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AGENDA

Westtown Township Board of Supervisors Virtual Workshop Agenda

**Westtown Township Municipal Building
1039 Wilmington Pike, Westtown**

Tuesday, January 19, 2021

Start time 5:30 pm

- 1. Review of Oakbourne Master Plan Concept Plan and Cost Estimates—5:30-6:15**
- 2. Review of Environmental Advisory Council Draft Ordinance and Brief Presentation by Township Residents—6:15-6:30**
- 3. Presentation of Historical Resource Inventory Proposal (Dave Walters, Historical Commission)—6:30-6:40**
- 4. Discussion of Flex Development Amendments to Zoning Ordinance—6:40-6:50**
- 5. Discussion of Noise Ordinance—6:50-7:00**
- 6. Discussion of Proposed Stormwater Review Fee—7:00-7:10**
- 7. Discussion of Orvis Way & Jughandle improvements—7:10-7:20**

January 20, 2021

Oakbourne Park Master Plan *(Draft)*



Acknowledgements

The following individual's foresight, perseverance, and continued interest in the project during the planning process was vital in shaping the park master plan.

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Mila Robinson, Interim Zoning Officer, On-Lot Management Program Coordinator

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Pam Coleman, Exec Secretary, RTK Officer, Parks Coordinator, Trash & Recycling Coordinator, IT Coordinator

Westtown Township Board of Supervisors



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Richard (Dick) Pomerantz, Police Commissioner

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Preface



Polishing Westtown Township's Gem

Westtown Township residents have yet to know the full value of the hidden gem that lay before them. Oakbourne Park, by virtue of its character and history, is an exceptional and undervalued, albeit much loved, community treasure. Westtown Township aspires to build on the Park's noble past of Oakbourne Mansion, the Water Tower, and transition into a more cohesive public park that acknowledges and preserves its' beginnings.

Looking east from the Mansions doorstep, park users can appreciate one of the most dramatic aspects of the site in the long views across the front yard. Past the manicured lawn to the distance agricultural fields, this view gives the observer a sense of openness that is significant as surrounding areas become more developed. However, the true significance is the historical aspect of this viewshed and understanding the relationship between the mansion and park grounds. This preserved viewshed is an example of one of the primary design principles of The Country Place Era, a period in of Landscape Design that reflects the period of time between 1890 and 1930. This landscape is a true representation of the extravagance associated with the industrial revolution and thus should be considered a significant cultural and historical landscape.

Daring to Dream

Beyond protecting the park and responding to immediate needs, there is a higher value to which Oakbourne Park ought to aspire. Over years of budget challenges, citizens have become accustomed to limited funding resulting in expecting and even asking for less due to fiscal austerity. Instead of asking for the best of the public realm, they tend to accept the status quo. That has started to change in Westtown Township and park advocates have successfully campaigned for more attention to Oakbourne Park as evident in undertaking this park master plan.

In addition to protecting the Park, this Park Master Plan gives us the opportunity to think big and long term. During this time of heightened stress and anxiety, stay-at-home orders, and social distancing, the respite provided by simple things like a walk or run in the park has proven to be more important than ever and park usage is up dramatically everywhere. The desire to improve quality of life through parks, recreation, trails, and open space can be considered a "movement." Municipalities nationwide have made major investments in their parks. These are the first major improvements since the Oakbourne site was developed during the Country Place Era, the City Beautiful Movement and the Playground Movement.

In this context, Township officials, community-based organizations, and citizens have taken time to examine Oakbourne Park as we see today and dream of an Oakbourne Park that could be. The opportunity to shape the future of Oakbourne Park calls upon Westtown Township officials to once again make an audacious decision to take the park to its next level as they did with their original bold decision to acquire the park in 1974.

Moving from Present to Future

It is important to have a plan that is at once both aspirational and practical to implement. The Oakbourne Park Master Plan takes the position of transitioning from the status quo toward a far-reaching vision and mindset of establishing Oakbourne Park as one of Pennsylvania's most celebrated and unique parks. Public sentiment is clearly in favor of keeping the historic roots of Oakbourne Park. The responsibility of Township officials and management; community organizations; and citizens is to look to the future to protect and enhance Oakbourne Park while offering reasonable public amenities that accommodate evolving recreational interests and use. Between these poles is a first step towards a revitalized and robust park, one that is appropriate for the level of current use and public expectation. The plan changes more than some are comfortable with, and does not change as much as others think is necessary. Public opinion favors familiarity. Vision favors change. The plan divides the major issues and actions to address them into four themes:

- Preservation and restoration
- Nature
- Recreation, Sports, and Programming
- Infrastructure

The first phase of improvements will be focused on the revitalization of the parks athletic core, upgrading the well-used but tired facilities as more playable and comfortable for all visitors from athletes to spectators and the families and friends that accompany them. Parking improvements, pedestrian and vehicular circulation improvements, permanent restrooms, additional courts for

pickleball and basketball, new play equipment, and beautification with landscaping will improve the overall visitor experience. In addition, the Township will explore new ways of managing and programming Oakbourne Park through collaboration and public private partnerships. Subsequent phases will improve the Mansion core area of the park with new pavilions, a unique themed playground, permanent restrooms, outdoor plazas and overlooks, recreation of historic gardens, improved trails and defined access point from adjacent neighborhoods. The Pond core will include enhancements to rejuvenate the pond and the existing natural resources to create a separate respite within the existing woodlands to simply relax and enjoy nature. The Cope Tract will remain primarily as open space with the productive areas farmed in continuing to represent the deep agricultural heritage of the area. Defined vehicular and pedestrian circulation routes will be developed to allow access to this underutilized area of the park and provide safe pedestrian connectivity to the other core areas of the park.

Conclusion

The Master Plan defines a new vision for Oakbourne Park in the 21st century as a *premier historic year-round recreation destination that welcomes and captivates residents and visitors with its heritage, beauty, and vast recreation opportunities.*

The Master Plan for Oakbourne Park seeks to celebrate the cultural significance of the park while striking a balance between public uses related to active and passive recreation, natural resource protection, and the agricultural heritage of the area. The proposed recommendations address much needed infrastructure improvements to improve park user experiences and equip the township with strategies maintain the park in a sustainable manner. Implementation efforts must not lose site of the proposed vision established for the park. Design solutions should continue to respect the adjacent neighboring properties through thoughtful and creative design solutions. By adopting a creative, collaborative mindset and assembling a combination of public and private resources over time, Westtown Township can successfully implement the Park Master Plan, establishing Oakbourne Park as one of Pennsylvania’s finest and most unusual parks.



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Planning the Park



Introduction

The Master Plan will provide a site-specific “blueprint” for the park site that will guide future development activities. The planning process for the Master Plan was designed to create a vision for the park that harnessed the opportunities of the site while respecting the inherent site limitations. This process included five parts:

1. Inventory and Assessment

The analysis of the sites natural resources and existing features guided the development of the master plan. Members of the design team visited the park throughout the planning process to evaluate the site characteristics and facilities, observe site opportunities, and understand the impact on the surrounding land uses. Part 3: Site Inventory and Analysis documents the findings of the inventory and assessment phase of the planning process.

2. Public Participation

To assure that the design for the park is community based, broad citizen input was critical to the planning process. Citizen input was gathered from five sources: the plan study committee (PSC), key person interviews, focus groups, public meetings, and a community input survey.

3. Development of Conceptual Alternative Designs

Conceptual alternative designs were developed for each of the core areas of Oakbourne Park. The alternatives presented approaches to addressing site goals, meeting user needs, and outlined potential improvements. Following review of the alternative design concepts, each design was revised to address the feedback provided.

4. Final Design

The final design involved the preparation of detailed recommendations and improvements to the park sites, resource protection, interpretive considerations, and introduction of long term strategies for sustainability of the park. Detailed cost estimates were also completed in this phase of work.

5. Operations, Budget and Management

Park operations are the most significant lifetime cost of a park. This plan includes recommendations for programs, staffing, and maintenance management. Park financing was explored with an emphasis on partnerships creative management models, and alternative funding sources.

What is the Park Today?

Oakbourne Park is a community park, developed around the historic Oakbourne Mansion. Oakbourne Mansion and its unique water tower are the centerpiece of the park. Oakbourne Mansion is a popular rental venue for meetings, special events, and weddings. Oakbourne Park has been developed to serve the active and passive recreation needs of Westtown Township residents. Facilities include a basketball court, two tennis courts, two soccer fields, a senior baseball field and a youth baseball field, playground, picnic pavilion, community gardens, and walking trails. The portion of the park on the east side of South Concord Road, referred to as the Cope Tract, has leased agricultural fields, wooded natural areas, and walking trails. The park is home to the popular Westtown Day celebration and other special events. Organized youth sports leagues (East Side Little League, West Chester United Soccer Club, etc.) use the facilities at Oakbourne Park.

Why Plan Oakbourne Park

Now a beloved place that people use as they wish. A low profile and limited resources may have saved the Park from intensive development. But there is no assurance that this passive approach is guaranteed to continue unchallenged, nor that the absence of a plan will keep the Park safe, clean and functional with the competition among other township services for funding and staff to sustain it. Without the guidance of a plan, the Park is there for people to decide what happens to it on an ad hoc basis. Absent a publicly supported, administratively adopted plan for its future, there is nothing but force of communal will to prevent the Park from being changed in a way that alters the very qualities that make it appealing. Without a plan, current and planned investments are in perpetual jeopardy. Likewise, without a plan, there is nothing in place to protect the Park from being smothered by good intentions to place unwanted facilities in inappropriate locations. This plan is needed to assist in advocating for Oakbourne Park’s future - for the resources required to preserve its natural and cultural heritage and enhance its recreational potential. Without a plan to prepare it for the inevitability of increasing use and maintenance needs, there is currently no way for the Park to protect itself.

By undertaking this planning process, a plan of action can be outlined to guide future improvements in a manner to protect and preserve the site's natural resources. Planning for enhancements, management, and operation of Oakbourne Park will enable the Township to invest wisely, create partnerships, formulate policies, and develop an array of management methods that will make the best use of the budget and meeting maintenance needs.

Eight key issues in particular make current planning efforts for Oakbourne Park important:

1. Historical and Cultural significance of the park
2. Preservation of natural resources
3. Inadequate parking and vehicular access
4. Lack of support facilities and infrastructure for park areas
5. Need for a phased capital approach for funding
6. Aging facilities and infrastructure in need of upgrades and repairs
7. Investigating opportunities for connectivity between various the park areas and adjacent neighborhoods
8. Provide facilities and amenities for aging population.

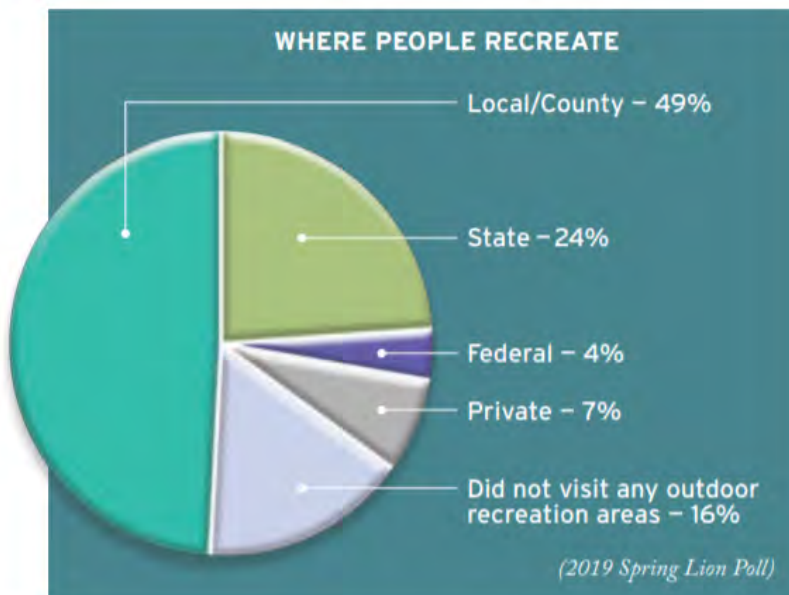
Purpose

This Master Plan report is not intended to serve as a design or engineering documents. The Master Plan articulates the best way to configure the various spaces within Oakbourne Park. The Plan is presented graphically and with written strategies as to how best to implement the recommendations over the next ten years in a cost-effective and thoughtful manner. The focus of the planning effort was to:

- Define a clear vision for the park.
- Undertake public participation as part of the park planning process to define resident recreation interests and needs. Recommend improvements necessary to bring the park into compliance with the Americans with Disabilities Act (ADA).
- Develop a master plan for the park that illustrates the proposed recreation and support improvements and natural area enhancements.
- Define the future use of the Cope Tract, currently under agricultural lease.
- Unify the park site and address the demarcation of the Gaudenzia House property.
- Determine maintenance and operations requirements for the improved park.
- Determine capital improvement costs and define a phased implementation plan for the proposed improvements.
- Address the park safety, infrastructure needs and deficiencies.
- Meet increased user need and enhance their experiences.
- Develop designs with considerations for the sites historical and cultural significance.

Census Data

The following demographics were compiled from 2010 US Census data for Westtown Township, Chester County, Pennsylvania and generally reflects the state averages for suburban communities. As noted in both the recently completed Westtown's Comprehensive Plan and the Pennsylvania Outdoor Recreation Plan, Pennsylvania's population is aging. Since 2010 every county in the commonwealth senior population over age 65 saw an increase. Westtown's senior population saw an increase of approximately 4% from 2010 to 2014 and is expected to continue rising. In 2030, baby boomers will all be at least 65 and by 2035, people over 65 will outnumber children in the U.S. for the first time¹.



Nationally, of outdoor participants, 63 percent report they recreate within 10 miles of their home according to the Outdoor Foundation Report²

¹ 2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan. p27.

² 2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan. P32.

