in the best interest of the Borough, residents of the Borough and the public, generally, to continue to seasonally permit the outdoor sales of food and merchandise of existing businesses in outdoor areas within a certain geographic area of the Borough, in order to continue to support the downtown businesses in the Borough and provide beneficial outdoor opportunities for the Borough residents, subject to restrictions and requirements set forth herein.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by Phoenixville Borough Council, as follows:

1. Restaurants and businesses located in the 100 and 200 block of Bridge Street, as reflected on the attached map, which is incorporated herein, marked as Exhibit A, shall be permitted to seasonally provide for the outdoor sales of food and merchandise of their existing businesses in outdoor areas during the periods described in this Resolution.

2. Seasonal outdoor sales of food and merchandise shall be immediately discontinued if so ordered by any government agency with jurisdiction.

3. In order to provide for the outdoor sales of food and merchandise, the 100 and 200 block of Bridge Street and the Main and Bridge Street Parking Lot shall be closed beginning each Friday at 4:00 p.m. and shall reopen at 7:00 a.m. on each Monday, regardless of whether that Monday is a recognized Holiday. Said closures shall continue each and every weekend on the dates and times more specifically described in Exhibit B, which is attached hereto and incorporated

herein. Bridge Street and parking lot closures and the seasonal outdoor sales of food and merchandise shall end not later than the Monday specifically described in Exhibit B.

4. No person, business or entity shall engage in any use on the outdoor areas of the 100 and 200 blocks of Bridge Street and/or the Main and Bridge Parking Lot that is not otherwise permitted by the Borough Zoning Ordinance for the zoning district applicable thereto.

5. Without limiting any other restrictions specifically set forth in this Resolution, customers, guests, employees and owners of restaurant and businesses must follow all applicable social distancing guidelines issued by the CDC and the Pennsylvania Department of Health ("Department of Health").

6. Restaurants wishing to utilize seasonally outdoor seating shall be required to comply with the rules of operation which are attached hereto, incorporated herein, marked as Exhibit B, which may be amended by Borough Council from time to time.

7. The Borough Manager, Borough Chief of Police and Borough Chief of Fire & Emergency Services shall coordinate to prepare Emergency Management Services (EMS) Policies & Procedures for the closure of the 100 and 200 blocks of Bridge Street and the seasonal outdoor sale of food and merchandise, which EMS Policies & Procedures shall be completed prior to May 15, 2024, and may be amended from time to time as deemed appropriate by the Borough Manager, Borough Chief of Police and Borough Chief of Fire & Emergency Services.

8. Nothing contained in this Resolution shall override or supersede all other requirements of the Department of Health regarding outdoor dining in Pennsylvania.

9. Borough Council authorizes the termination and/or suspension of the closures and permissions provided in this Resolution without further Resolution of Borough Council, provided that such termination or suspension is unanimously assented to by the Mayor, President of Council and Borough Manager.

10. This Resolution and its authorization to conduct seasonal outdoor seating shall expire, upon action taken under Section 9 of this Resolution, above, or further action by Borough Council, whichever shall first occur.

APPROVED by Borough Council this 13th day of February, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

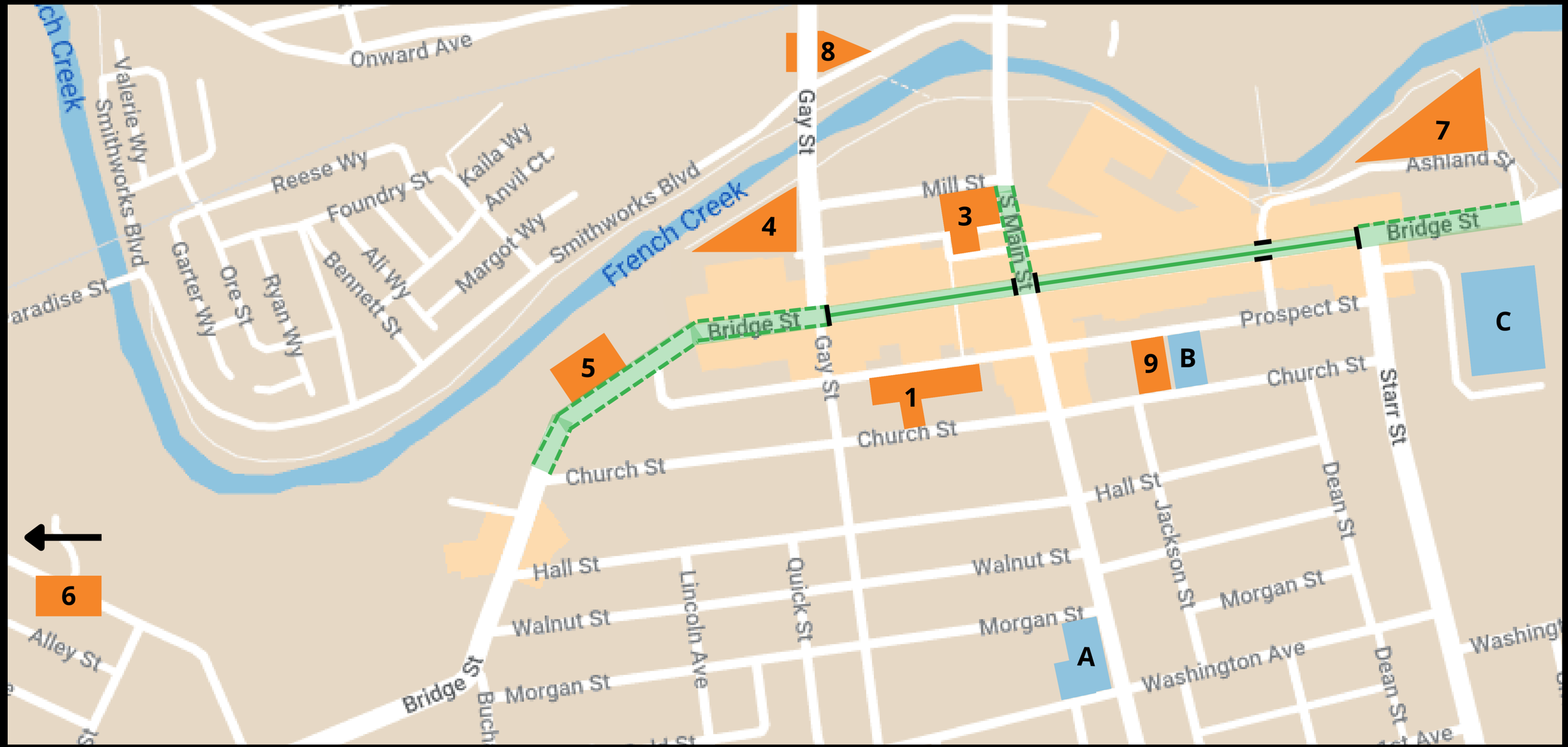
ENACTED this 13th day of February, 2024.

By: _____
E. Jean Krack, Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held on the 13th day of February, 2024 and said Resolution has been recorded in the Minutes of the Borough of Phoenixville and remains in effect as of this date.

By: _____
E. Jean Krack, Borough Manager/Secretary

EXHIBIT “A”
PXV Inside Out Map



Parking

Borough Owned/Managed Lots:

Lot 1 – Prospect Street (Zone 431) - 18 S. Main St.
Lot 3 – Mill Street (Zone 433) - 8 N. Main St.
Lot 4 – Taylor Alley (Zone 434) - 300 Mill St.
Lot 5 – Borough Hall (Zone 435) - 351 Bridge St.
Lot 6 – Wheatland Street (Zone 1410) - 716 Wheatland St.
Lot 7 - Ashland Street (Zone 1412) - 99 Bridge St.
Lot 8 - Smithworks Boulevard (Zone 1414) - 30 N. Main St.
Lot 9 - Church Street (Zone 1419) - 177 Church St.

Privately Managed Lots:

A. First Presbyterian Church
150 Main Street
B. Phoenixville Senior Center
153 Church Street
C. Holy Ghost Orthodox Church
70 Holy Ghost Way

PXV InsideOut Details:

ROAD CLOSURE TIMES: Friday at 4:00pm through Monday at 7:00am

ROADS TO BE CLOSED: 100 and 200 blocks of Bridge Street, and the Main & Bridge Street Parking Lot

OPEN CONTAINER CONSUMPTION:

Sidewalks Only

Street and Sidewalks

**Hours: Friday 4:00pm - 9:00pm; Saturday and Sunday 7:00am - 9:00pm

EXHIBIT “B”
PXV Inside Out Guidelines for 2024.