Population Statistics

2010 Population: 10,857

Persons under 5 years: 7.4 percent

Persons under 18 years: 23.8 percent

Persons 65 years and over: 15.4 percent

Gender

Female 53.1 percent and Male 46.9 percent

Race/Ethnicity

The racial makeup of the Township is now: 90.6% White, 2.5% African American, 0.0% Native American, 4.5% Asian, 0.0% Pacific Islander, and 2.0% from two or more races. Hispanic or Latino of any race was 3.2% of the population.

Households and Housing

Persons per Household: 2.79

Owner Occupied Housing Units: 82.6 percent

Total Housing Units: 4,165

Socio-Economic Characteristics

Median Household Income: \$119,177

In Poverty: 3.1 percent

Public Participation

Site Inventory

- Park Bench
- Bridge
- Grills
- Restrooms
- Manhole Covers
- Storm Discharge
- Storm Inlet
- Cell Tower
- Fire Pit/Classroom
- Undefined Trail to Adjacent Property
- Trail System
- Sanitary Lines
- Baseball Field
- Soccer Field
- Tennis Court
- Hockey/Basketball
- Grass Parking
- Parking Lot
- Tax Parcels
- Building Footprint
- FEMA 100 Year Floodplain
- Park Limits



Mute Raise Hand Q&A Leave

Public Participation

The Oakbourne Park Master Park Plan was developed with an open and collaborative public engagement process. An array of outreach methods were used, including: an appointed steering committee, public meetings and focus groups; key person interviews with key staff and representatives from park user groups; and an on-line survey. Public participation was a major influential component in shaping the park Master Plan. Much effort was expended to ensure that the recommended plan grew from a clear understanding of the community’s desires and support.

Public participation is important because:

1. Neighbors of the park, Township residents, municipal representatives, user groups, and community leaders have a local understanding and valuable information to contribute to the development of the park Master Plan.
2. The public participation process provides a forum in which concerns and ideas can be identified, outlined, and addressed.
3. The process allows for public education and awareness of the park resources and intrinsic benefits.
4. Stewardship and trust are established through community interaction and involvement in the planning process.

Park Study Committee (PSC)

A clear process for solicaitation of ideas, comments and concerns was critcal to the sucessess of the planning effort. A PSC was formed to help guide the master planning process and to work with the design team in developing the Master Plan. The PSC met five times during the planning process. The first PSC meeting occurred virtually on June 25, 2020 and was conducted to explore the goals, vision and expectations for the park master plan. Prior to the meeting the committee members were given a homework assignment to address the following three questions. The individual respones were categorized, grouped, and summarized in the following chart.

1. What are five things that you like or think work well in Oakbourne Park?
2. What are five things that you don’t like or could work better in Oakbourne Park?

Committee Opinions on What They Like and What Needs Attention in Oakbourne Park 6-25-20

13 Responses – (frequency of response)

Like	Comment	Need to Address
Mansion & Historic Preservation (12)	Sense of pride. Restoration is beautiful. Rentals. Iconic building and landscape retaining original structure. Focal point. Availability of mansion for special events.	(1) Poor connections to neighborhoods. Lack of connectivity among park facilities. Better maintenance, especially in area east of S. Concord. Restore the stone wall and push back on encroachments. Continue restoration of mansion and water tower.
Trails (9)	2+ mile length. Walkable proximity to community. Access points to the park.	Pave the walking trail. Convert heavily used trails to asphalt for use and accessibility. Add trail markers on each side of S. Concord. Connect athletic field area to main park area via trails or access road. Address safety issues with park entrance and paths – road too narrow for two cars to pass. Erosion on paths cause ruts. Trail head at Oakbourne Rd. and South Concord is dangerous and needs stop signs. Concern about pesticide use on gravel paths used by dogs and people in flip flops.

Like	Comment	Need to Address
Beauty and Feel of the Park (8)	Natural feel with woodlands and trails. Family friendly. Preservation of open space. Beautiful grounds. Beautiful especially in front with landscaping and social trees. Peaceful and non-hectic atmosphere. Beautiful grounds, planting, arboretum. Trees and natural areas are beautiful. Park's rustic nature lends itself to feeling of peace and serenity. Combination of mansion, garden, arboretum, and trails is unique: a real treasure.	Remove invasives.
Community garden (5)	Vegetable plots.	Need water source.
Sports fields and courts (4)	Diversity of recreational activities. Separation of active and non-active recreation areas. Sports and tennis courts areas are separate from rest of the park. Athletic field use for youth sports brings the community to the park. Use of recreational areas (basketball, baseball, tennis, and multi-purpose fields).	Athletic fields are just okay. Renovation of basketball court is priority – add fencing to prevent ball rolling to street. Add fields and courts as needed by sports groups.
Play and Events (4)	Playground. Pavilion. Outdoor Events.	Improve playground (3). Add more special events. Offer programs for groups other than families with children. Add a dog park.
Open Space (3)	Farming area. Preservation of open space here.	
Support Facilities	Parking: rated adequate to plenty.	Parking is rough. Improve parking. Need restrooms (4). Need signage and wayfinding and interpretative system and neon sign is out of character (5). Evaluate concrete building at south end for re-use as restroom.
Single Topics		
Friends of Oakbourne	Maintain plants and trees to beautify grounds.	
Location		
Pond		
		Overall: Make more efficient use of property.
		Restoration of the fountain is of keen interest.
		Support funding and maintenance.

3. If this park master plan could accomplish one thing, what would you want that to be?

- **Vision and Plan**

- Clearly **articulated long term vision/strategy** for creating & maintaining a community oriented public space for family enjoyment & the celebration of public events.
- Provide an **overall plan to best utilize the park** for recreational/ athletic use by the community without compromising the uniqueness of having such a well preserved open space estate that remains much as it stood when the Smith/Drexel family lived there.
- Ensure that the **bucolic nature of the park is maintained** and improved so that Westtown residents will always have a beautiful and peaceful area to go to in order to escape the hustle and bustle of everyday life. Do not "over improve" the park so that the park's current unique nature is lessened or destroyed.
- **More definition for every portion of the park with connectivity.**

- **Use**

- **Access** so residents can get in and out easily
- Improve park for all uses - recreation, passive and open space preservation so all of community can utilize to its fullest.
- **Park is under-utilized by community**, as lower level is all aspects to East Goshen, West Goshen and other local parks
- **Increase the number of residents of Westtown who regularly use** the park and see it as an asset to the township.

- **Pathways**

- Have the **gravel paths paved** so that it would work better for runners, families with strollers and kids on bikes. I think it would help to draw many more visitors.

- **Support**

- **To organize a holistic community of stewardship** (Township, Friends of Oakbourne.....) with a secure stream of funding that will maintain, and rehabilitate when necessary, the grounds and structures in order to continue to provide an historic and peaceful protected green space for citizens to gather for events, education, activity, and respite with a conservation easement (if not already in place) to protect from future development. I realize this is more than "one thing", but this is my personal vision for the Master Plan.

- **Specifics**

- We should try to **make those dump sites into spaces that work** for the park. The upper site could be made into a wild meadow which bring in butterfly's and beneficial bugs. The lower dump site could be used as a wet land and water flow area leading to the pond. This would dry up the paths and help water drain off.
- I would love to see the **fountain restored and functional**.

PSC meeting 2 was held on on August 11, 2020 to review the findings of the site analyzes, key person interviews, and focus group meetings completed. Following the kickoff meeting, committee members were tasked with visiting the park and completing a short evaluation to assists the design team in further understanding the individual and group perspectives regarding the park. A summary of the evaluation can be found in [Appendix XX](#). The group explored opportunities, potential park users, types of facilities, concerns, and issues relating to redevelopment and expnsion fo the park. Subsequent meetings were held to discuss site opportunities / limitations and constraints, programming, design alternatives and the final recemdnations. Input provided regarding creation of the park was summarized in the project meeting minutes included in [Appendix XXX](#).

Key Person Interviews and Focus Group Meetings

The consulting team conducted a series of key person interviews to obtain input regarding the redevelopment and expansion potential of the park. Information was gathered regarding historical and current information about the property, potential park uses and facilities, recreation trends, and immediate and long-term needs for specific and general recreation opportunities within the area. Over twenty key person interviews were conducted with members of organizations who have an interest and/or insight into the recreation needs of the area or particular interest regarding the park as defined by the PSC. Interviews were conducted by telephone and included daily park users encountered during site visits, adjacent residents, members of the Westtown Community Garden Club, members fo the Oakbourne basketball league, local boyscout and cubscout troop, WCASD athletic director and cross country coach, local farmer, and Township staff including the Manager, Public Works Supervisor, Park Activities Director, and all three Supervisors.

The following selected quotes from the key person interviews convey the various opinions and perspectives regarding the existing park.

Come back with something aspirational the best it can be.

The parking areas do not need to be formalized.

Cope Tract – should it be meadow, park, or farm?

Children's playground is not sufficient, ordering more playground is not the answer.

Don't urbanize the park.

I personally feel that the Park should stay the way it is. As a place to walk, sit and enjoy nature. especially as Oakbourne now has a designated arboretum.

If we take the 15.5 acres currently farmed out of production, how much food do we take of the

Improve, don't move.

What if this was a clean slate? What should it be?

No lights.

People are not enjoying the spaces around the mansion. It's like there is an invisible dog fence around it.

The basketball court sucks, but it is the closest one to the High School.

Don't make it East Goshen.

There is never enough fields in this area.

Township does a good job of managing conflicts between user groups.

Develop a realistic plan that puts the emphasis on improvements to existing facilities.

Focus group meetings were conducted with both the Friends of Oakbourne Park and Historic Commission. A sports group forum was not able to be convened so the design team developed a questionnaire that was distributed to the various sports group utilizing the park to provide input and feedback regarding development of the park.

The key person interviews, focus group meetings, and discussions with the PSC revealed the following common themes, weaknesses, and strengths and opportunities:

Common Themes

1. Connect people to the past by reclaiming forgotten landscapes
2. Develop a park for everyone that is truly unique
3. Do not overdevelop the park
4. Develop a natural playground
5. Provide "real" restrooms
6. Connectivity
7. Address parking needs
8. Address infrastructure needs
9. Retain the natural and historic character of the place
10. The Cope Tract is not seen as part of the park

Historical Themes

1. The mansion is the centerpiece, but what happened before and what happened after are also important
2. This historic nature of the entire site should be celebrated
3. The major theme is the country gentleman's estate
4. Retain the natural and historic character of the place
5. Enhance landscaping to be reflective of the original estate including garden enhancements
6. Bring back the pond

Park Weakness

1. The number of easements, covenants and restrictions that are conveyed with the individual parcels
2. The site is bisected by the Guadenzia House
3. The Cope Track is not seen as a park
4. The grounds do not support the elegance of the mansion
5. There is not enough parking to support functions and events at the mansion

Strengths and Opportunities

1. Mansion is an amazing asset.
2. Existing barn foundation and historic interpretation role
3. Tranquil, Natural, and Serene.
4. Must consider and map dedicated easements from the surrounding neighborhoods to the park.
5. Integration of the Cope tract into the overall vision for the park.
6. Community Garden.
7. Arboretum
8. Everything is in one park here. Lots of open space and preserves in the area.

Council Work Session

An update on the planning process, preliminary designs and recommendations was presented to the Board of Supervisors on November 2, 2020 prior to the second Community Meeting held on November 10, 2020. This Draft Master Plan reflects the direction to address the issues and concerns identified.

The following comments were noted to be considered in finalizing the plan.

1. Look for more opportunities for multi-generational play and adult fitness.
2. Consider a secondary playground (tot lot) for the athletic core.
3. Expand the meadow areas to visually connect the various areas of the park.

Community Input Survey

Westtown Township conducted a public opinion survey online during the master planning project. The purpose of the survey was to obtain the ideas of the community about improving Oakbourne Park. Responses from 595 citizens provided the following findings:

- 91% of the respondents are park users. Those who are not believed that the park is important to have in the community.
- The three most used facilities were trails, general park use and the playground.
- The top three improvements that respondents would like to see in the park were the preservation of the historic aspects and theme of the park, restrooms and programs in the mansion. Facilities that respondents are missing in Oakbourne Park include restrooms, a better playground, and a dog park.
- The most preferred programs are special events, nature, and fitness. Families, children 5-12 and senior citizens are the groups that respondents think are most in need of more recreation programs.
- Respondents get information about Oakbourne Park primarily from the Township website, the Township newsletter, and email. In the future, they prefer these sources of information about the park. However, there is an increased desire for email notification.
- The respondents indicated that their top three choices for how they would spend money on the park were trails and pathways, restrooms and parking, and the arboretum and gardens.

See Appendix_ for complete survey results.

Community Meetings

The first public meeting occurred on September 15, 2020 via Zoom webinar and had a total of 64 attendees. The design team provided an overview of Oakbourne Park and reviewed the planning process. The design team also shared information about the existing conditions and limitations and gathered feedback from the meeting participants on their interests.

The second public meeting occurred on November 10, 2020 via Zoom with a total attendance of 24. The design team revealed the preliminary survey results, and presented concept design plans for the development of the park.

The meeting presentations, recorded meetings, and provided comments are posted on the Township's website.

[Oakbourne Park Master Plan Community Input Meeting No. 1 – Presentation](#)
[Provided Questions and Comments \(09-15-2020\)](#)
[Meeting No. 1 Recording](#)

[Oakbourne Park Master Plan Community Input Meeting No. 2 – Presentation](#)
[Community Meeting No.2 Questions and Comments \(2020-11-10\)](#)
[Meeting No. 2 Recording](#)

Vision, Mission, and Goals for Oakbourne Park

The input from the public participation process was translated into a preliminary vision, mission statement, and specific goals for the park. The initial vision, mission, and goals were developed early in the planning process refined as the plan continued to evolve. This vision should carry through in all aspects of development and implementation of the master plan recommendations.