OPEN-AIR BUSINESS SETUP GUIDELINES

1. **Outdoor Sales of Food and Merchandise of Existing Businesses:**
    a. Any existing business desiring to offer food or merchandise in the dedicated areas of the 100 and 200 block of Bridge Street and the Main and Bridge Street Parking Lot must fill out the Open-Air Setup Permit Application and submit the application and required documents to manager@phoenixville.org. Applications can also be found at www.phoenixville.org/openairsetup

2. **Requirements and Conditions:**
    a. Permittee must maintain a general liability insurance. The Borough must be named as an additional insured on these policies, and proof of insurance must be provided to the Borough. Permittee agrees to indemnify, defend, and hold harmless the Borough against any and all claims or suits for damages or injury.
    b. The business must comply with all applicable laws relating to litter, noise, and other livability matters.
    c. Outdoor dining or shopping areas must not interfere within the pedestrian walkways in the center of Bridge Street, the parking lot, fire and other emergency access, safe pedestrian and vehicular access, or requirements of the Americans with Disabilities Act.
    d. Outdoor dining areas must comply with all applicable provisions of the fire code. Any sales and/or consumption of food and/or alcoholic beverages must be in compliance with the provisions of any federal, state, and/or local laws and regulations governing same.
    e. The Open-Air Setup Permit must be posted on the premises so as to be visible from the public right- of-way during all times that outdoor sales of food and merchandise is being conducted.
    f. The permittee must maintain the sidewalk, street, and parking lot area in a good and safe condition.
    g. In the event that the Borough determines that the location of sidewalk, street, or parking lot constitutes an immediate physical danger, the encroachment may be removed immediately.
    h. The Borough Staff or Police Department may perform a site inspection of the area to verify compliance with the requirements.
    i. Permittee must adhere to CDC, Commonwealth and County Health Department guidelines.
    j. Permittees may provide one (1) 10 x 10 pop-up tent for their business operations such as outdoor registers or for product protection.
    k. The width of the dining or sales of merchandise area must not exceed the width of the frontage of the business' property.
    l. Outdoor Dining or sales of merchandise must not interfere with any utilities or other facilities, obstruct any required clearance for entrances or exits, obstruct any areas required for accessibility for disabled persons, or violate the vision clearance requirements.
    m. No vending machines, carts, or objects for the sale of goods are prohibited from non-permitted businesses.
    n. Outdoor dining or sales of merchandise is prohibited beyond the established open-air permit set up hours of operation.
    o. Tables, chairs, and all other furnishings or accessories may not be left in place during Non-Open-Air Permit Setup hours, but shall be either stored indoors or stacked and stored in an orderly fashion adjacent to the structure. Tables, chairs or any other fixtures used in connection with an Open-Air Permit Setup shall not be attached, chained or in any manner affixed to any tree, post, sign or other Borough-owned fixture.
    p. If alcoholic beverages are served within the designated areas, the permittee must have a valid license under all applicable laws for such sales, and follow all current guidelines set by the Commonwealth

<u>Personnel and Public Safety Committee Meeting</u>
Monday, February 5, 2024
6:00 pm

MINUTES

Committee: Chairperson, Ms. Burckley, Mr. Strenfel, and Mr. Weiss
Mayor Urscheler
Staff: Mr. Krack, Ms. Getzfread, Chief Marshall, Chief Brazunas, and Ms. Donato (as needed). Deputy Chief Dixon – TowerDIRECT

I. Call to Order at 6:00 pm.

II. Public Participation on Non-Agenda Items.

None.

III. Committee Member Updates/Discussions.

None.

IV. New Business

A. Review Monthly Fire and Ambulance Reports.

Chief Brazunas provided an update on the information contained in his report.

B. Motion to recommend Borough Council accept the resignation of Theresa Nowrey from the Zoning Hearing Board.

Mr. Weiss made a Motion to recommend Borough Council accept the resignation of Theresa Nowrey from the Zoning Hearing Board. Seconded by Mr. Strenfel. Motion passed 3-0.

C. Call for Residents interested in being appointed to various Boards and Commissions. Current vacancies exist on the, Civil Service Commission, Human Relations Commission, Tree Advisory Commission, and Zoning Hearing Board

Ms. Burckley announced the vacancies and encouraged residents to consider the open appointments.

V. Current Focus Business

A. PXV Inside Out.

Ms. Burckley stated the PXV Inside Out will be discussed at the Council Meeting on Tuesday. She stated this will remain on the Agenda so that Council and Staff could continually monitor the Program and make any adjustments as may be needed from time to time.

B. Recruitment and retention incentives.

These items will be discussed during Executive Session.

C. Emergency Management.

Chief Brazunas reported there are ongoing upgrades to the trailer.

D. Community Policing.

Ms. Burckley noted there was nothing new to report.

VI. Public Participation

None.

VII. Executive Session - Personnel

VIII. Adjournment

Mr. Weiss made a Motion to adjourn to Executive Session to discuss personnel matters. Seconded by Mr. Strenfel. Motion passed 3-0.

Next Meeting Date: Monday, March 4, 2024 at 6:00 pm

Parks and Recreation Committee Meeting
Tuesday, January 16, 2024
6:00 pm

MINUTES

Committee: Chairperson, Mr. Moore, Ms. Burckley, Ms. Dugan, and Mr. Weiss
Public Members: Janet Hunter
Staff: Mr. Krack, Ms. Gibbons, Ms. Getzfread, and Mr. Watson

I. Call to Order at 6:00 pm.

II. Public Participation on Non-Agenda Items

A. No public participation.

III. Presentations

A. No presentations.

IV. Committee Member Updates/Discussions

A. No Committee Member updates or discussion.

V. New Business

A. Discussion regarding 2024 PXV Inside Out.

Mr. Krack reported on Staff recommendations regarding concerns that have been expressed by members of the business community.

Mr. Weiss made a Motion to recommend Borough Council approve the PXV Inside Out for 2024 from Memorial Day through Labor Day. Seconded by Ms. Burckley.

Mr. Moore stated that several business members have made other suggestions to the start and end dates.

Mr. Weiss amended his motion to recommend approval from Memorial to the first weekend in October. Ms. Burckley agreed to the amendment.

Mr. Moore opened public comment.

Susan Meadows expressed the concerns from the business community and asked that the PXV Inside Out only occur on the First Friday Weekend due to the many impacts which businesses have expressed.

Henrik Stubbe Teglbjaerg expressed his understanding of the concerns but supports the street closing.

Theresa Brewer expressed her understanding of the work Council has to do. She asks that they only close the streets once per month.

On the Question:

Ms. Burckley provided background regarding her reasons for recommending Borough Council approve the PXV Inside Out for 2024.

Ms. Dugan provided background regarding her reasons for not recommending the proposed dates. She requested PXV Inside Out occur only on the First Friday Weekend.
Mr. Moore provided background on his research and understanding from all sides and why he is recommending PXV Inside Out for 2024.

Mr. Weiss provided background on his reasons for supporting the PXV Inside Out for 2024.

Motion passed 3-1. Ms. Dugan voting No.

B. Update on Bridge and Main Street Parking Lot RFP.

Mr. Krack reported there were 21 firms and over 40 people attending the Zoom meeting to discuss the RFP. He stated the RFP's were due February 1 and he expects to have a recommendation for the next Committee Meeting.

C. Motion to recommend Borough Council approve a Temporary Community Event Application for Walk a Mile in Her Shoes on Saturday, April 13, 2024 in Reeves Park from 9:30 am to 11:00 am. No Street Closures. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Ms. Burckley made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Mr. Weiss.

Chris Zaccarelli and Vivona Xu gave background on the event.

Motion passed 4-0.

D. Motion to recommend Borough Council approve a Temporary Community Event Application for Phoenixville Earth Day 2024 at Reservoir Park on Saturday, April 20, 2024 from 12:00 noon to 4:00 pm. Franklin Street above Fillmore and the Reservoir Parking Lot to be closed from 10:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Mr. Weiss made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Ms. Burckley.

David Lutzker gave background on the event.

Motion passed 4-0.

E. Motion to recommend Borough Council approve a Temporary Community Event Application for the Chester County Pride Fest in the 100 and 200 Blocks of Bridge Street on Saturday, June 8, 2024 from 12:00 noon to 5:00 pm. 100 and 200 Blocks of Bridge Street between Gay Street and Starr Street and the Bridge and Main Street Parking Lot to be closed from 8:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Ms. Burckley made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Mr. Weiss.

Drew Boardman gave background on the event.

Motion passed 3-0. Ms. Dugan out of the room.

F. Motion to recommend Borough Council approve a Temporary Community Event Application for Phoenixville Art Street Festival in the 100 and 200 Blocks of Bridge Street on Saturday, June 15, 2024 from 11:00 am to 5:00 pm. Bridge Street between Gay Street and Starr Street and the Bridge and Main Street Parking Lot to be closed from 8:00 am to 6:30 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Ms. Burckley made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Mr. Weiss.

Shaina Pratte gave background on the event.

Motion passed 4-0.

G. Motion to recommend Borough Council approve a Temporary Community Event Application for the Juneteenth Celebration in the 200 Block of Bridge Street and the Bridge and Main Street Parking Lot on Sunday, June 16, 2024 from 2:00 pm to 6:00 pm. The 200 Block of Bridge Street between Gay Street and Main Street and Bridge and Main Street Parking Lot to be closed from 10:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Mr. Weiss made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Ms. Burckley.

Drew Boardman gave background on the event.

Motion passed 4-0.

H. Motion to recommend Borough Council approve a Temporary Community Event Application for Blobfest 2024 on Friday, July 12 from 5:00 pm to 10:00 pm and Saturday, July 13, 2024 in the 100 and 200 Blocks of Bridge Street and the Bridge and Main Street Parking Lot on Saturday, July 13, 2024 from 8:00 am to 6:00 pm. Bridge Street to be closed on July 12, 2024 from 5:00 pm to 10:00 pm between Gay Street and Main Street. Bridge Street and Bridge and Main Street Parking Lot to be closed on July 13, 2024 from 8:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Ms. Burckley made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Mr. Weiss.

Drew Boardman gave background on the event.

Motion passed 4-0.

I. Motion to recommend Borough Council approve a Temporary Community Event Application for the Phoenixville Blues Festival in Reeves Park on Saturday, September 7, 2024 from 12:00 noon to 10:00 pm. Third Avenue closed between Main and Starr Street from 9:00 am to 12:00 midnight. Conditioned upon receipt of valid Certificate of Insurance naming the Borough of Phoenixville as Additional Insured.

Ms. Burckley made a Motion to recommend Borough Council approve the TCE as presented. Seconded by Mr. Weiss.

Mr. Moore asked for more information regarding how the proposed Beer Garden would work when the packet comes to Borough Council.

Motion passed 4-0.

VI. Public Participation.

No public participation.

VII. Adjournment at 7:32 pm by Mr. Weiss

Next Meeting Date: Tuesday, February 20, 2024 at 6:00 pm.

Policy Committee Meeting
Tuesday, January 23, 2024
7:00 pm

MINUTES

Committee: Chairperson, Mr. Carminito, Mr. Ewald, Mr. Kirkner, and Mr. Strenfel
Staff: Mr. Krack and Mr. Boelker

I. Call to Order at 7:00 pm

II. Public Participation on Non-Agenda Items

No public participation.

III. Committee Member Updates/Discussions

No committee member updates or discussion.

IV. New Business

A. Motion to recommend Borough Council schedule and advertise an Ordinance amending Chapter 27, "Zoning," "Skill Games Ordinance."

Mr. Kirkner made a Motion to recommend Council schedule and advertise the Ordinance amendment. Seconded by Mr. Strenfel.

On the question: Mr. Krack provided background on the ordinance amendment.

Motion passed 4-0.

B. Motion to recommend Borough Council schedule and advertise an Ordinance amending Chapter 22 "Subdivision and Land Development," Part 4 "Design Standards," Section 22-417 "Vehicular Parking."

Mr. Kirkner made a Motion to recommend Council schedule and advertise the Ordinance amendment. Seconded by Mr. Strenfel.

On the question: Mr. Krack provided background on the ordinance amendment.

Motion passed 4-0.

C. Motion to recommend Borough Council approve Amendment #3 to the Borough of Phoenixville Police Pension Plan.

Mr. Ewald made a Motion to recommend Council approve the Amendment. Seconded by Mr. Kirkner. Motion passed 4-0.

D. Motion to recommend Borough Council schedule and advertise an Ordinance amending Chapter 1, "Administration and Government," Part 7 "Pensions, Retirement and Social Security."

Mr. Kirkner made a Motion to recommend Council schedule and advertise the Ordinance amendment. Seconded by Mr. Strenfel. Motion passed 4-0.

E. Motion to recommend Borough Council schedule and advertise an Ordinance accepting dedication of Right-of-Way.

Mr. Kirkner made a Motion to recommend Council schedule and advertise the Ordinance amendment. Seconded by Mr. Strenfel.

On the question: Mr. Krack provided background on the ordinance amendment.

Motion passed 4-0.

V. Current Focus Business

A. Enforcement of bans on reproductive health services.

Nothing new to report.

B. Parking

Nothing new to report.

VI. Public Participation.

No public participation.

VII Adjournment at 7:25 pm by Mr. Kirkner.

Next Meeting Date: Tuesday, February 27, 2024 at 7:00 pm.

ORDINANCE NO. 2024 -

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

"SKILL GAMES ORDINANCE"

AN ORDINANCE OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 27 "ZONING," PART 2 "DEFINITIONS," SECTION 27-202 "DEFINITIONS AND PART 3 "ZONING DISTRICTS," SECTION 27-301 "REGULATIONS AND STANDARDS APPLICABLE TO ALL ZONING DISTRICTS" OF THE CODE OF ORDINANCES OF THE BOROUGH OF PHOENIXVILLE IN ORDER TO PROVIDE FOR THE REGULATION OF SKILL GAMES IN THE BOROUGH SUBJECT TO CERTAIN TERMS AND CONDITIONS.

The Council of the Borough of Phoenixville, Chester County, Pennsylvania, hereby ORDAINS that:

Section 1:

1. The Code of Ordinance of the Borough of Phoenixville, as amended, Chapter 27, "Zoning", Part 2 "Definitions," Section 27-202 "Definitions," is hereby amended as indicated by the black underlined interlineations indicating insertions of language:

SKILL GAME USE

A use involving an electronic, computerized, or mechanical machine, or other similar device that requires payment and/or the insertion of a coin, ticket, token, or similar object, or a fee paid to access such device, to operate, activate, or play a game, the outcome of which is determined by any element of skill of the player, rather than chance determining the outcome, and that, in some or all circumstances, delivers or entitles the person playing or operating the device to receive cash or cash equivalents, gift cards, vouchers, billets, tickets, tokens, or electronic credits to be exchanged for cash, or cash equivalents, whether the payoff is made automatically from the device or other service or manually. A skill game use shall not be considered an amusement devise or game.

Section 2:

1. The Code of Ordinance of the Borough of Phoenixville, as amended, Chapter 27, "Zoning", Part 3 "Zoning Districts," Section 27-301.2.A.(1) is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout

indicating deletions of language and underlined interlineations indicating insertions of language:

	Zoning District						
Conditional Uses	RI	TC	MI	NC	CD	MG	I
Skill Games Use	_	_	_	_	X	_	_

Section 3.

1. The Code of Ordinance of the Borough of Phoenixville, as amended, Chapter 27, "Zoning", Part 3 "Zoning Districts," Section 27-301.2.A.(2) is hereby amended as indicated by the black underlined interlineations indicating insertions of language:

(2) Additional Conditional Use Standards Applicable to Specific Uses.

(h) Skill Game Use

1) When sought as a conditional use, Skill Games Uses are subject to the following additional regulations:

a. No person who shall conduct or operate a Skill Game Use or shall allow such Skill Game Use to remain open at any time on Sunday; or on any other day or days between the hours of 11:00 p.m. and 7:00 a.m. of the following day (Daylight Saving Time when in effect).

b. No person shall knowingly allow or permit any person under the age of 18 years to engage in a Skill Game Use or to be present in an establishment providing a Skill Games Use.

Section 4. Officer Authorization. The appropriate officers of the Borough are authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Ordinance.

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, parts, or sections hereof. It is hereby declared as the intent of the Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, part or section thereof not been included herein.

Section 6. Repealer. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

Section 7. Effective Date. This Ordinance shall become effective upon enactment as provided by law.

PASSED by Borough Council this _____ day of _____, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

APPROVED by the Mayor, this _____ day of _____, 2024.