Vision:

Oakbourne Park is a premier historic year-round recreation destination that welcomes and captivates residents and visitors. The Park with its heritage, beauty, and recreation opportunities are part of daily life in our community and shapes the character of Westtown Township. Historical, natural, and recreational resources cultivate outstanding experiences, health, enjoyment, fun, and learning for all people. Oakbourne Park is sustainable, well-maintained, safe, and meets the needs of individuals, families, and community organizations. The focus on preserving our history and our open space continues through Oakbourne Park, with a strong emphasis on connecting people to our public lands and each other. Aware of its value to their lives, residents are proud stewards and supporters of an extraordinary park, Oakbourne Park.

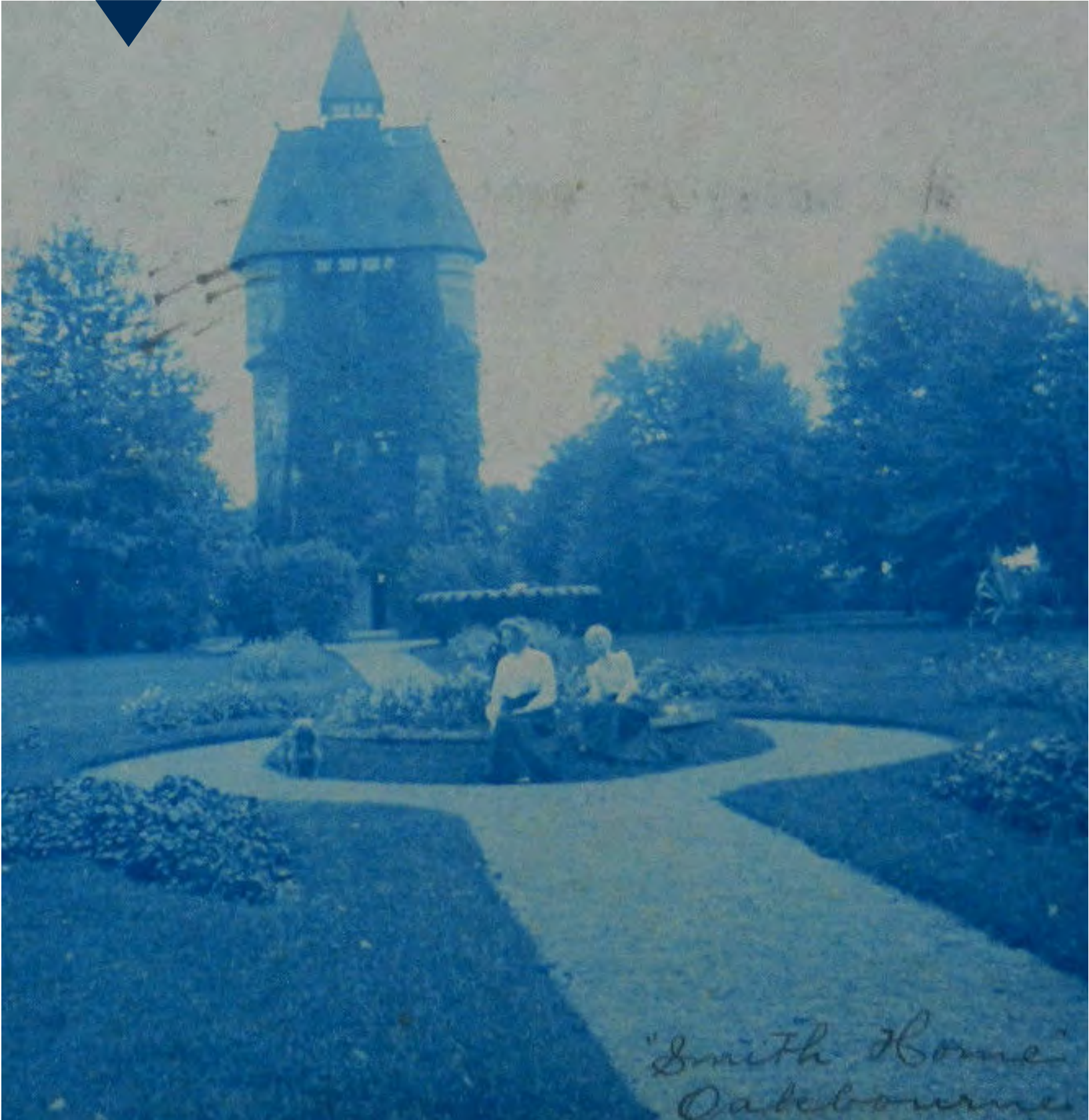
Mission:

Westtown Township will operate Oakbourne Park as a model regional destination park through a mix of public and private support; effective and efficient maintenance methods; innovative management; and outstanding customer services that makes you smile!

Goals:

1. Create a practical, achievable yet visionary action plan for park revitalization and programming that will establish Oakbourne Park as a unique facility in Pennsylvania and the crown jewel of Westtown Township. Our goal is to focus on public recreation needs first that spurs park revitalization in a way to preserve our heritage and attract people of all ages to want to spend many hours of their time enjoying the park.
2. Revitalize and maintain this historic Oakbourne Park to preserve and celebrate our cultural heritage.
3. Preserve our agricultural heritage.
4. Preserve the historic cultural landscape of the Oakbourne Mansion.
5. Provide recreation opportunities that inspire healthy lifestyles, personal growth, family bonding, social connections, and a sense of community.
6. Offer community and special events to proactively build social ties among people of all ages, abilities, and backgrounds.
7. Provide facilities that are welcoming, accessible, attractive and safe by design.
8. Update infrastructure needs.

Site Inventory and Analysis



Introduction

Oakbourne Park is a unique treasure like no other park in the region. The park offers a slice of everything including diverse landscapes, natural areas, agricultural fields, a historic homestead, community gardens, and traditional park facilities. Through the planning process, an extensive inventory and analysis of the site was completed to gain an understanding of the site's natural resources and relationship to the historic mansion.

The development of the Master Plan was guided by the conclusions of analysis of the significance of the historic homestead, existing site conditions, review of the site's natural and man-made resources, existing facilities usage, consideration of the surrounding land uses, and the assessment of the recreation needs in the community.

Site visits were conducted throughout the planning process to evaluate the site characteristics, observe the site's relationship to the surrounding properties, and identify site opportunities and constraints. The findings of the inventory and assessment phase of the planning process is documented below but is not intended to be used in the preparation of any detailed site plans or construction documents. Not structural assessments, survey, wetland, forest or habitat delineations, testing or in-depth study was completed by team members.

Park Location

Oakbourne Park is located within a heavily suburbanized area of eastern Chester County, Pennsylvania. Situated less than one mile southeast of West Chester and approximately 16 miles west of Philadelphia and is surrounded by single family residential homes.

The property consists of approximately 144.7 acres comprised of several parcels that are generally defined and considered as three separate areas.

Area 1 - Oakbourne Park & Arboretum: 1014 S. Concord Road, West Chester 19382

Area 2 - Oakbourne Park Athletic Complex: 500 E. Pleasant Grove Road, West Chester 19382

Area 3 - The area east of South Concord road.



Site History

Concurrent with the park master planning process the Oakbourne Mansion was undergoing several improvements to stabilize and protect the existing structure. As a result, the Oakbourne Mansion was specifically excluded from the master plan scope of work. However, upon the initial site visit by the design team it was apparent the mansion and park were inter-related and further research was necessary to understand this relationship. With background information provided by the Historical Commission on the history and architecture of Oakbourne (See Appendix _ for summary) and further research by the design team it became evident the park can be considered an early example of a cultural landscape representing period in American Landscape History known as the Country Place Era.

The Country Place Era is considered as the 40-year period between 1890 and 1930 of American Landscape Architecture following the industrial revolution. Designs focused on wealthy Americans who commissioned extensive gardens at their country estates.

Often these vast estates in the country were far away from the increasingly over-crowded urban centers and the design of these estates were a direct reflection of the affluence of the time. The views from and to the properties were often a key design principle.



OAKBOURNE, PRESENTED BY MRS. JAMES C. SMITH TO THE EPISCOPAL CITY MISSION.

OAKBOURNE AND ITS BEAUTIES.

The Gift of Mrs. James C. Smith to the Episcopal City Mission.

A MAGNIFICENT RETREAT.

Rumors of a Contest Over the Will of the Decedent—Valuables That Are Said to Have Disappeared.

tract for invalids under the care of this well-known institution of charity. For the purpose there is probably no place better adapted in this section of the State. Included in the bequest is the surrounding plot of ground, containing over thirty acres, which is laid out in fine drives and otherwise beautified in a manner only possible with the most artistic landscape gardener.

This property, then a veritable wilderness, was purchased by its late owner just thirteen years ago. Since that time the sum of \$25,000 has been expended in transforming it into its present state of magnificence. Shortly after Mr. Smith acquired this tract he christened it "Oakbourne," and this name was also adopted by the Philadelphia, Wilmington & Baltimore Railroad for the station nearby. All the highways in the immediate neighborhood were macadamized at the expense of "Oakbourne's" owner, and the taxpayers thus relieved to a great extent.

The massive palace, which stands on the highest point of ground in this part of the county, is built of a grayish stone, and is in itself

neighborhood. This huge tower is also of stone and is provided with the finest of glasses. From its lookout, the visitor may behold one of the prettiest scenes upon which the eye can feast. Far away to the southeast may be seen the city of Chester, while Philadelphia looms up in the distance to the east, skirted as it appears by the waters of the Delaware. The borough of Media is readily visible, as are also numerous little towns and villages in Delaware County. To the north lies the pretty borough of West Chester, with Downingtown and Coatesville away in the background.

The stables on the premises are in keeping with the other fine buildings, and contain eleven head of blooded horses and a number of fine coaches, all of which are bequeathed to the City Mission, and will consequently remain on the place. "Abdallah," a coach horse which had been in the possession of Mr. Smith for a period of a quarter of a century, and is 24 years old, is among the favored animals quartered in the stable.

The attractive grove north of the buildings contains perhaps fifteen acres, sloping gradually down into a romantic

Mrs. all b letter Phila devou was n

The Philade James Chester

To the in sion, a to be change

This property, then a veritable wilderness, was purchased by its late owner just thirteen years ago. Since that time the sum of \$225,000 has been expended in transforming it into its present state of magnificence. Shortly after Mr. Smith acquired this tract he christened it "Oakbourne," and this name was also adopted by the Philadelphia, Wilmington & Baltimore Railroad for the station nearby. All the highways in the immediate neighborhood were macadamized at the expense of "Oakbourne's" owner, and the taxpayers thus relieved to a great extent.

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View from Rosemont Station, ca. 1905

View to Mansion - The Main Line Country Houses 1870-1930, William Morrison



Ormston Country Estate Design Plan

Norman T. Newton, *Design on the Land, The Development of Landscape Architecture*, 1971

Other key design elements and characteristics often included formal and extensive gardens, fountains, garden sculptures, ponds, and arboretums. Although no physical evidence of the design of the estate has been uncovered, many of the design principles of the time used in siting the mansion and developing the estates are still visible today and many of the design elements still in place including the original fountain and arboretum.

During that time arboretums were utilized for the quiet enjoyment of nature and for education purposes. The same is true today and the township has taken steps over the years to protect the Arboretum as evidenced by the Forest and Tree Stewardship Plan and recent Arboretum Accreditation designation. (See Appendix _ and _)



“With few exceptions, these Oakbourne forests are relatively young, probably most having their beginnings not more than 120-130 years ago, perhaps about the time the Mansion was built.”
 -Forest and Tree Stewardship Plan for Oakbourne Park

General Site Data

Data Collection / Base Mapping

Base-mapping data was compiled from the best available information as provided by the township. The project base mapping was developed from a variety of resources including:

1. County GIS data sets, individual parcel deeds, covenants and restrictions, site development plans for the PSWC water tower, site development plans for cell tower, adjacent subdivision plans, land leases, easement and right of way agreements.
2. Floodplain, tax parcel data, and survey information was overlaid on orthographic aerial photography of the area to depict site surroundings.
3. The base mapping data was then field verified and supplemented with information gathered by the design team from several site visits over the course of the master planning process.

Site Acreage –

Topographic Features –

Trails

Vehicular and Parking

Paved Parking Lots

Gravel Parking Areas

Overflow Parking Areas

Rights-of-Way and Easements –

Relevant Planning Documents

Zoning

Comprehensive plan

Park and open space plan

PNDI Report

Surrounding Land Use

Eastern Boundary:

Western Boundary:

Southern Boundary:

Northern Boundary:

Interior of Cope Tract: Chesko Property:

Guadenzia House:

Natural Resources

Water Resources

Wetlands

Streams

Existing Pond

Land Resources

Vegetation –

Man-Made Resources and Influences

Transportation Routes and Access

The three main access roadways in the area of the site include:

South Concord Road –

East Pleasant Grove Road –

Oakbourne Road –

Utilities in the Area of Oakbourne Park

Water –

Sewer –

Electric –

Structures

Oakbourne Mansion –

Carriage House

Caretaker House –

Remnants –

Other Structures – Other structures on site include:

Summary of Site Analysis Findings by Area

Area A –

Area B

Area C

Area D

Area E

Area F

Conclusions

The site analysis provided valuable information that guided the final master plan for the Oakbourne Park. Conclusions include:

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Implementation and Costs Analysis



Introduction

Improvements to Oakbourne Park will occur in four key phases that can be implemented individually or collectively. Typically, park development is completed in phases based on community need, funding opportunities, logical sequences of construction, and considerations for how the park will function. Implementation strategies for the park development phases are independent on the park's management structure and ability to secure funding. The sequence of the development can change as funding becomes available, if needs change in the community, or if opportunities present themselves. During the plan's implementation period, it is important for the Township to remain flexible and adapt to these changes as they move forward with implementation of the Master Plan.

Implementation and Development Phasing

The Master Plan was developed to enhance existing park amenities, expand recreational opportunities, and establish a long-term vision for redevelopment and enhancements. Each development phase should be viewed as a recommendation for development planning and capital programming. The phased development sequence outlined was recommended to first address universal accessibility, user safety, needs, comfort, expand recreation opportunities, and address stormwater runoff and management.