By: _____
Peter J. Urscheler
Mayor

ENACTED this _____ day of _____, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Ordinance duly adopted at a regular meeting of Borough Council held on the _____ day of _____, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

ORDINANCE NO. 2024 -

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 22, "SUBDIVISION AND LAND DEVELOPMENT," PART 4 "DESIGN STANDARDS" OF THE CODE OF ORDINANCES OF THE BOROUGH OF PHOENIXVILLE.

The Council of the Borough of Phoenixville, Chester County, Pennsylvania, hereby ORDAINS that:

Section 1:

1. The Code of Ordinance of the Borough of Phoenixville, as amended, Chapter 22, "Subdivision and Land Development," Part 4 "Design Standards," Section 22-417 "Vehicular Parking" is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

2. Design Standards for Parking Lots.

E. Parking Area Dimensions.

(1) Parallel parking stalls shall have minimum dimensions of seven feet by 22 feet. Parallel parking stalls at each end of a row of parallel parking having no other physical obstruction may be reduced to 18 feet in length.

(2) Perpendicular parking stalls shall have minimum dimensions of nine feet by 18 feet with a twenty-two-foot aisle. ~~Perpendicular parking stalls designated for compact vehicles may be reduced to eight feet in width.~~ Compact spaces are not permitted.

Section 2: Officer Authorization. The appropriate officers of the Borough are authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Ordinance.

Section 3. 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, parts, or sections hereof. It is hereby

declared as the intent of the Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, part or section thereof not been included herein.

Section 4. Repealer. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

Section 5 Effective Date. This Ordinance shall become effective upon enactment as provided by law.

PASSED by Borough Council this 12th day of March, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

APPROVED by the Mayor, this 12th day of March, 2024.

By: _____
Peter J. Urscheler
Mayor

ENACTED this 12th day of March, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Ordinance duly adopted at a regular meeting of Borough Council held on the 12th day of March, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

ORDINANCE NO. 2024 -

BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 1 "ADMINISTRATION AND GOVERNMENT," PART 7 "PENSIONS, RETIREMENT AND SOCIAL SECURITY," OF THE CODE OF ORDINANCES OF THE BOROUGH OF PHOENIXVILLE.

The Council of the Borough of Phoenixville, Chester County, Pennsylvania, hereby ORDAINS that:

Section 1:

1. The Code of Ordinance of the Borough of Phoenixville, as amended, Chapter 1, "Administration and Government", Part 7 "Pensions, Retirement and Social Security – C. Police Pension Plan" is hereby amended as indicated by the black line and strikeout interlineations below, with strikeout indicating deletions of language and underlined interlineations indicating insertions of language:

~~**§ 1-755 Deferred Retirement Option Plan (DROP) Established.**~~
~~Effective January 1, 2022, there is hereby established the "Borough of Phoenixville Deferred Retirement Option Plan" pursuant to Act 44 and hereinafter referred to as "the DROP Plan."~~

~~**§ 1-756 DROP Plan Amendment and/or Restatement.**~~

~~A. The current DROP Plan as set forth in Exhibit C and is incorporated herein and made a part hereof as if fully set forth. A copy of the stated DROP Plan shall be kept on file at the Borough's office and be made available upon request.~~

~~B. The Borough has the right to amend the DROP Plan at any time to any extent that it may deem advisable. Such amendment shall by resolution and in conformance with other applicable law or regulation. A copy of any amendment shall be kept on file at the Borough's office and be made available upon request.~~

§ 1-755 Cessation of Additional Participation in Deferred Retirement Option Plan

A. Effective January 1, 2022, the "Borough of Phoenixville Deferred Retirement Option Plan" was established pursuant to Act 44 and thereinafter referred to as "the DROP Plan."

B. Pursuant to the Collective Bargaining Agreement between the Borough of Phoenixville and the Phoenixville Police Association effective January 1, 2024, the DROP Plan was removed from the Agreement.

C. Effective January 1, 2024, the DROP Plan is hereby terminated and no additional employees shall commence participation in the plan on or after this date. This shall not prevent the payment of benefits to an alternate payee under the terms of a qualified domestic relations order.

Section 2. Officer Authorization. The appropriate officers of the Borough are authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Ordinance.

Section 3. 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, parts, or sections hereof. It is hereby declared as the intent of the Borough Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, part or section thereof not been included herein.

Section 4. Repealer. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

Section 5 Effective Date. This Ordinance shall become effective upon enactment as provided by law.

PASSED by Borough Council this 12th day of March, 2024.

By: _____
Jonathan M. Ewald
President, Borough Council

APPROVED by the Mayor, this 12th day of March, 2024.

By: _____
Peter J. Urscheler
Mayor

ENACTED this 12th day of March, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Ordinance duly adopted at a regular meeting of Borough Council held on the 12th day of March, 2024.

By: _____
E. Jean Krack
Borough Manager/Secretary

INFRASTRUCTURE, TECHNOLOGY, TRANSPORTATION, AND SUSTAINABILITY (ITTS) COMMITTEE MEETING
Tuesday, January 16, 2024
7:00 PM

MINUTES

Committee: Chairman, Mr. Weiss, Ms. Burckley, Mr. Moore, and Mr. Strenfel
Staff: Mr. Krack, Mr. Watson, and Ms. Getzfread

I. Call to Order at 7:35 pm.

II. Public Participation on Non-Agenda Items

No public participation.

III. Committee Member Updates/Discussions

No Committee Member updates or discussions.

IV. New Business

A. Consider Parking Study Update Proposal.

Mr. Krack provided background on the proposal and answered committee member questions. He stated that this would be funded through the Parking Enterprise Fund.

Ms. Burckley made a Motion to recommend the Finance Committee allocate the funds and forward to Borough Council for consideration. Seconded by Mr. Strenfel. Motion passed 4-0.

V. Infrastructure Updates

A. Engineering Reports (Jan, Apr, Jul, Oct)
Mr. Weiss noted receipt of the reports and asked if there were any comments. There were none.

B. Stormwater Management
Mr. Krack gave an update on the PDF Maps provided by the Borough Engineer. He expects the final report for the next meeting.

C. The Phoenix Wheel
Mr. Krack reported the engineers continue to work towards final contract documents. The LOMR Map becomes effective January 29 which is when any actual work can begin on the site.

VI. Transportation Updates

A. Bridge and Starr Street

Mr. Krack reported that the MTF grant was submitted in November and that we are into the design phase of the project. Mr. Weiss asked when we might hear back regarding the grant. Ms. Getzfread stated that it is usually about 5-6 months.

C. Paradise Street – Phase 2
Mr. Krack reported the design of Phase 2 is completed and ROW/Easements are in place. New construction estimates are needed before the project is ready to go to bid/funding requests. He hopes to have those by Spring.

D. Hall Street
Mr. Krack stated the Paradise Village project will come before Borough Council in February for final approval/denial. The project includes the Hall Street improvements. There is still dialogue needed with regard to the Steel Works portion of the roadway

E. Mowere Road
Mr. Krack reported that the ROW is still needed and that PECO needs to complete their design approval before the project is ready to go bid. He expects the Borough Engineer to have the bid package ready by the next meeting.

F. French Creek Trail
Mr. Krack reported that the Easement Agreements are finalized and he signed them earlier today. Once recorded, we can begin work on this phase of the trail.

G. Train Station
Mr. Krack reported the SRPRA received the grant funding from Federal Railway. The Borough will now apply for a DVRPC TCDI grant for a Train Station Vision Plan. He noted the needed Resolution was in the packet.

Ms. Burckley made a Motion to recommend Borough Council adopt a Resolution supporting the request for planning grant dollars from the Delaware Valley Regional Planning Commission. Seconded by Mr. Strenfel. Motion passed 4-0.

H. Washington/Gay Intersection return to stop signs

Mr. Krack provided background on the intersection and past efforts to remove the traffic signals and replace with four-way stop signs due to the aging infrastructure and costs incurred when the signals and traffic control box is struck by vehicles. Staff will discuss this with PennDOT before any recommendation is brought forward.

I. Green Light Go Grant – Church Street Intersections

Mr. Krack provided background information on the grant program and for which intersection the funding would be applied to.

Ms. Burckley made a Motion to recommend Borough Council adopt a Resolution approving an application for Green Light - Go grant funds from the Department of Transportation (PennDOT) for full upgrades of traffic signal installations at two intersections in the commercial center of Phoenixville, PA, Gay Street at Church Street and Main Street at Church Street. Seconded by Mr. Moore. Motion passed 4-0.

J. Church Street Traffic Evaluation

Mr. Krack noted the evaluation report did not make it into this month's packet. This will be on the Agenda for next month.

VII. Sustainability Updates

A. PXVNEO
Mr. Watson reported there continues to be some issues with the system that need to be resolved before the system can be restarted. Staff is working with its consultants to identify firms which can address the issue and provide a path towards implanting remediation measures.
Mr. Krack reported this will likely take upwards of 90 days. At this time we cannot schedule a ribbon cutting.

B. EV Charging Stations
Ms. Getzfread reported the Borough has 46 EV Stations throughout the managed lots. With Borough Council approving the 99 Bridge Street Plan, the Ashland Street Lot will have an additional six stations based on their plan submission.

C. Municipal Building Solar Design
Mr. Krack reported he met with the Borough Engineer earlier today to discuss the logistics of the installation which he expects to be in the Spring.

VIII. Technology Updates

A. Website

Ms. Getzfread reported that Staff continues to make improvements on how information is displayed and reported in the web site.

IX. Public Participation

David Lutzker asked that more of the information for topics on the Agenda be provided in the public facing packet.

X. Adjournment at 8:40 pm

Next Meeting Date: Tuesday, February 20, 2024 at 7:00 pm.

FINANCE COMMITTEE MEETING
Tuesday, January 23, 2024
6:00 pm

MINUTES

Committee: Chairperson Ms. Dugan, Mr. Carminito, Mr. Ewald, and Mr. Kirkner
Staff: Mr. Krack, Ms. Getzfread, Ms. Koza-Lubinsky, Ms. Donato, and Ms. Niemczuk

I. Call to Order at 6:01 pm.

II. Public Participation on Non-Agenda Items

No Public participation.

III. Committee Member Updates/Discussions

No committee member updates or discussions.

IV. New Business

A. Motion to recommend Borough Council approve the 2023 Pre-Paid dated 11/1/2023 - 11/30/2023 in the amount of $2,548,801.28.

Mr. Carminito made a Motion to recommend Borough Council approve. Seconded by Mr. Kirkner. Motion passed 4-0.

B. Motion to recommend Borough Council approve the 2023 Pre-Paid dated 12/1/2023 - 12/31/2023 in the amount of $1,724,932.10.

Mr. Carminito made a Motion to recommend Borough Council approve. Seconded by Mr. Kirkner. Motion passed 4-0.

C. Motion to recommend Borough Council approve the 2023 Pre-Paid Credit Card Statement dated 11/1/2023 - 11/30/2023 in the amount of $99,844.37.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

D. Motion to recommend Borough Council approve the 2023 Pre-Paid Credit Card Statement dated 12/1/2023 - 12/31/2023 in the amount of $130,053.04.

Mr. Carminito made a Motion to recommend Borough Council approve. Seconded by Mr. Kirkner. Motion passed 4-0.

E. Motion to recommend Borough Council approve the 2023 Pre-Paid ACH dated 11/30/2023 in the amount of $1,636,473.92.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

F. Motion to recommend Borough Council approve the 2023 Pre-Paid ACH dated 12/31/2023 in the amount of $39,015.43.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

G. Motion to recommend Borough Council approve the Staff recommendation authorizing the Finance Director to make the necessary end of year adjustments and to provide a listing of those adjustments to the Finance Committee and the Borough's Auditor.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

H. Motion to recommend Borough Council approve the Staff recommendation for suggested Accounts Receivable write-offs – 2024.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

I. Motion to recommend Borough Council approve/deny the waiving of permit fees as requested by the Historical Society of the Phoenixville Area.

Mr. Kirkner made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 4-0.

J. Motion to recommend Borough Council approve the Parking Study Update Proposal as recommended 4-0 from the ITTS Committee using Parking Enterprise Funds.

Mr. Krack provided background on the proposal and recommendation from the ITTS Committee. Ms. Dugan expressed concern as to whether this was needed at this time. Mr. Kirkner stated that with all of the recent development and more coming, a study would provide more up-to-date and needed information.

Mr. Ewald made a Motion to recommend Borough Council approve. Seconded by Mr. Carminito. Motion passed 3-1. Ms. Dugan voting No.

K. Discussion regarding unnamed alleys behind Woodlawn and Callowhill.

Mr. Krack provided background on the issues relating to the Borough's use of the unnamed alleys for trash and recycling pickup.

Mr. Carminito made a Motion to recommend Borough Council authorize Staff and the Solicitor to take the necessary steps to obtain easement agreements from the property owners and steps to take dedication of the unnamed alleys. Seconded by Mr. Kirkner. Motion passed 4-0.

V. Public Participation

VI. Adjournment

Next Meeting Date: Tuesday, February 27, 2024 at 6:00 pm

Chester County Department of Emergency Services

Phoenixville Police Department

Year to Date Stats

Month	Count
JANUARY	1,208
FEBRUARY	6
Year to Date Total:	**1,214**

TOP Event SubType to Date	Count to Date
TRAFFIC STOP	202
PHONE ASSIGNMENT	149
BUSINESS CHECK	133
REPORT	67
PARKING COMPLAINT	49
HOUSE CHECK	44
FOR POLICE DEPT.INFORMATION	36
TRAFFIC-GENERAL/HAZARDS (PD)	35
SCHOOL CHECK	34
PATROL CHECK - OUTSIDE AREAS	31
SUSPICIOUS CONDITION(S)(JO/IP)	29
POLICE	27
PROPERTY DAMAGE	27

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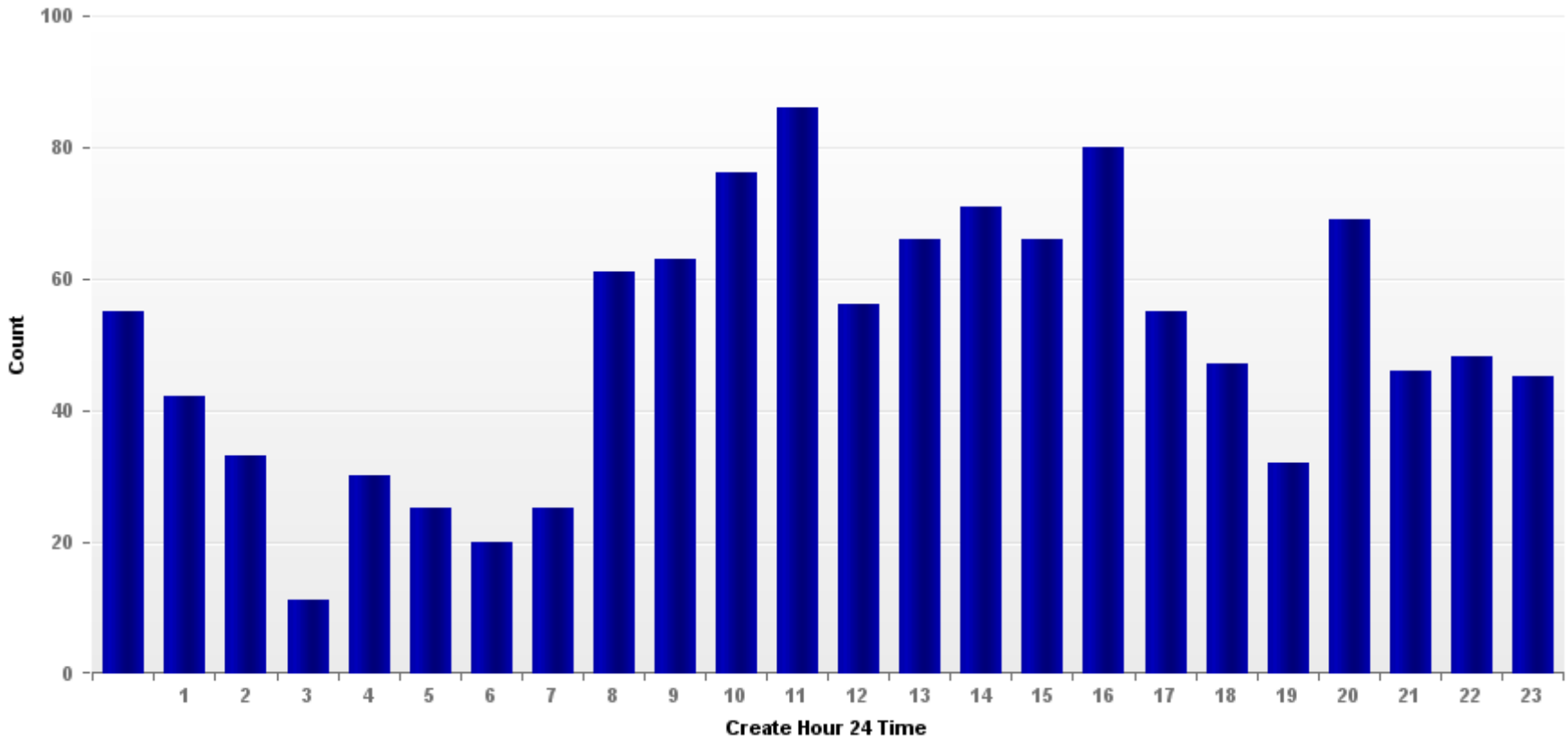
Chester County Department of Emergency Services