The Athletic Core is recommended as the initial phase for redevelopment. It is the most intensely utilized area of the park containing the most deficiencies. Improvements in this area will have an immediate impact in addressing park deficiencies while also providing new recreation opportunities. The existing and proposed facilities within the Athletic Core support a diverse park user base including tots, children, teens, adults, and seniors. The Cope Tract is recommended as the second phase for development. The entry drive re-alignment, parking and trail connections will provide a safe connection between the two park areas and promote pedestrian connectivity to the adjacent neighborhoods and other primary activity areas within Oakbourne Park. The proposed improvements will serve to identify the Cope Tract as part of the park and open an area of the park that is underutilized and currently not considered or known as part of Oakbourne Park. The Pond Core and Mansion Core have been identified respectively as Phase 3 and Phase 4. These phases are interchangeable and could most likely be developed simultaneously to address stormwater management within the historic core of the park.

Development Cost Projections Summary

The development cost projections are important decision-making tools. They are essential to future fund-raising and finance efforts as well as to making decisions on priorities and next steps. A development project of the scale/complexity of Oakbourne Park will likely need to be constructed in stages or phases that span a period of years as previously noted.

The following outlined budget estimate assumes that each identified phase will be developed independently. Developing multiple phases simultaneously would result in cost savings. The park master plan is a 10 to 20-year planning tool as reflected by the development phasing.

Phase 1: (1-5 years)	Phase 2: (5-10 years)	Phase 3: (10-15 years)	Phase 4: (15-20 years)
Athletic Core	Cope Tract	Pond Core	Mansion Core
Estimate: \$3.8-4.2m	Estimate: \$1.8-2.0m	Estimate: \$0.6 – 0.7m	Estimate: \$4.75-5.25m

The total cost for the master plan is approximately \$11-12m should all improvements be implanted. This total does not include the additional costs associated with the overlay concept for the Cope Tract which is estimated between 0.53-0.58m. Please refer to the Estimate of Probable Development Costs exhibits found at the end of this chapter for a more detailed description of the proposed park site improvement costs associated with each Phase.



Phase 1-Athletic Core

- 2 new pickleball courts
- Central plaza with relocated flagpole
- Defined new accessible route, walkways and steps to existing multi-purpose field
- New restroom building with storage and integrated viewing platform
- Improved and expanded parking areas with defined ADA spaces and accessible routes to existing and proposed facilities
- New basketball court and overlook plaza
- Tennis court improvements
- Relocated batting cages
- Stormwater management facilities

Phase 2-Cope Tract

- Existing trail Improvements
- Defined loop trail and connectivity to adjacent neighborhoods
- Streambank stabilization and stormwater management improvements
- New community gardens
- Establishment of perimeter meadows
- Small group pavilion
- Realigned entry drive and designated parking area with defined ADA spaces
- Pedestrian crossing and linkage to existing trail network
- Stabilized overflow parking areas
- Vehicular turnaround and private drive demarcation

Phase 3 – Pond Core

- Expanded pond and stormwater management improvements
- Wetland enhancements
- Pedestrian boardwalk and bridge improvements and expansion
- New assessable fishing dock
- Paved trail connection to the Mansion Core
- Designated ADA parking and accessible route to the pond

Phase 4- Mansion Core

- Realigned access drive
- Carriage house conversion to restroom
- Garden improvements
- Pave plaza and entry treatments
- Designated overflow parking
- 2 large multi-purpose shelters and overlook deck
- New group gathering area and fire pit
- Nature based play area
- Iconic playground
- Relocation of historic fountain and creation of event space
- Expanded parking areas, defined ADA spaces, and accessible routes.
- Defined maintenance and delivery access

Oakbourne Park Phase 1 - Athletic Core

Budget Estimate

PLAN DATE: December 10, 2020

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL COST
A.	Site Improvements				
A.1	General Requirements				\$247,883
A.1.1	Bond, Mobilization	1	LS	\$230,483	\$230,483
A.1.2	Survey/Construction Layout	10	DAY	\$1,000	\$10,000
A.1.3	Testing	1	LS	\$3,000	\$3,000
A.1.4	Submittals/Shop Drawings	12	MONTH	\$300	\$3,600
A.1.5	Project Sign	1	EA	\$800	\$800
A.2	Site Preparation and Demolition				\$42,500
A.2.1	Clearing and Grubbing	4	AC	\$3,000	\$12,000
A.2.2	Remove Trees	1	LS	\$20,000	\$20,000
A.2.3	Strip and Stockpile Topsoil (6" deep)	3,500	CY	\$3	\$10,500
A.3	Erosion and Sedimentation				\$75,000
A.3.1	Soil Stabilization and Controls	1	LS	\$75,000	\$75,000
A.4	Earthwork				\$52,000
A.4.1	Bulk Excavation and Fill				
A.4.1.1	Bulk Cut (Common Earth)	8,000	CY	\$3	\$20,000
A.4.1.2	Bulk Fill (Common Earth)	8,000	CY	\$4	\$32,000
	<i>Balance:</i>	0	CY		
A.5	Site Concrete Construction				\$529,720
A.5.1	Concrete Pavement				
A.5.1.1	Walks	5,500	SF	\$9	\$49,500
A.5.1.2	Shelter Pad	1,250	SF	\$12	\$15,000
A.5.1.3	Dumpster Pad	225	SF	\$12	\$2,700
A.5.2	Concrete Unit Pavers (Decorative Paving)				
A.5.2.1	Flag Pole Area	4,000	SF	\$16	\$64,000
A.5.2.2	Building Plaza Area	5,800	SF	\$16	\$92,800
A.5.2.3	Basketball Area	3,800	SF	\$16	\$60,800
A.5.3	Aggregate Paver Base				
A.5.3.1	Flag Pole Area	4,000	SF	\$4	\$16,000
A.5.3.2	Building Plaza Area	5,800	SF	\$4	\$23,200
A.5.3.3	Basketball Area	3,800	SF	\$4	\$15,200
A.5.4	Concrete Steps				
A.5.4.1	Steps with Cheek Wall (Stair A)	25	RISER	\$280	\$7,000
A.5.4.2	Steps with Cheek Wall (Stair B)	18	RISER	\$280	\$5,040
A.5.4.3	Steps with Cheek Wall (Stair C)	18	RISER	\$280	\$5,040
A.5.4.4	Steps with Cheek Wall (Stair D)	8	RISER	\$280	\$2,240

	A.5.4.5	Steps with Cheek Wall (Stair E)	15	RISER	\$280	\$4,200
A.5.5		Concrete Curb	2,000	LF	\$35	\$70,000
A.5.6		Concrete ADA Ramp	3	EA	\$2,000	\$6,000
A.5.7		Concrete Retaining Wall (Basketball)	140	CY	\$650	\$91,000
A.6		Bituminous Pavement				\$532,680
A.6.1		Parking Area				
	A.6.1.1	Bituminous Paving and Base	6,900	SY	\$40	\$276,000
	A.6.1.2	Pavement Markings/Stalls	148	EA	\$10	\$1,480
	A.6.1.3	Traffic Control Signage	3	EA	\$400	\$1,200
A.6.2		8 ' Wide Bituminous Walkways				
	A.6.2.1	Bituminous Paving and Base	3,400	SY	\$50	\$170,000
A.6.3		Basketball Courts				
	A.6.3.1	Bituminous Paving and Base	1,500	SY	\$40	\$60,000
A.6.4		Pickleball Courts				
	A.6.4.1	Bituminous Paving and Base	600	SY	\$40	\$24,000
A.7		Storm Drainage				\$445,000
A.7.1		Stormwater Management	1	LS	\$225,000	\$225,000
A.7.2		Stormwater Basin	1	EA	\$60,000	\$60,000
A.7.2		Rain Garden	2	EA	\$30,000	\$60,000
A.7.3		Existing Basin Retrofit	1	LS	\$100,000	\$100,000
A.8		Landscaping				\$49,300
A.8.1		Spread Topsoil, Fine Grade, Fertilize	3,500	CY	\$3	\$10,500
A.8.2		Seeding				
	A.8.2.1	Lawn / General	30,000	SF	\$0.11	\$3,300
	A.8.2.2	Upland Meadow	75,000	SF	\$0.25	\$18,750
A.8.3		Street/Parking Area Trees	20	EA	\$500	\$10,000
A.8.4		Ornamental Trees	10	EA	\$250	\$2,500
A.8.5		Ornamental Shrubs	50	EA	\$85	\$4,250
A.8.6		Rain Gardens	1	LS	\$15,000	\$15,000
A.9		Site Amenities				\$47,300
A.9.1		Picnic Tables (4 ADA)	8	EA	\$2,000	\$16,000
A.9.2		Plaza Tables	8	EA	\$1,800	\$14,400
A.9.3		Benches	6	EA	\$1,200	\$7,200
A.9.4		Trash Receptacle	4	EA	\$800	\$3,200
A.9.5		Jug Filler / Water Fountain	1	EA	\$5,000	\$5,000
A.9.6		Bicycle Rack	3	EA	\$500	\$1,500
A.10		Tot Lot				\$68,437
A.10.1		Play Equipment (2-5 Year Old)	1	LS	\$40,000	\$40,000
	A.10.1.1	Play Equipment Installation	1	LS	\$20,000	\$20,000
A.10.2		Edging	150	LF	\$15	\$2,250
A.10.3		Underdrain	50	LF	\$31	\$1,525
A.10.4		Safety Surface (Mulch)	65	CY	\$43	\$2,795
A.10.5		Stone Base and Filter Fabric	180	SY	\$10	\$1,867

A.11	Basketball Courts					\$33,900
A.11.1	Posts, Goals and Nets	4	EA	\$3,700		\$14,800
A.11.2	6' High Chain Link Fence	300	LF	\$42		\$12,600
A.11.3	Court Painting	1	LS	\$1,500		\$1,500
A.11.4	Preserve Existing Ruins (Wall)	1	LS	\$5,000		\$5,000
A.12	Pickleball Courts					\$31,400
A.12.1	Posts and Nets	2	EA	\$1,000		\$2,000
A.12.2	8' High Chain Link Fence	380	LF	\$50		\$19,000
A.12.3	Court Surfacing	5,200	SF	\$2		\$10,400
A.13	Miscellaneous Site Improvements					\$141,900
A.13.1	Site Identification Sign	1	EA	\$5,000		\$5,000
A.13.2	Relocate Flag Pole	1	EA	\$5,000		\$5,000
A.13.3	Removable Bollards	4	EA	\$350		\$1,400
A.13.4	Parking Lot - Utility Access Gates	2	EA	\$2,500		\$5,000
A.13.5	Concrete Wheel Stops	6	EA	\$250		\$1,500
A.13.6	Ramp Handrail	310	LF	\$125		\$38,750
A.13.7	Step Handrail	160	LF	\$125		\$20,000
A.13.8	Guardrail	125	LF	\$150		\$18,750
A.13.9	Resurface Existing Tennis Courts	15,500	SF	\$3		\$46,500
Subtotal Site Improvements (A):						\$2,297,020
B.	Structures					
B.1	Structures					\$559,000
B.1.1	Storage, Viewing and Restroom Building	2,500	SF	\$200		\$500,000
B.1.2	30'x30' Pavilion	1	EA	\$36,000		\$36,000
B.1.2.1	Pavilion Installation	1	EA	\$18,000		\$18,000
B.1.3	Relocate Batting Cage	1	LS	\$5,000		\$5,000
Subtotal Structure Improvements (B):						\$559,000
C.	Water Service Improvements					
C.1	Water Service					\$35,000
C.1.1	On Site Water Service Improvements	1	LS	\$35,000		\$35,000
Subtotal Water Service Improvements (C):						\$35,000
D.	Utilities					
D.1	Utility Connections					\$50,000
D.1.1	Sanitary Line	1	LS	\$50,000		\$50,000
Subtotal Utility Relocation Improvements (D):						\$50,000

E. Electric

E.1 Site Electric					\$170,500
E.1.1	Utility Power Extension	1	LS	\$50,000	\$50,000
E.1.2	Service Panel and Meter	1	LS	\$10,000	\$10,000
E.1.3	Receptacle Pedestals	1	LS	\$3,500	\$3,500
E.1.4	Security Lighting	1	LS	\$10,000	\$10,000
E.1.5	Walkway Lighting	1	LS	\$40,000	\$40,000
E.1.6	Wiring and Conduit	1	LS	\$15,000	\$15,000
E.1.7	15' Pole Lighting	12	EA	\$3,500	\$42,000

Subtotal Electric Improvements (E):	\$170,500
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SUBTOTAL (A-E):	\$3,111,520
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10% DESIGN CONTINGENCY:	\$311,152
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TOTAL PROBABLE COST (BASE BID):	\$3,422,671
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1	Professional Design Fees	10%	\$342,267
2	Construction Contingency Fund	5%	\$171,134
3	Miscellaneous Costs	2.5%	\$85,567
	Includes but is not limited to:		
	Site Surveying, Test Borings, Sink Hole Investigation, Builders Risk Insurance, Building Permit, Labor and Industry Fee, Document Printing, Construction Testing, Storm Water Permit		
4	Total Soft Costs	17.5%	\$598,968

TOTAL PROJECT ESTIMATE	\$4,021,639
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Note: Probable cost for site work does not include the following:

1. Rerouting gas, CATV, or phone lines. Additional improvements as may be required by municipal or other reviewing agencies having jurisdiction
2. Utility service and or connection fees.
3. Interpretive signage design.
4. Removal of unsuitable materials, sink hole remediation, or on lot disposal system designs.
5. Irrigation of athletic fields, and water reels
6. Project financing costs
7. Water Meter Pit and Tap cost are not included.

JMT, Inc. is not a construction contractor and therefore probable construction cost opinions are based solely upon our experience with construction. This requires JMT to make a number of assumptions as to actual conditions which will be encountered on the site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; contractors' techniques in determining prices and market conditions at the time, and other factors over which JMT has no control. Given these assumptions which must be made, JMT states that the above probable construction cost opinion is a fair and reasonable estimate for construction costs.