Phoenixville Police Department

Monthly Event Count by Hour of the Day

Date Range:	JANUARY
Total Events:	1,208



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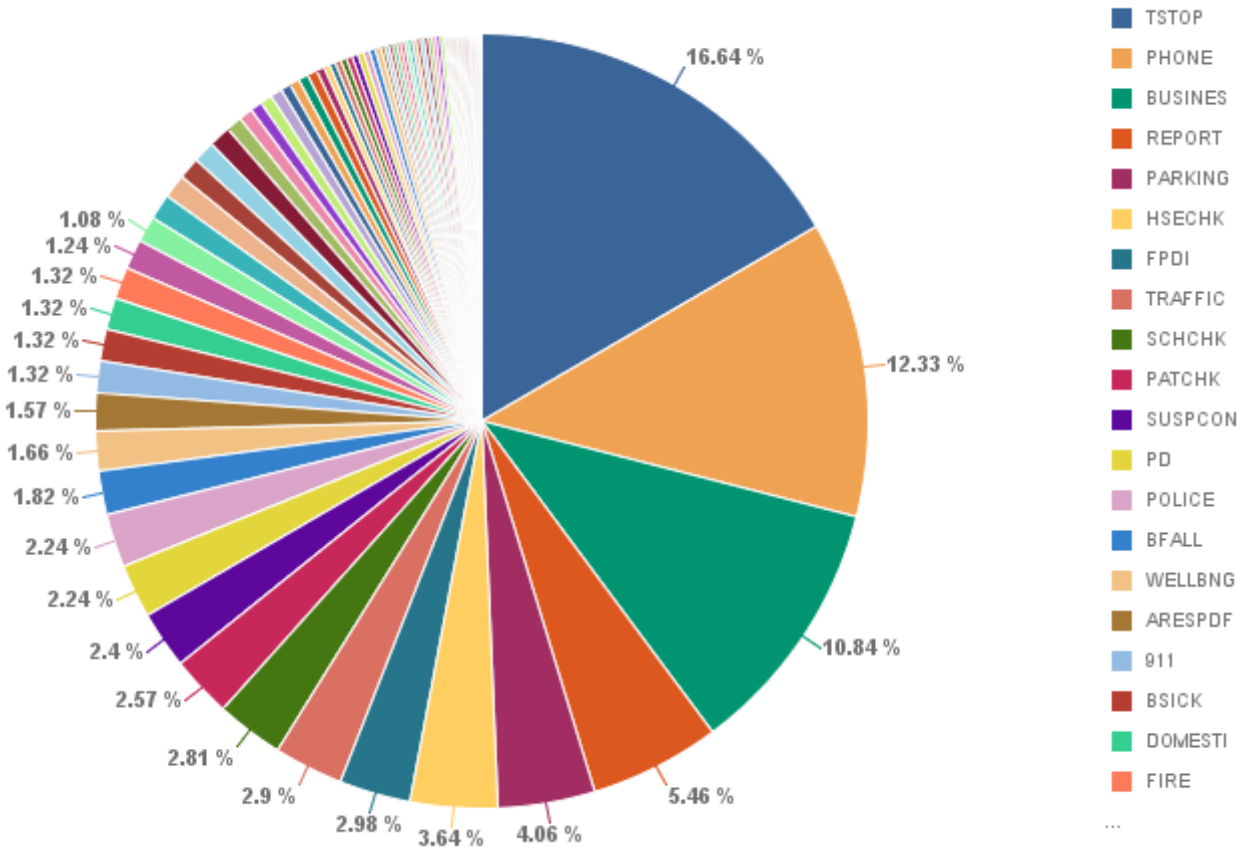
Chester County Department of Emergency Services

Phoenixville Police Department

Monthly Event Count by All Sub Types

Date Range:	JANUARY
Total Events:	1,208

Event Type	Type	Count
POLICE	TSTOP	201
POLICE	PHONE	149
POLICE	BUSINES	131
POLICE	REPORT	66
POLICE	PARKING	49
POLICE	HSECHK	44
POLICE	FPDI	36
POLICE	TRAFFIC	35
POLICE	SUSPCON	29
ACCIDENT	PD	27
ALARM	POLICE	27
POLICE	WELLBNG	20
POLICE	DOMESTI	16
POLICE	DISTURB	15
MEDICAL	BMENTAL	13



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Chester County Department of Emergency Services

Phoenixville Police Department

Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	TRAFFIC STOP	201
POLICE	PHONE ASSIGNMENT	149
POLICE	BUSINESS CHECK	131
POLICE	REPORT	66
POLICE	PARKING COMPLAINT	49
POLICE	HOUSE CHECK	44
POLICE	FOR POLICE DEPT.INFORMATION	36
POLICE	TRAFFIC-GENERAL/HAZARDS (PD)	35
POLICE	SCHOOL CHECK	34
POLICE	PATROL CHECK - OUTSIDE AREAS	31
POLICE	SUSPICIOUS CONDITION(S)(JO/IP)	29
ACCIDENT	PROPERTY DAMAGE	27
ALARM	POLICE	27
MEDICAL	FALL / LIFT ASSIST - BLS	22
POLICE	WELL-BEING CHECK	20
MEDICAL	RESPIRATORY DIFFICULTY - ALS	19
ALARM	FIRE	16
MEDICAL	SICK PERSON - BLS	16
POLICE	911 HANG UP	16
POLICE	DOMESTIC (JO/IP)	16

Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	DISTURBANCE (JO/IP)	15
MEDICAL	EMOTIONAL DISORDER - BLS	13
POLICE	REPOSSESSION	13
POLICE	MISCELLANEOUS POLICE NATURE	12
POLICE	ANIMAL COMPLAINT	11
POLICE	ERRATIC DRIVER (JO/IP)	11
POLICE	NOISE COMPLAINT (JO/IP)	11
MEDICAL	HEART PROBLEMS - ALS	8
ALARM	MEDICAL - BLS	7
MEDICAL	CVA/STROKE - ALS	6
POLICE	TRESPASSER(S) (JO/IP)	6
POLICE	WARRANT HIT / SERVICE	6
FIRE	PUBLIC SERVICE	5
MEDICAL	ABDOMINAL PAIN - ALS	5
MEDICAL	DIABETIC EMERGENCY - ALS	5
POLICE	THEFT (JO/IP)	5
ACCIDENT	HIT & RUN NO INJURY	4
FIRE	ODOR INVESTIGATION INSIDE	3
FIRE	POLES,WIRES,TRANSFORMER	3
MEDICAL	ABDOMINAL PAIN - BLS	3

Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
MEDICAL	FALLS - ALS	3
MEDICAL	HEMORRHAGING - ALS	3
MEDICAL	OVERDOSE - ALS	3
MEDICAL	SEIZURES - ALS	3
MEDICAL	UNRESPONSIVE PERSON - ALS	3
POLICE	BURGLARY (JO/IP)	3
POLICE	KEYS - LOCKED (VEH,HSE,ETC)	3
DRILL	FACILITY DRILL TYPE CODE	2
FIRE	BURNING COMPLAINT	2
FIRE	ELECTRICAL INSIDE	2
MEDICAL	BACK PAIN - BLS	2
MEDICAL	CARDIAC/RESP ARREST - ALS	2
MEDICAL	DOA - BLS	2
MEDICAL	INJURED PERSON - BLS	2
MEDICAL	OVERDOSE - BLS	2
MEDICAL	SEIZURES - BLS	2
MEDICAL	SYNCOPE - ALS	2
MEDICAL	UNCONSCIOUS PERSON - ALS	2
POLICE	ASSAULT - NO INJURIES (JO/IP)	2
POLICE	ASSIST OTHER PD	2

Monthly Event Count by All Sub Types

Event Type	Event Sub Types	Count
POLICE	BANK CHECK	2
POLICE	ESCORT - PERSON/MONEY	2
POLICE	PFA SERVICE/VIOLATION	2
ACCIDENT	BLS	1
ALARM	CARBON MONOXIDE	1
FIRE	BUILDING	1
FIRE	FUEL SPILL	1
FIRE	GAS LEAK INSIDE	1
FIRE	HELICOPTER LANDING	1
FIRE	SMOKE/ODOR INVEST OUTSIDE	1
FIRE	STUCK/MALFUNCTIONING ELEVATOR	1
MEDICAL	ASSAULT W/ INJ (JO/IP) - BLS	1
MEDICAL	EMOTIONAL DISORDER - ALS	1
MEDICAL	UNKNOWN NATURE - BLS	1
POLICE	CRIM/MISCHIEF (JO/IP)	1
POLICE	DRUGS (JO/IP)	1
POLICE	PUBLC DRUNK (JO/IP)	1
POLICE	SHOTS HEARD (JO/IP)	1
POLICE	STOLEN VEHICLE (JO/IP)	1
POLICE	SUBJECT PURSUIT	1

Monthly Event Count by All Sub Types

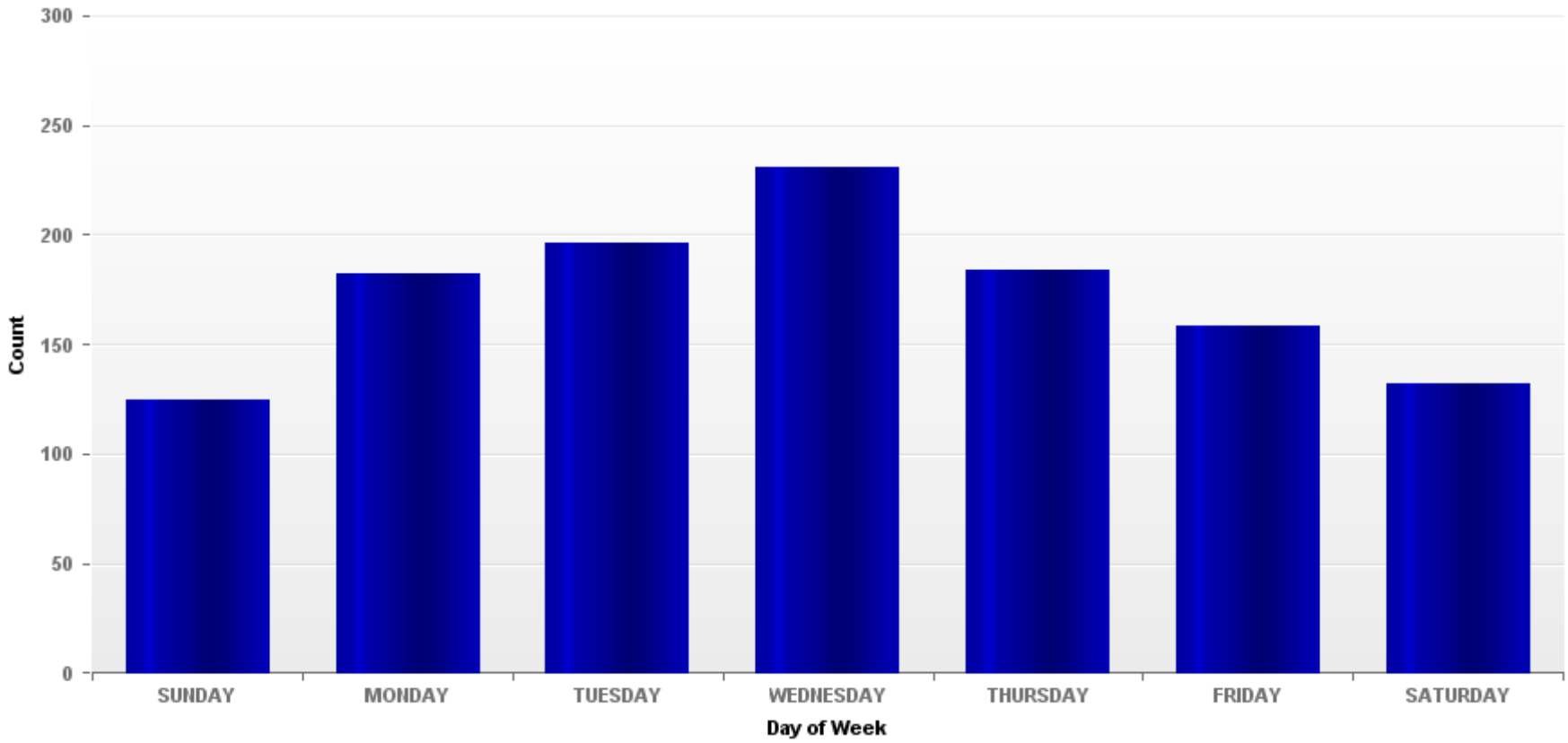
Event Type	Event Sub Types	Count
POLICE	SUBJECT STOP	1
POLICE	TRAFFIC PURSUIT	1

Chester County Department of Emergency Services

Phoenixville Police Department

Monthly Event Count by Day of Week

Date Range:	JANUARY
Total Events:	1,208



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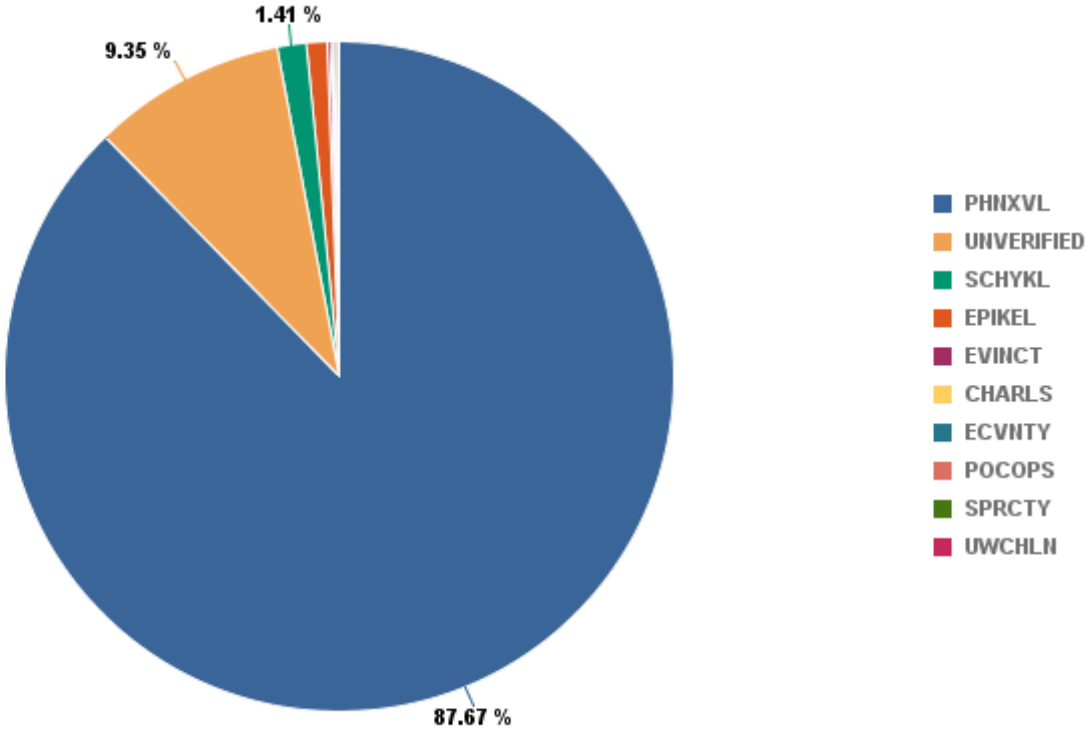
Chester County Department of Emergency Services

Phoenixville Police Department

Monthly Event Count by Municipality

Date Range:	JANUARY
Total Events:	1,208

Event City	Count
PHNXVL	1,059
UNVERIFIED	113
SCHYKL	17
EPIKEL	12
EVINCT	2
CHARLS	1
ECVNTY	1
POCOPS	1
SPRCTY	1
UWCHLN	1
Total:	**1,208**



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Public Works Department Monthly Report
January 2024

The following is a summary of the activities in the past month.

Water Distribution

Routine Maintenance:
1. Watermain repair on Robarts Drive.
2. Backfilled curbing at Reservoir Park.
3. Installed new tree lights on the 100 & 200 block of Bridge Street.
4. Snow Removal
5. PA One Calls (61) (8) Emergency PA One Calls
6. Repaired hydrant at 55 Robarts Drive.
7. Installed meters (9)
8. Lead and copper inspections.
9. Repaired hydrant at Dayton Street and High Street.