Oakbourne Park Phase 2 - Cope Tract

Budget Estimate

PLAN DATE: December 10, 2020

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL COST
A.	Site Improvements				
A.1	General Requirements				\$126,208
A.1.1	Bond, Mobilization	1	LS	\$110,008	\$110,008
A.1.2	Survey/Construction Layout	10	DAY	\$1,000	\$10,000
A.1.3	Testing	1	LS	\$3,000	\$3,000
A.1.4	Submittals/Shop Drawings	8	MONTH	\$300	\$2,400
A.1.5	Project Sign	1	EA	\$800	\$800
A.2	Site Preparation and Demolition				\$17,000
A.2.1	Clearing and Grubbing	2	AC	\$3,000	\$6,000
A.2.2	Remove Trees	1	LS	\$5,000	\$5,000
A.2.3	Strip and Stockpile Topsoil (6" deep)	2,000	CY	\$3	\$6,000
A.3	Erosion and Sedimentation				\$30,000
A.3.1	Soil Stabilization and Controls	1	LS	\$30,000	\$30,000
A.4	Earthwork				\$32,500
A.4.1	Bulk Excavation and Fill				
A.4.1.1	Bulk Cut (Common Earth)	5,000	CY	\$3	\$12,500
A.4.1.2	Bulk Fill (Common Earth)	5,000	CY	\$4	\$20,000
	<i>Balance:</i>	0	CY		
A.5	Site Concrete Construction				\$15,000
A.5.1	Concrete Pavement				
A.5.1.1	Shelter Pad	1,250	SF	\$12	\$15,000
A.6	Bituminous Pavement				\$274,080
A.6.1	Parking, Shared Access Drive, Turnaround and Turn Lane				
A.6.1.2	Bituminous Paving and Base	2,800	SY	\$40	\$112,000
A.6.1.3	Pavement Markings/Stalls	8	EA	\$10	\$80
A.6.1.4	Traffic Control Signage	4	EA	\$500	\$2,000
A.6.2	8' Wide Bituminous Walkways				
A.6.2.1	Bituminous Paving and Base	3,200	SY	\$50	\$160,000
A.7	Storm Drainage				\$165,000
A.7.1	Stormwater Management	1	LS	\$75,000	\$75,000
A.7.2	Stormwater Basin	1	EA	\$60,000	\$60,000
A.7.3	Rain Garden	1	EA	\$30,000	\$30,000

A.8	Landscaping					\$683,875
A.8.1	Spread Topsoil, Fine Grade, Fertilize	1,000	CY	\$3.0		\$3,000
A.8.2	Seeding					
	A.8.2.1 Lawn / General	50,000	SF	\$0.11		\$5,500
	A.8.2.2 Upland Meadow	60,000	SF	\$0.25		\$15,000
A.8.3	Stabilized Lawn Parking	11,500	SF	\$3		\$34,500
A.8.3	Street/Parking Area Trees	15	EA	\$500		\$7,500
A.8.4	Ornamental Trees	8	EA	\$250		\$2,000
A.8.5	Shrubs	75	EA	\$85		\$6,375
A.8.6	Rain Gardens	1	LS	\$10,000		\$10,000
A.8.7	Streambank / Wetland Restoration	300,000	SF	\$2.00		\$600,000
A.9	Site Amenities					\$39,400
A.9.1	Picnic Tables	4	EA	\$2,000		\$8,000
A.9.2	Benches	4	EA	\$1,200		\$4,800
A.9.3	Trash Receptacle	2	EA	\$800		\$1,600
A.9.4	Jug Filler / Water Fountain	1	EA	\$5,000		\$5,000
A.9.5	Community Gardens	1	LS	\$20,000		\$20,000
A.10	Miscellaneous Site Improvements					\$23,050
A.10.1	Site Identification Sign	1	EA	\$5,000		\$5,000
A.10.2	Removable Bollards	3	EA	\$350		\$1,050
A.10.3	Concrete Wheel Stops	8	EA	\$250		\$2,000
A.10.4	Private Driveway Entry	1	LS	\$10,000		\$10,000
A.10.5	ADA Signage	4	EA	\$500		\$2,000
A.10.6	Pedestrian Road Crossing	1	LS	\$3,000		\$3,000
Subtotal Site Improvements (A):						\$1,406,113
B.	Structures					
B.1	Structures					\$54,000
B.1.1	30'x30' Pavilion	1	EA	\$36,000		\$36,000
	B.1.1.1 Pavilion Installation	1	EA	\$18,000		\$18,000
Subtotal Structure Improvements (B):						\$54,000
C.	Water Service Improvements					
C.1	Water Service					\$25,000
C.1.1	On Site Water Service Improvements	1	LS	\$25,000		\$25,000
Subtotal Water Service Improvements (C):						\$25,000
SUBTOTAL (A-C):						\$1,485,113
10% DESIGN CONTINGENCY:						\$148,511
TOTAL PROBABLE COST (BASE BID):						\$1,633,625

1	Professional Design Fees	10%	\$163,362
2	Construction Contingency Fund	5%	\$81,681
3	Miscellaneous Costs	2.5%	\$40,841
	Includes but is not limited to:		
	Site Surveying, Test Borings, Sink Hole Investigation, Builders Risk Insurance, Building Permit, Labor and Industry Fee, Document Printing, Construction Testing, Storm Water Permit		
4	Total Soft Costs	17.5%	\$285,884

TOTAL PROJECT ESTIMATE	\$1,919,509
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Note: Probable cost for site work does not include the following:

1. Rerouting gas, CATV, or phone lines. Additional improvements as may be required by municipal or other reviewing agencies having jurisdiction
2. Utility service and or connection fees.
3. Interpretive signage design.
4. Removal of unsuitable materials, sink hole remediation, or on lot disposal system designs.
5. Irrigation of athletic fields, and water reels
6. Project financing costs
7. Water Meter Pit and Tap cost are not included.

JMT, Inc. is not a construction contractor and therefore probable construction cost opinions are based solely upon our experience with construction. This requires JMT to make a number of assumptions as to actual conditions which will be encountered on the site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; contractors' techniques in determining prices and market conditions at the time, and other factors over which JMT has no control. Given these assumptions which must be made, JMT states that the above probable construction cost opinion is a fair and reasonable estimate for construction costs.

Oakbourne Park - Cope Tract Overlay

Budget Estimate

PLAN DATE: December 10, 2020

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL COST
A.	Site Improvements				
A.1	Site Preparation and Demolition				\$38,100
A.1.1	Clearing and Grubbing	11	AC	\$3,000	\$33,000
A.1.2	Strip and Stockpile Topsoil (6" deep)	1,700	CY	\$3	\$5,100
A.2	Erosion and Sedimentation				\$15,000
A.2.1	Soil Stabilization and Controls	1	LS	\$15,000	\$15,000
A.3	Earthwork				\$9,750
A.3.1	Bulk Excavation and Fill				
A.3.1.1	Bulk Cut (Common Earth)	1,500	CY	\$3	\$3,750
A.3.1.2	Bulk Fill (Common Earth)	1,500	CY	\$4	\$6,000
	<i>Balance:</i>	0	CY		
A.4	Site Concrete Construction				\$15,000
A.4.1	Concrete Pavement				
A.4.1.1	Shelter Pad	1,250	SF	\$12	\$15,000
A.5	Bituminous Pavement				\$74,420
A.5.1	Parking				
A.5.1.2	Bituminous Paving and Base	1,350	SY	\$40	\$54,000
A.5.1.3	Pavement Markings/Stalls	42	EA	\$10	\$420
A.5.2	8' Wide Bituminous Walkways				
A.5.2.1	Bituminous Paving and Base	400	SY	\$50	\$20,000
A.6	Landscaping				\$118,500
A.6.1	Spread Topsoil, Fine Grade, Fertilize	1,700	CY	\$3.0	\$5,100
A.6.2	Seeding				
A.6.2.1	Lawn / General	90,000	SF	\$0.11	\$9,900
A.6.2.2	Upland Meadow	330,000	SF	\$0.25	\$82,500
A.6.3	Shade Trees	35	EA	\$600	\$21,000
A.7	Site Amenities				\$13,600
A.7.1	Picnic Tables	4	EA	\$2,000	\$8,000
A.7.2	Benches	4	EA	\$1,200	\$4,800
A.7.3	Trash Receptacle	1	EA	\$800	\$800

A.8	Miscellaneous Site Improvements				\$91,300
A.8.1	Concrete Wheel Stops	42	EA	\$250	\$10,500
A.8.2	Disc Golf Holes	9	EA	\$1,200	\$10,800
A.8.3	8' High Chain Link Fence	1,400	LF	\$50	\$70,000
Subtotal Site Improvements (A):					\$375,670
B.	Structures				
B.1	Structures				\$54,000
B.1.1	30'x30' Pavilion	1	EA	\$36,000	\$36,000
	B.1.1.1 Pavilion Installation	1	EA	\$18,000	\$18,000
Subtotal Structure Improvements (B):					\$54,000
SUBTOTAL (A-B):					\$429,670
10% DESIGN CONTINGENCY:					\$42,967
TOTAL PROBABLE COST:					\$472,637
1	Professional Design Fees			10%	\$47,264
2	Construction Contingency Fund			5%	\$23,632
3	Miscellaneous Costs			2.5%	\$11,816
	Includes but is not limited to:				
	Site Surveying, Test Borings, Sink Hole Investigation,				
	Builders Risk Insurance, Building Permit,				
	Labor and Industry Fee, Document Printing,				
	Construction Testing, Storm Water Permit				
4	Total Soft Costs			17.5%	\$82,711
TOTAL PROJECT ESTIMATE					\$555,348

Note: Probable cost for site work does not include the following:

1. Rerouting gas, CATV, or phone lines. Additional improvements as may be required by municipal or other reviewing agencies having jurisdiction
2. Utility service and or connection fees.
3. Interpretive signage design.
4. Removal of unsuitable materials, sink hole remediation, or on lot disposal system designs.
5. Irrigation of athletic fields, and water reels
6. Project financing costs
7. Water Meter Pit and Tap cost are not included.

Oakbourne Park Phase 3 - Pond Core

Budget Estimate

PLAN DATE: December 10, 2020

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL COST
A.	Site Improvements				
A.1	General Requirements				\$52,731
A.1.1	Bond, Mobilization	1	LS	\$36,531	\$36,531
A.1.2	Survey/Construction Layout	10	DAY	\$1,000	\$10,000
A.1.3	Testing	1	LS	\$3,000	\$3,000
A.1.4	Submittals/Shop Drawings	8	MONTH	\$300	\$2,400
A.1.5	Project Sign	1	EA	\$800	\$800
A.2	Site Preparation and Demolition				\$14,000
A.2.1	Clearing and Grubbing	2	AC	\$3,000	\$6,000
A.2.2	Remove Trees	1	LS	\$8,000	\$8,000
A.3	Erosion and Sedimentation				\$15,000
A.3.1	Soil Stabilization and Controls	1	LS	\$15,000	\$15,000
A.4	Earthwork				\$56,500
A.4.1	Bulk Excavation and Fill				
A.4.1.1	Bulk Cut (Common Earth)	5,000	CY	\$3	\$12,500
A.4.1.2	Bulk Fill (Common Earth)	2,000	CY	\$4	\$8,000
A.4.1.3	Spoil Excess Cut on Property	3,000	CY	\$12	\$36,000
A.5	Site Concrete Construction				\$9,925
A.5.1	Concrete ADA Parking	550	SF	\$9	\$4,950
A.5.2	Concrete Curb	75	LF	\$35	\$2,625
A.5.3	Mountable Curb	10	LF	\$35	\$350
A.5.4	ADA Ramp	1	EA	\$2,000	\$2,000
A.6	Bituminous Pavement				\$77,750
A.6.1	8' Wide Bituminous Walkways	1,555	SY	\$50	\$77,750
A.7	Storm Drainage				\$100,000
A.7.1	Stormwater Management	1	LS	\$25,000	\$25,000
A.7.2	Pond Expansion for Stormwater Improvements	1	LS	\$75,000	\$75,000
A.8	Landscaping				\$20,410
A.8.1	Spread Topsoil, Fine Grade, Fertilize	1,000	CY	\$2.2	\$2,200
A.8.2	General Lawn Seeding	11,000	SF	\$0.11	\$1,210
A.8.3	Ornamental Trees	5	EA	\$500	\$2,500
A.8.4	Wetland Plantings	12,000	SF	\$1	\$12,000
A.8.5	Basin Riparian Seeding	10,000	SF	\$0.25	\$2,500

A.9	Site Amenities					\$8,000
A.9.1	Picnic Tables	2	EA	\$2,000		\$4,000
A.9.2	Benches	2	EA	\$1,200		\$2,400
A.9.3	Trash Receptacle	2	EA	\$800		\$1,600
A10	Miscellaneous Site Improvements					\$4,850
A.10.1	Small Site Identification Sign	1	EA	\$3,000		\$3,000
A.10.2	Removable Bollards	1	EA	\$350		\$350
A.10.3	ADA Signage	2	EA	\$500		\$1,000
A.10.4	Concrete Wheel Stops	2	EA	\$250		\$500
Subtotal Site Improvements (A):						\$359,166
B.	Structures					
B.1	Structures					\$134,000
B.1.1	ADA Accessible Fishing Dock	1	EA	\$40,000		\$40,000
	B.1.1.1 Install Fishing Dock	1	EA	\$15,000		\$15,000
B.1.2	Boardwalk	80	LF	\$300		\$24,000
B.1.3	Bridge	1	LS	\$40,000		\$40,000
	B.1.3.1 Install Bridge	1	LS	\$15,000		\$15,000
Subtotal Structure Improvements (B):						\$134,000
SUBTOTAL (A-B):						\$493,166
10% DESIGN CONTINGENCY:						\$49,317
TOTAL PROBABLE COST (BASE BID):						\$542,482
1	Professional Design Fees			10%		\$54,248
2	Construction Contingency Fund			5%		\$27,124
3	Miscellaneous Costs			2.5%		\$13,562
	Includes but is not limited to:					
	Site Surveying, Test Borings, Sink Hole Investigation,					
	Builders Risk Insurance, Building Permit,					
	Labor and Industry Fee, Document Printing,					
	Construction Testing, Storm Water Permit					
4	Total Soft Costs			17.5%		\$94,934
TOTAL PROJECT ESTIMATE						\$637,417

Note: Probable cost for site work does not include the following:

1. Rerouting gas, CATV, or phone lines. Additional improvements as may be required by municipal or other reviewing agencies having jurisdiction
2. Utility service and or connection fees.