Customer Visit:
1. 369 3rd Avenue - Meter change
2. 1205 Northridge Way - Meter change
3. 316 Bridge Street -Meter change
4. 229 St Marys Street - Water Turn off and Turn on
5. 252 Bridge Street - Meter change
6. 441 St Marys Street- Meter change
7. 1207 Monroe Avenue - Meter Change
8. 2 Melvin Road - Water Shutoff
9. 29 Walnut Street- Installed Meter
10. New construction on Evergreen Street leaking meter pit.

Emergency Responses:
1. 711 Mason Street watermain break
2. 55 Robarts Drive watermain break
3. 533-535 Bridge Street water shutoff for fire

Miscellaneous:
1. Continued GIS mapping of the water system

Monthly Reads	1825
Monthly Rereads	23
Shut Off Notices Distributed	0
PA One Calls	61
Final Meter Readings	19
Shut-Offs (Non-Payment)	0
Tagged Properties (Repairs)	0
Hydrants Painted	0

Streets Department

Routine Maintenance:
1. 01/11/24 Completed monthly jetting.
2. Checked problematic storm drain grates and problematic locations on 01/8, 01/10, 01/26 & 01/29.
3. Replaced (14) signs in the Borough that were faded or damaged. Repaired and filled potholes throughout the Borough.
4. Cleaned up tree clippings from TAC on the 01/08, 01/23, and 01/24. The 01/08 clippings were filed as a Report A Concern.
5. Responded to a total of (22) Report A Concerns.
6. Responded to 3 emails from Officer Dobry for lights out.
7. Added and removed handicap signs as requested.

Customer Visits/ Seasonal Projects:
1. Removed decorations and Santa shed from Main and Bridge Parking Lot back to public works building. Unplug overhead lights on Bridge Street. Rebuild entire storm inlet on City Line Avenue at Lincoln Avenue.
2. Removed all salt from spreaders off all trucks, thoroughly washed trucks and spreaders, and reinstalled on all street's trucks. Brine hills and intersections before storm on 01/05/24 & prepped all trucks for upcoming storm.
3. Collect Christmas trees for Sanitation Department with small yard waste truck (2) days.
4. Four days of salting trouble areas throughout Borough. Prepped and brined for next storm on 01/18/24. Plowed for 3 storms and shoveled sidewalks throughout Borough. Restock of dome with newly delivered salt.
5. Cleaned snow and ice around inlets for expected rain storm. Landscaped and cleaned up Borough Hall flower beds.
6. Cleaned up and hauled away with backhoe removing branches, trees and brush hauled away along the entrance of Reservoir. Drove entire walking trail and removed and fallen or broken tree limbs and branches.

Services Performed/Miscellaneous Projects:
1. Installed concrete parking blocks at new reservoir lot and painted, removed mulch from tree pits on bridge Street. and replaced with red crushed bricks,
2. Hauled a load of grit to landfill for Wastewater Plant with new hook truck.

3. Put out generators for loss of power to traffic signals, then returned them once power was restored.
4. Delivered barricades to Bridge Street and Gay Street for road closure.
5. Ordered Pa One Permits to install fence on Paradise Street. Picked up fence and installed.
6. Installed boxing gloves on guardrail openings at reservoir park.
8. Deliver mini excavator for Water Distribution.
9. Cleaned and organize public works building inside and out.

Emergency Responses:
1. Assist Water Distribution on water main brake on Roberts Avenue and Mason Street.

PA One Calls	64
Emergency PA One Calls	7

Sanitation Department

Routine/Seasonal Maintenance:
1. Daily maintenance on loader.
2. Maintain and service screener, beast, and grinder.
3. Delivered trash, recycle, and yard waste toters as requested.
4. Clean storage area, grind bags, and Christmas trees
5. Clean shop, equipment, trucks, loader, screener, and beast.
6. Collected bulk and metal on Mondays.
7. Clean up illegal dumping around Borough.
8. Attended training on 01/22/2024.

Services Performed/Miscellaneous:
1. Collected refusage, recycling, bulk, metal, and bags curb side.
2. Weekend collections downtown trash and recycling.
3. Compost site; grind bags, turn windrows, and take temps.
4. Maintain and service equipment, trucks, and heavy equipment.
5. Collected Christmas trees.

	Borough		Schuylkill	
Composite Site Utilization	# Residents	# Bags	# Residents	# Bags
	126	487	43	45

Water Treatment Plant

	Current	Daily AVG
Trash		
SR14	170.16 Tons	9.45 Tons @ 18 Days
SR18	205.45 Tons	9.45 Tons @ 18 Days
Recycle		
SR16	73.21 Tons	4.07 Tons @ 18 Days
SR11	59.03 Tons	1.14 Tons @ 10 Days
Weekend Trash/Bulk		
	11.45 Tons	1.14 Tons @ 18 Days
Tipping Fees		
SR14	$13,731.87	$764.88 @ 18 Days
SR18	$16,436.80	$913.16 @ 18 Days
SR16	$3,477.78	$193.21 @ 18 Days
SR11	$2,653.40	$147.41 @ 18 Days

Curbside Pickup	98 Bags & 624 Christmas Trees
Stockpile Yards of Material	9850 Yards
Materials out the door to Residents and Contractors	2 Yards

Water Treatment Plant

Routine Maintenance:
1. Calibrated Online Cl2 Monitors
2. Cleaned and calibrated filter effluent and pre-filter turbidimeters
3. Draw down testing performed on chemical feed pumps
4. Leveled brine tank
5. Serviced all 334 Equipment and calibrated
6. Ran generator test on all WTP generators
7. CL2 checks in distribution system daily
8. Hypo Gen Salinity Test
9. Flushed Up River VFD line
10. Flushed boilers
11. Flushed slyders (river and plant side)

Customer Visits/ Seasonal Projects:
1. Keystone on Site for electrical upgrade meeting
2. AC Schultes on site to quote Lagoon pit
3. Modern on site for Gen Fix
4. Roofer from Bachmans on site to quote upper roof
5. Tom Dobson on site from US Alco to test coagulants

Emergency Responses:
1. Jim, Cherm, Don responded to lagoon pit failure.
2. Checked Reservoir for Mason Street leak.
3. Don stayed with operator 5 hours during storm event.

Services Performed/Miscellaneous Projects:
1. Re-piped discharge on hypo gen.
2. Replaced 4 windows in lobby.
3. Cleaned out upstairs closet and turned it into plans room.
4. Flushed all sample lines.
5. Installed new floats in lagoon pit.
6. Tested PFAS for UCMR 5.
7. Modern Group changed gen oil.
8. John Beers on site to remove trees leaning on lower plant.

Miscellaneous:
1. 3600 Gallons liquid alum delivered.
2. Two skids of ammonia delivered.
3. 80 Drums potassium delivered.
4. Took another dumpster worth of debris from plant.

Schuylkill River Withdrawals		Gallons Filtered		Bulk Walter Sales	Backwash Water Used	Sludge Pumped to WWTP	
Monthly (mgm)	Daily Average (mgd)	Monthly (mgm)	Daily Average (mgd)	Monthly (Gallons)	Monthly (mgd)	Monthly (mgm)	Daily Average (mgd)
63,607,000	2,051,839	61,802,000	1,993,610	0	1,595,000	1,005,000	32,419

Wastewater Treatment Plant

Routine Maintenance:
1. Check pumping stations Monday, Wednesday, and Friday.
2. RAS checked for rags.
3. Final clarifier inner ring checked for rags.
4. Final clarifier hosed down weekly.
5. Replaced a failed speed module on the centrifuge.
6. Digester #1 condensate traps checked and drained.

Emergency Responses:
1. Pump #2 at Ashland St. PS stopped pumping due to a PLC programming issue. Had KEGI out to fix the problem.

Services Performed/Miscellaneous:
1. Had some freezing damage to some water lines for the HTC process. Repairs will be minimal.
2. Hired a licensed Mechanic Relief Operator who is expected to start in early February.
3. Finally found the clog in the WAS system by taking apart pipes in the Blower Bldg. basement and finding a large ball of rags.

Water Plant Sludge	Wastewater Plant Sewage Treated		Rainfall Totals
Monthly Total	Monthly Total	Daily Average	Monthly Total
1,005,000	85.758	2.766	6.69” Rain/ 3” Snow

Respectfully submitted,

Brian A. Watson

Director of Public Works