3. Interpretive signage design.
4. Removal of unsuitable materials, sink hole remediation, or on lot disposal system designs.
5. Irrigation of athletic fields, and water reels
6. Project financing costs
7. Water Meter Pit and Tap cost are not included.

JMT, Inc. is not a construction contractor and therefore probable construction cost opinions are based solely upon our experience with construction. This requires JMT to make a number of assumptions as to actual conditions which will be encountered on the site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; contractors' techniques in determining prices and market conditions at the time, and other factors over which JMT has no control. Given these assumptions which must be made, JMT states that the above probable construction cost opinion is a fair and reasonable estimate for construction costs.

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Oakbourne Park Phase 4 - Mansion Core

Budget Estimate

PLAN DATE: December 10, 2020

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	TOTAL COST
A.	Site Improvements				
A.1	General Requirements				\$304,036
A.1.1	Bond, Mobilization	1	LS	\$286,636	\$286,636
A.1.2	Survey/Construction Layout	10	DAY	\$1,000	\$10,000
A.1.3	Testing	1	LS	\$3,000	\$3,000
A.1.4	Submittals/Shop Drawings	12	MONTH	\$300	\$3,600
A.1.5	Project Sign	1	EA	\$800	\$800
A.2	Site Preparation and Demolition				\$45,300
A.2.1	Clearing and Grubbing	9	AC	\$3,000	\$27,000
A.2.2	Remove Trees	1	LS	\$12,000	\$12,000
A.2.3	Strip and Stockpile Topsoil (6" deep)	2,100	CY	\$3	\$6,300
A.3	Erosion and Sedimentation				\$70,000
A.3.1	Soil Stabilization and Controls	1	LS	\$70,000	\$70,000
A.4	Earthwork				\$58,500
A.4.1	Bulk Excavation and Fill				
A.4.1.1	Bulk Cut (Common Earth)	9,000	CY	\$3	\$22,500
A.4.1.2	Bulk Fill (Common Earth)	9,000	CY	\$4	\$36,000
	<i>Balance:</i>	0	CY		
A.5	Site Concrete Construction				\$751,000
A.5.1	Concrete Pavement				
A.5.1.1	Walks	7,500	SF	\$9	\$67,500
A.5.1.2	Shelter Pads	3,000	SF	\$12	\$36,000
A.5.2	Concrete Unit Pavers (Decorative Paving)				
A.5.2.1	Mansion Core	17,000	SF	\$16	\$272,000
A.5.2.2	Sundial Garden	5,000	SF	\$16	\$80,000
A.5.2.3	Event Space	6,000	SF	\$16	\$96,000
A.5.3	Aggregate Unit Pavers Base				
A.5.3.1	Mansion Core	17,000	SF	\$4	\$68,000
A.5.3.2	Sundial Garden	5,000	SF	\$4	\$20,000
A.5.3.3	Event Space	6,000	SF	\$4	\$24,000
A.5.4	Concrete Curb				
A.5.4.1	Parking Area (Outside)	1,100	LF	\$35	\$38,500
A.5.5	Concrete Retaining Walls (SRW)				
A.5.5.1	Seat Wall	150	LF	\$300	\$45,000
A.5.6	Concrete ADA Ramp	2	EA	\$2,000	\$4,000

A.6	Bituminous Pavement					\$579,940
A.6.1	Parking Area and Access Drive					
A.6.1.1	Bituminous Paving and Base	8,600	SY	\$40		\$344,000
A.6.1.2	Pavement Markings/Stalls	94	EA	\$10		\$940
A.6.2	8' Wide Bituminous Walkways					
A.6.2.1	Bituminous Paving and Base	4,700	SY	\$50		\$235,000
A.7	Storm Drainage					\$510,000
A.7.1	Stormwater Management	1	LS	\$450,000		\$450,000
A.7.2	Rain Gardens	2	EA	\$30,000		\$60,000
A.8	Landscaping					\$149,500
A.8.1	Spread Topsoil, Fine Grade, Fertilize	3,000	CY	\$3.0		\$9,000
A.8.2	Seeding					
A.8.2.1	Lawn / General	175,000	SF	\$0.11		\$19,250
A.8.2.2	Upland Meadow Seeding	100,000	SF	\$0.25		\$25,000
A.8.3	Street/Parking Area Trees	35	EA	\$600		\$21,000
A.8.4	Ornamental Trees	15	EA	\$500		\$7,500
A.8.5	Hedge	1,000	LF	\$20		\$20,000
A.8.6	Kitchen Gardens	1	LS	\$25,000		\$25,000
A.8.7	Ornamental Plantings					
A.8.7.1	Manson Area	75	EA	\$85		\$6,375
A.8.7.2	Other Ornamental Shrubs	75	EA	\$85		\$6,375
A.8.7.3	Sundial Garden	1	LS	\$10,000		\$10,000
A.8.8	Rain Gardens	1	LS	\$15,000		\$15,000
A.9	Site Amenities					\$53,200
A.9.1	Plaza Tables	12	EA	\$1,800		\$21,600
A.9.2	Picnic Tables	8	EA	\$2,000		\$16,000
A.9.3	Benches	4	EA	\$1,200		\$4,800
A.9.4	Trash Receptacle	6	EA	\$800		\$4,800
A.9.5	Drinking Water Fountain	1	EA	\$5,000		\$5,000
A.9.6	Bicycle Rack	2	EA	\$500		\$1,000
A.10	Iconic Playground					\$487,334
A.10.1	Play Equipment	1	LS	\$200,000		\$200,000
A.10.2	Play Equipment Installation	1	LS	\$100,000		\$100,000
A.10.3	Edging	300	LF	\$25		\$7,500
A.10.4	Underdrain	150	LF	\$31		\$4,575
A.10.5	Safety Surface (Poured In Place)	6,000	SF	\$28		\$168,000
A.10.6	Stone Base and Filter Fabric	700	SY	\$10		\$7,259
A.11	Nature Based Play Area					\$180,271
A.11.1	Play Equipment	1	LS	\$100,000		\$100,000
A.11.2	Play Equipment Installation	1	LS	\$50,000		\$50,000
A.11.3	Edging	300	LF	\$15		\$4,500
A.11.4	Underdrain	150	LF	\$31		\$4,575
A.11.5	Safety Surface (Mulch)	300	CY	\$43		\$12,900
A.11.6	Stone Base and Filter Fabric	800	SY	\$10		\$8,296

A.12	Miscellaneous Site Improvements				\$154,000
A.12.1	Parking Lot - Utility Access Gates	2	EA	\$2,500	\$5,000
A.12.2	Concrete Wheel Stops	68	EA	\$250	\$17,000
A.12.3	Relocate and Restore Historic Fountain	1	LS	\$60,000	\$60,000
A.12.4	Small Group Gathering Area with Fire Pit	1	LS	\$20,000	\$20,000
A.12.5	ADA Signage	4	EA	\$500	\$2,000
A.12.6	Sundial Sculpture	1	LS	\$50,000	\$50,000

Subtotal Site Improvements (A): \$3,343,081

B. Structures

B.1	Structures				\$355,000
B.1.1	Overlook Deck	1	EA	\$20,000	\$20,000
	B.1.1.1 Deck Installation	1	EA	\$10,000	\$10,000
B.1.2	30'x50' Pavilion	2	EA	\$50,000	\$100,000
	B.1.2.1 Pavilion Installation	2	EA	\$25,000	\$50,000
B.1.3	Carriage House Conversion to Restrooms	1	LS	\$175,000	\$175,000

Subtotal Structure Improvements (B): \$355,000

C. Water Service Improvements

C.1	Water Service				\$20,000
C.1.1	On Site Water Service Improvements	1	LS	\$20,000	\$20,000

Subtotal Water Service Improvements (C): \$20,000

D. Utilities

D.1	Utility Connections				\$25,000
D.1.1	Sanitary Line	1	LS	\$25,000	\$25,000

Subtotal Utility Relocation Improvements (D): \$25,000

E. Electric

E.1	Site Electric				\$126,500
E.1.1	Utility Power Extension	1	LS	\$30,000	\$30,000
E.1.2	Service Panel and Meter	1	LS	\$10,000	\$10,000
E.1.3	Receptacle Pedestals	1	LS	\$3,500	\$3,500
E.1.4	Security Lighting	1	LS	\$10,000	\$10,000
E.1.5	Walkway Lighting	1	LS	\$30,000	\$30,000
E.1.6	Wiring and Conduit	1	LS	\$15,000	\$15,000
E.1.7	15' Pole Lighting	8	EA	\$3,500	\$28,000

Subtotal Electric Improvements (E): \$126,500

			SUBTOTAL (A-E):	\$3,869,581
			10% DESIGN CONTINGENCY:	\$386,958
			TOTAL PROBABLE COST (BASE BID):	\$4,256,539
1	Professional Design Fees	10%		\$425,654
2	Construction Contingency Fund	5%		\$212,827
3	Miscellaneous Costs	2.5%		\$106,413
	Includes but is not limited to:			
	Site Surveying, Test Borings, Sink Hole Investigation, Builders Risk Insurance, Building Permit, Labor and Industry Fee, Document Printing, Construction Testing, Storm Water Permit			
4	Total Soft Costs	17.5%		\$744,894
			TOTAL PROJECT ESTIMATE	\$5,001,433

Note: Probable cost for site work does not include the following:

1. Rerouting gas, CATV, or phone lines. Additional improvements as may be required by municipal or other reviewing agencies having jurisdiction
2. Utility service and or connection fees.
3. Interpretive signage design.
4. Removal of unsuitable materials, sink hole remediation, or on lot disposal system designs.
5. Irrigation of athletic fields, and water reels
6. Project financing costs
7. Water Meter Pit and Tap cost are not included.

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Operations and Management Plan



Introduction

Oakbourne Park is the crown jewel of Westtown Township's parks and recreation system. Indeed, it can be a regional treasure! The historical nature of Oakbourne Park serves as the foundation of this park master plan that will protect the precious heritage of the park, conserve open space, and provide more opportunities for recreation, connecting with nature, and active healthy living practices for those who live, work, and visit here. As part of the master planning process, the Westtown Township Board of Supervisors identified the importance of planning for the future maintenance, management, and financing of this public park as it is improved in phases when resources are available. About 75 percent of the cost of a park over its lifetime is in operations and maintenance¹. By addressing operations and maintenance during the planning, the Township will be able to make informed decisions about implementing the recommendations of the park master plan, the allocation of resources, budget, staffing, and partnerships.

Park Maintenance²

Park Maintenance is defined as keeping parks and recreation areas and facilities in their original state or as nearly so as possible. Maintenance includes routine, recurring work, repair work, and minor construction. Parks and recreation maintenance management is a complex job requiring a wide variety of skill sets: organizational development, budget, equipment, turf, natural resources, personnel, customer service, public image, communication, evaluation, scheduling and keeping pace with changes in technology and social norms. The dual responsibilities of park maintenance management include protecting natural and man-made resources as well as providing the finest recreation experiences possible.

Park Operations and Management Plan for Oakbourne

In developing this Operations and Management Plan for Oakbourne Park, the consulting team worked closely with the Township's team of dedicated employees devoted to supporting the park's operations, programming, scheduling, and maintenance. Interviews and work sessions with the Public Works Director, Township administration, project study committee, and community key stakeholders provided the information needed to establish a maintenance and operations framework. Township reports, plans, and budget documents and information were important sources of information on park maintenance and financing. The consultants conducted several park maintenance work sessions with the Public Works Department and Township administration in charge of scheduling park programs and events. In our maintenance work sessions, the Public Works Director provided input on the proposed park design, maintenance practices, challenges, and ideas to include in the planning, development, operation and programming of Oakbourne Park.

Our Constitutional Right

THE ENVIRONMENTAL RIGHTS AMENDMENT

The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic, and esthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustee of these resources, the Commonwealth shall conserve and **maintain them** for the benefit of all the people.

Pennsylvania Constitution Article 1, Section 27 Natural Resources and the Public Estate

Oakbourne Park Maintenance Framework

Westtown Township's vision for improving Oakbourne Park as a unique public park is strongly rooted in its history featuring connections with nature, play, sports and fitness, gardens, pavilions for gatherings, trails for walking, and de-stressing, the

¹ Lay, Francis. 1978. Management of Grounds or Site Operations Manual, **Manual of Site Management**, Environmental Design Press. p4.

² Warren, Roger, Rea, Phillip, and Payne, Scott. (2007) Park and Recreation Maintenance Management. Sagamore Publishing: Champaign, IL. pp 1-15.

What is sustainability?

Sustainability is a broad term most often defined as "meeting the needs of the present without compromising the ability of future generations to meet their needs."

Brundtland, Gro Harlem. (1987) Our Common Future: Report of the World Commission on Environment and Development. New York City, NY: United Nations

following framework formalizes the Township's approach to park management and operations. Certain principles are basic to any effective park maintenance management system. They provide the basis upon which the entire maintenance operation for the Township's parks and recreation system overall should be based. They serve as standards that help measure the effectiveness of the Westtown's park maintenance system. A break in any one of these will impact the quality of the parks and recreation system overall as effective maintenance is a key factor in overall success.

Elements of the Oakbourne Park Maintenance Framework

1. Maintenance objectives and standards must be established.
2. Maintenance should be performed with economy of time, personnel, equipment, and materials.
3. Maintenance operations should be based upon a sound written maintenance plan.
4. Scheduling of work must be based upon sound policies and priorities.
5. A high emphasis must be placed upon preventive maintenance.
6. The maintenance department must be well organized.
7. Sufficient fiscal resources to support the maintenance program must be allocated.
8. Adequate personnel to carry out maintenance functions must be provided.
9. The maintenance program must be designed to protect the park's history and natural environment.
10. The Public Works Department must take responsibility for the safety of the public, employees, and volunteers in all aspects of park maintenance.
11. In the design and construction of park facilities, maintenance should be a primary consideration.
12. Maintenance employees are responsible for the public image of Westtown Township overall as well as the parks and recreation system.
13. All work must be performed with a sense of pride.
14. This framework applies to all Township employees, contractors, and volunteers.

Sustainability

Westtown Township is particularly interested in item #9 in the above framework for park maintenance management: The maintenance program must be designed to protect the park's heritage and natural environment. This requires the development of a sustainability plan for Oakbourne Park. The following activities would be incorporated in to such a plan:

- Green infrastructure practices
- Responsible land management
- Protect and manage wildlife and wildlife habitat
- Reduce landfill waste
- Adopt greener equipment and transportation methods
- Environmentally friendly building practices
- Cultural resource protection
- Renewable energy use
- Adaptation strategies and activities to address climate change
- Provide opportunities for healthy activities in nature
- Foster sustainability through public education and engagement

Green Infrastructure Practices³

Funds for green infrastructure are available from other sources. Stormwater utility funds can be used to improve drainage, reduce erosion, and eliminate standing water. Green infrastructure can be used to help reduce maintenance at parks:

- Better drainage reduces the maintenance burden by producing healthy vegetation.
- Promotes infiltration or overland flow helping to reduce mosquito breeding habitat.
- Water dispersed over a larger vegetated area reduces irrigation needs.
- Conversion of high maintenance vegetation (such as turf) to lower maintenance native vegetation reduces the need for supplemental water, fertilizers, and pesticides
- Mowing and weeding frequency might also be reduced.
- High runoff or sedimentation of streams can be reduced.
- Filters out pollutants and retain stormwater.

Therefore, effective maintenance practices are essential to ensure the permeability and overall health of the soil and vegetation that is critical to performance. Green infrastructure features usually are not more maintenance intensive, especially if they are designed correctly.

Most vegetative practices like rain gardens are maintained like any landscaping—weeding, pruning, digging, and removing trash. Porous pavement needs to be vacuumed. Infiltration rates can diminish over time if the surface of an infiltration feature becomes clogged with fine sediment, organic matter (leaf litter), or other materials that prevent percolation. Soils can also become compacted if they are subject to excessive foot or vehicle traffic. Soils might need to be excavated, scraped, aerated, tilled, or replaced if standing water is present several days after a storm, indicating poor drainage. Permeable pavement might need to be vacuumed or, in the most challenging cases, removed and reinstalled to restore permeability.

The City of Seattle has developed an excellent manual. It contains photos to illustrate BMPs (Best Management Practices) that are particularly useful in training and specifying quality standards to be developed for t Oakbourne Park on best management practices for green infrastructure maintenance that can be applied in Oakbourne Park as the model to be used in all other township parks, open space, and public property.

[Green Stormwater Operations and Maintenance Manual](#)

Parks and Recreation Organization and Staffing in Westtown Township

The Township does not have a parks and recreation department. Parks and recreation functions are divided among Township staff in administration and Public Works. The Public Works Department has a staff of six full-time employees. Another two to three maintenance workers serve seasonally. The Public Works Director oversees the maintenance of all Township property and roads, including park maintenance. A staff person in Township administration is in charge of scheduling park programs and events, including in both the park and the mansion. The Township Manager assigns an administrative staff person the responsibility for managing special projects such as this park master plan.

All work is done in house with no professional contracting services. The major exception is ballfield maintenance. The Township leases the baseball and soccer fields to sports leagues who maintain the fields. At one time, grass mowing was contracted out. When the per acre cost of the contract escalated, the Public Works Department took back that function. The Board of Supervisors supported this decision and provided funding for three mowers. No formal written maintenance management plan is in place

³ United States Environmental Protection Agency. (2017) Green Infrastructure in Parks: A Guide to Collaboration, Funding and Community Engagement. [Green Infrastructure in Parks: A Guide to Collaboration, Funding, and Community Engagement \(PDF\)](#)

with tasks being carried out principally based on how and when maintenance tasks were carried out in the past and addressing emerging needs in the park. As common in many park departments, the predominant work of park maintenance has been grass mowing and trash removal/litter pick-up.

The transition toward the management of natural resources and advancing sustainability as described previously is important. Environmentally sound practices and sustainability in the care of all lands in the Township is crucial in an era of climate change. Oakbourne Park could serve as the pilot project and model for all township public property maintenance.

Perspective on Staffing

Westtown Township has five parks with 161.5 acres providing Westtown Township residents with a variety of facilities, from high school level athletic fields to rustic nature paths. They include:

- Oakbourne Park, the Township's largest park;
- Tyson Park and Larchbourne Park: neighborhood parks with playground equipment and open grass areas. and
- Pennwood Park and Edgewood Chase Park: less formal, unprogrammed areas, with limited access, serving the neighbors who border the properties

The Public Works Departments six full-time workers function with four workers in roads' crew and two in wastewater treatment. Another two to three seasonal workers are in the roads' crew for park and public property maintenance. A dedicated caretaker lived in the Mansion, providing care for the building as well as presence that most likely fostered a sense of security for the Manion to outside observers. However, he retired and that position is now temporarily vacant due to the lack of events in the Mansion resulting from the public health guidelines that prevent/limit indoor facility use.

The International City County Managers Association recommends a standard of one worker per 18 – 20 acres of parkland with a best management practice of 12 acres per worker⁴. Based upon anecdotal information and information generated through park maintenance work elsewhere by the planning team, the standard of 18 – 20 acres per worker is practical yet still a challenge to achieve in communities with austere budgets. Using this standard and a ratio of 162 park acres to 4 workers who work on other functions beside park maintenance plus an FTE equivalent of 3 seasonal workers as 1FTE, the total staff is 5 for a ratio of about 31 acres per worker. However, there is no workload cost tracking in place so estimates and projections must suffice. These are achieved using the budget and estimates based upon the work of the consulting team elsewhere, including work as a Regent for the National Recreation & Park Association and North Carolina State University's Park Maintenance Management School faculty. Since the four Public Works crew members work primarily on road projects and attend to other public properties, the FTE equivalent for parks is estimated at about 2.5 based upon budget figures. Currently, Westtown Township would need a total of five (5) FTE maintenance workers to be fully functioning with standard park maintenance management practices which would allow for more natural resource management, building care, and higher levels of maintenance of facilities with an emphasis on preventive maintenance. However, given that the Cope Tract will remain in agricultural use, park maintenance responsibilities on that are limited. When the improvements to Oakbourne Park are phased in over time, additional responsibilities will emerge due to the higher quality of facilities, increased park use, and increased focus on sustainability and natural resource management. These responsibilities include restoration of park acreage to natural conditions, the maintenance of active areas and facilities such as the park hub, pavilions, trails, parking areas, state-of-the-art park playground and furnishings, and restrooms.

The Public Works Director is committed to training his crew and makes opportunities available. The Public Works Director is a Certified Playground Safety Inspector (CPSI). This is a valued and important certification for Westtown Township to have.

While other additional facilities were discussed for consideration on the Cope Tract, they were not recommended in the final park master plan. These facilities included disc golf, a dog park, community gardens, and additional parking. All of these facilities would have required significant additional park maintenance staff and budget. Since these facilities are not recommended, maintenance planning was irrelevant and not carried out.

⁴ https://wrga.gov/DocumentCenter/View/1914/14233_08_Section_5_Maintenance_and_Operational_Cost_Assessment. Accessed November 20, 2020.

Additional Support Mechanisms: Collaboration and Partnerships

Westtown Township works collaboratively with organizations with similar missions, goals, and interests. These organizations provide important services in support of Oakbourne Park.

Westtown Township Parks and Recreation Commission

The purpose of the Parks and Recreation Commission is to advise the Board of Commissioners regarding all matters affecting the parks, parks facilities and recreation budget. The Commission is empowered to consult with and advise the Township Manager and the Board of Supervisors in matters affecting recreation services policy, programs, finances, lands, and properties related to the total community recreational services program, facility development, facility maintenance and to the long range, projected programs for recreation services.

The Westtown Township Board of Supervisors appoints seven members to the Parks and Recreation Commission.

Friends of Oakbourne

The mission of the Friends of Oakbourne is to work to develop and promote optimal recreational and educational utilization of the Westtown Township's Oakbourne Park and Mansion with diligent regard to the enhancement of its pastoral, historic and arboreal aspects. The Friends seek the broadest possible private, public organizational and governmental involvement in these endeavors. They meet quarterly and contribute significant volunteer labor such as tree planting and care of the arboretum. The Oakbourne Garden Club, originally formed as a member of the Garden Club Federation of Pennsylvania, now operates as part of the Friends of Oakbourne.

Historical Commission

The Westtown Township Historical Commission (HC) was created in March 2013. The purpose of the Historical Commission is to foster a community appreciation of the rich and varied history of the Township. This includes educating residents about lands, buildings, and sites of historic, architectural, archaeological, or cultural significance and the people who worked, farmed, and lived in Westtown Township. The Commission participated in the master planning process in a work session adding their ideas and concerns for improving Oakbourne Park along with its history, landscape, and architecture.

Policies to Support Operations

Policies and procedures are an important part of a well-functioning parks and recreation organization. It is important for people at all levels of government and the public and private sectors involved with Oakbourne Park and all other Township parks to understand the correct processes in place to ensure that the municipality maintains high quality in all facilities and services.

Policies and procedures provide a guide for meeting organizational objectives and describe the steps that employees are to take in the operation and management of parks, open space, recreation facilities and trails. The following recommendations for policies are based upon work sessions with the Township officials, management and staff and sound management practices of parks and recreation systems elsewhere. These suggested policies are meant to help establish smooth operating procedures that will save time and effort while creating good will. Adapting examples from other parks and recreation systems will help to streamline the policy-making process for Westtown Township. Other policy needs will emerge over time. The point is to spend time on policies that are needed to ensure sustainable operating practices but not to be consumed with policy development. Examples of policies that should be considered in the immediate time frame based upon the current park operations scenario include on the following along with links to sample policies.

Revenue Policy – A Revenue policy sets forth Westtown Township's philosophy on the generation of revenue from public and private resources. Mecklenburg County, North Carolina, offers a useful sample Revenue Policy.

<https://www.mecknc.gov/ParkandRec/Documents/RevenuePricingPolicy++2009-2010.pdf>

Gifts and Donations Policy – The Township receives requests to install park benches, various plantings, and other amenities in Oakbourne Park and elsewhere. The Township wishes to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit its community parks Consideration of

What is Risk Management?

Risk management is the practice of controlling the possibility and severity of foreseeable accidents and administering due care.

the installation, maintenance, and cyclic replacement costs for park donations should be considered as part of the donation price. This is especially important given the interest in establishing a Veteran's memorial in Oakbourne Park. Provisions regarding the repair and replacement of such equipment should be defined.

Portland, Oregon offers a sample Gifts and Donations Policy:

<https://www.portlandoregon.gov/citycode/article/68087>

Sponsorships – Westtown Township actively seeks sponsorships for events and services, such as Westtown Days. The purpose of such sponsorships is to increase the Township's ability to deliver services to the community beyond the core levels funded from the municipal general fund. In appreciation of such support, the Township should set forth a formal policy to provide sponsors with suitable acknowledgement of their contributions. However, such recognition for park and recreation facility improvements should adhere to the aesthetic values and purpose of Township parks. In addition, such recognition must be in harmony with the historic nature and heritage of Oakbourne Park and not detract from the visitor's experience or expectation, nor would it impair the visual qualities of the parks or be perceived as creating a proprietary interest. This is particularly important in the leasing of ballfields that could be perceived as private recreation facilities not available to the public. The following link connects to Portland, Oregon's policy on sponsorships that can be a model for the Parks and Recreation Division:

<http://www.portlandonline.com/shared/cfm/image.cfm?id=155566>

Naming Rights – Naming Rights are a financial transaction and form of advertising in which a corporation, business, individual or other entity purchases the right to name a facility or event, typically for a defined period of time. For large properties like a community building, the term ranges from three to 20 years. The distinctive characteristic for this type of naming rights is that the buyer gets a marketing property to promote products and services, promote customer retention, or increase market share. The City of Vancouver offers a good example of a naming rights policy:

https://www.cityofvancouver.us/sites/default/files/fileattachments/parks_and_recreation/page/1083/policy_park_naming.pdf

Advertising – The intent of an advertising policy is to generate revenues from paid advertising and sponsorships to offset some of the costs associated with producing program brochures and other informative literature, maintaining and improving athletic and other recreation facilities, and procuring capital equipment related to recreational facilities which would not otherwise be funded in the department budget. The policy must be rooted in the aesthetics and mission of the parks as well as the visitor experience. The following link provides a model of an advertising policy from the Washington State Parks for adaption in Westtown Township:

<https://parks.state.wa.us/970/Advertising>

Risk Management

Park safety and security is important from three perspectives: protecting the historic, natural, and recreational resources of Oakbourne Park; protecting park visitors and program participants; and managing the finances of Westtown Township by minimizing exposure to lawsuits. The Township's goal is to enable park visitors to have a high-quality experience using the park in safe, responsible, and appropriate ways. Sound, effective risk management procedures are essential in minimizing exposure to lawsuits. Establishing a safety policy, instituting procedures for implementing the safety policy, and documenting the practices would help to enable Westtown Township to "pass the liability test" should a lawsuit arise.

It is important to note that the involvement of the Westtown Township Solicitor and Insurance Carrier is essential in developing and implementing the municipal Risk Management program. The information presented here is only a framework for consideration in developing the Risk Management Program that must be ultimately reviewed and approved in writing by the Solicitor and Insurance Carrier.

Generally, a landowner owes no legal duty to warn invitees on the premises of dangers which are open and obvious natural hazards. Invitees are those individuals who are invited or encouraged by the landowner to access the premises for a particular purpose. A landowner, however, may owe a legal duty to warn where the general scope of the danger is hidden or unusual, an effective "mantrap" which would not be apparent to the invitee through the reasonable use of his/her senses.

Pennsylvania's Political Subdivision Tort Claims Act

Under Pennsylvania's Political Subdivision Tort Claims Act, subject to the exceptions, "no local agency shall be liable for any damages on account of an injury to person or property caused by any act of the local agency or an employee thereof or any other person." 42 Pa. C.S. § 8541. Typically, these state statutes provide governmental immunity for ordinary negligence, requiring proof of gross negligence or willful/wanton misconduct to impose liability for injuries sustained on public recreational facilities. The full Act can be found at: <https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/42/00.085..HTM>

Pennsylvania's Recreational Use of Land and Water Act

Pennsylvania's **Recreational Use of Land and Water Act** (referred to as "RULWA") provides substantial protection from liability to landowners who permit the public to come onto their land for outdoor recreation. This Act mainly benefits private landowners who allow the recreational use of their property without charge. This is important especially in creating trail systems in which links on private property are needed. **The best defense for landowners, however, is preparedness: an organized formal maintenance plan with records of actions, securing the proper insurance coverage and taking steps to warn users of potentially dangerous conditions.**

Developing the Safety and Risk Management Plan

With a safety and risk management plan in place for parks and recreation, Westtown Township will be taking a proactive approach to managing safety and risk that protects the Oakbourne property, visitors, and financial resources. Medford, OR offers an example of a parks and recreation safety and risk management policy at:

<https://www.ci.medford.or.us/files/Risk%20Mgmt%20Plan%20and%20Procedures%20Manual.pdf>

The steps for establishing a risk management plan should be an inclusive process of Public Works Department management and staff, Township management, solicitor, insurance carrier representative, potential parks and recreation staff, and other stakeholders in the public and private sectors to be identified. The steps for establishing this plan include the following⁵:

1. Establish a Policy Statement for the Township's commitment to safety and the philosophy on risk management.
2. Conduct a Needs Assessment with a critical look at current safety and risk management practices.
3. Establish goals and objectives for Westtown Township's parks, recreation, and trail system.
4. Conduct a field reconnaissance to assess safety and risk conditions.
5. Assess and revise accordingly safety rules, regulations, and procedures. Include how these are going to be monitored and enforced.
6. Formalize in writing a routine, systematic method for safety inspections. Include the development of a reporting and record keeping system. Strive to do this as an online program with adequate provisions to ensure the security and long-term preservation of the records.
7. Create or modify the accident and incident reporting system. This should include how accidents are to be reported in an objective and thorough manner with the level of detail approved by the solicitor. The record keeping system, again, needs to be secure and protected for the long-term.

⁵ Peterson, James A., Hronek, Bruce B., and Garges, James R. (2008). *Risk Management for Parks Recreation and Leisure Services* (5th Edition). Champaign, IL: Sagamore Publishing. pp 46-58.

8. Establish emergency procedures. Emergencies vary in nature and unpredictable. By having a plan in place with the steps to be taken under different situations, staff will be more likely to react in a favorable manner. Emergencies can range from a playground accident to an active shooter or lightning storm amidst a park event.
9. Review and update Westtown Township's waivers, releases, and agreements. Assess the current forms in light of current or anticipated rules, regulations, and social conditions.
10. Institute an in-service training program for management and staff on safety and risk management. Recruit the Insurance Carrier to help or support this training.
11. Brand safety as essential to Westtown Township's parks, recreation, and trail system. Include this in municipal public relations and customer service protocol. Showing interest and concern for people especially when there is an accident will go a long way in preserving good will, a key factor in decisions about litigation.
12. Review the plan annually or when the need arises and consult with the Township's legal and insurance specialists throughout the development of this plan, its use and updating over time.

Financing

Westtown Township's officials and staff are dedicated to continuing to closely monitor the fiscal health of the Municipality, and to make the necessary improvements for providing effective services in the most efficient, transparent manner possible.

Budget Overview

Westtown is a Township of the Second Class with a population of 10,827 within 8.64 square miles covering approximately 54 miles of road surface. The assessed valuation of real estate is \$821,678,369 for the year ending October 31, 2020. Moody's Investors Service has assigned a rating of Aa2 to the Township's outstanding General Obligation debt noting that the Township's financial position is very strong. This rating reflects the Township's mature tax base with above average wealth levels and moderate debt burden. The median family income of township residents is a very strong 181.5% of the US median levels.

In 2013, the Board of Supervisors deemed it necessary to increase taxes to enable the Township to regain structural balance and improve its financial position, given three years of operating deficits and a deteriorating infrastructure. The 2013 budget approved an increase in millage from 2.5 to 3.5 mills on the assessed value of property. (One mill is worth 1/1000 of a dollar or .001.) As a result, the General Fund Unrestricted Reserves have increased to a level that is recommended by the Government Finance Officers Association of the United States and Canada as well as the National Advisory Council on State and Local Budgeting. As a means to assist elected officials in framing resource allocation decisions, Moody's Investment Services recommends that a target of between 15% and 30% of revenues be reserved to achieve a scorecard value of "Aa."

In 2020, several infrastructure projects in both the General and Wastewater categories were undertaken. Among the projects were partial and selective restoration of the Oakbourne Mansion, Tower, and Carriage House. Traffic light upgrades were completed at Routes 926 & 352 and Routes 3 & 352. Various ongoing sewer infrastructure related capital projects were initiated in 2020 to be completed in 2021. New projects in 2021 will include the replacement of the South New Street Bridge and various Sewer Capital Improvement Program infrastructure repairs.

Annual Budget: Expenditures, Revenues, and Benchmarks

The 2021 budget for Westtown Township was \$7,171,173. The budget for Parks and Recreation is \$58,200 in 2021. Based upon the \$36,700 budgeted for park maintenance materials, equipment and supplies as shown in Table 1, the estimated cost for park maintenance labor would be about \$244,700. Including this cost estimate for park maintenance labor in the parks and recreation budget brings the total budget to \$302,900. Including this estimate for park maintenance labor presents a more accurate picture of what the Township actually invests annually in parks and recreation. The \$302,700 Parks and Recreation budget is about 4.2% of the Township budget and \$27.98 for each Township resident. This comparison attests to the austere nature of the Township's operating budget. Typically, with 4.2% of the operating budget, the per capita amount would be larger. The Pennsylvania Department of Conservation and Natural Resources recommends that five percent of a governmental budget be allocated for parks and recreation. The average per capita municipal investment in parks and recreation in Pennsylvania is about \$38. Nationally, it is \$81.19.

Table 1. Westtown Township Parks and Recreation Budget 2018 - 2021

EXPENDITURES				
Park Maintenance	2018	2019	2020	2021
General park expense	\$635	\$5,000	\$5,000	9,000
Park Supplies	1,632	1,500	2,000	3,000
Special park projects	4,073	25,000	25,000	13,000
Veteran's Memorial	1,561			0
Park tools and equipment purchase	377	1,000	1,500	1,500
Park equipment repair and operation	682	2,000	2,000	2,000
Equipment rental	3,252	3,000	3,000	3,000
Parks – lawn maintenance	5,354	5,000	5,000	2,500
Park water usage	1,651	1,700	1,700	1,700
Community garden – shared cost	525	605	700	1,000
	\$19,743	\$44,805	\$45,900	\$36,700
Culture & Recreation Administration				
Park & Recreation Commission	\$4,366	\$7,000	\$7,000	5,000
Westtown Days	9,519	10,000	10,000	10,000
Special Tourism Marketing Initiative	7,521	6,500	6,500	6,500
	21,405	23,500	23,500	21,500
TOTAL	\$31,148	\$68,305	\$69,400	\$58,200

Revenue Generation

Not including revenues generated through Oakbourne Mansion, table and chair rentals and the Water Tower rental, the Township generates about \$33,000 annually in fees and charges via recreation programs, rentals and leases as shown in Table 2. This projection was reduced in the 2021 budget as expected due to public health guidelines complying with the pandemic of COVID-19 that limit recreation programming due to social distancing and group size limitations. Outside revenues make up about 13 percent (13%) of the parks and recreation budget. In 2020, the NRPA reported the median cost recovery among departments surveyed nationally to be 29% with a range of 12% to 48%⁶ among municipalities with a population under 20,000.

Table 2. Westtown Township Parks and Recreation Revenues 2018 - 2020

Revenue Sources	2018	2019	2020	2021
Township Park/Land Fees	\$6,285	\$6,500	\$6,000	\$5,000
Oakbourne Fields Lease	3,800	2,500	5,000	8,000
Township Building - Gatehouse	17,400	17,400	17,400	17,400
Township Building - Caretaker	1,571	1,596	1,596	0
Recreation Program Fees	997	2,000	0	0
Community Garden Fees	805	450	600	150
Community Garden Annual Dues	575	650	650	650
TOTAL	\$33,451	\$33,115	\$33,266	\$26,205

This information merely presents some benchmarks to frame parks and recreation planning in Westtown Township. The figures are not inherently good or bad, but instead offer perspective for considering how to move forward. Nor do they include the value of volunteers who contribute important knowledge, time and support for parks and recreation such as the committee members,

⁶ <https://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf>. Accessed November 22, 2020.

garden club, league sports, Park & Recreation Commission, and Historical Commission. The 2020 value of a volunteer hour was \$27.20 according to the Independent Sector.⁷

Oakbourne Mansion, Water Tower, Gatehouse, and Caretaker’s House

Oakbourne Mansion is more than an iconic structure: it is an important revenue generator. Research shows that it is an important venue offering space for 125 and additional outside seating. While the mansion is not part of the scope of work for this park master plan, the master plan’s focus on high quality facilities, beauty, gardens, landscaping, and support facilities is key to increasing revenues. The higher quality the facilities and beauty of the site are, the higher the revenue potential is. As a public facility, the Township can also make accommodations for those with financial needs where possible. However, the emphasis should be on revenue generation balanced with appropriate public access. Table 3 presents the Oakbourne Mansion Budget. The expenditures for the Mansion, water Trower and Gatehouse are contained within other line items. The revenues for these facilities and equipment are shown as distinct line item revenues.

Table 3. Oakbourne Mansion Budget 2018 - 2021

EXPENDITURES				
	2018	2019 Actual	2020	2021
Within other line items	TBD	TBD	TBD	TBD
REVENUES				
Oakbourne Mansion Events		53,311	5,000	35,000
Tables/Chairs Rentals		9,925	7,000	5,000
Gatehouse		17,400	17,400	17,400
Caretaker		1,596	1,596	0

Consideration should be given to establishing these facilities an Enterprise Fund. An enterprise fund is a fund that may be used for an activity or facility for which a fee is charged to external users for goods or services. Because the purpose of financial reporting is to provide information needed to make financial decisions and assess financial stewardship, it is vital to make sure that the reporting covers all direct and indirect costs of the facility, administration, utilities, improvements and so on. Applying fees and services together through an enterprise fund has advantages. Users and the general public can see how much it costs to provide particular services, and why the fees are set at a certain level. It's not always possible to balance fees and the cost of services perfectly but that is the goal at a minimum. Optimally, it is to raise revenues to offset overall parks and recreation operating costs. A fund may run in the red one year, which would be a sign for the Township to raise fees. If the fund turns a profit, the money carries over to operations in the next fiscal year for parks and recreation purposes. It would be advisable to have a specialist in economic development to do a market study of fees and charges as well as to make recommendations for facility and service improvements that would boost revenues; this is especially important in the current post-pandemic situation, ideally as soon as possible. Trends in facility rentals, preferences of Millennials, the post-pandemic economy and other factors will be affecting facility rentals and it is important for the Township to get ahead on this.

Projecting the Park’s Maintenance Costs and Support

The maintenance budget must reflect the desired condition of the Parks' architectural, natural and recreational facilities in accordance with the financial resources available through Township funds and alternative support. The maintenance budget to a large extent determines the quality of the park in terms of its safety, scenic beauty, usability, and desirability as a place in which to spend one’s time. Estimating what the park will cost to maintain helps in decision-making, staffing, the setting of fees, policy formulation, the allocation of resources, and securing non-traditional methods of support such as sponsorships and partnerships.

⁷ <https://independentsector.org/> July 2020.

Cost Basis

Personnel costs comprise most of any park maintenance budget. The hourly rate for Westtown Township's park maintenance labor is about \$40 with wages, benefits, and payroll taxes. The major assumptions related to Oakbourne Park maintenance include the following:

- The Cope tract agricultural area (approximately 15 acres of total 54-acre tract) will continue to be in active agricultural use via a lease with a farmer for the foreseeable future.
- The sports leagues will continue to lease and maintain the sports facilities under their agreement.
- Park improvements will be phased in as grants, township funds, and other sources of financial support are available.
- As such, park maintenance will be increased in accordance with investment and park improvements. The goal is that the park will always be safe, clean, functional, aesthetically pleasing, and environmentally and financially sustainable.
- Consideration should be given to contracting custodial services for restrooms, perhaps in conjunction with restrooms for all township parks. This could help to lower costs, improve staff working conditions, and most importantly, respond to the public's requests for "real restrooms."
- Oakbourne Park maintenance will be folded into the Township's Forestry program recommendations.

Current Maintenance Costs

Westtown Township has 161 acres of parkland. Less the 15 acre agricultural area of the 54 acre Cope Tract, the park acreage totals 146 acres. While this acreage varies from natural through highly developed, for the purposes of this plan, an average cost of park maintenance is \$302,900 including budgeted materials, supplies, and utilities along with estimated labor cost as described in the following financing section. This is a per acre cost of \$2,074 for the parks as a whole. No operations and maintenance costs are available specifically for Oakbourne Park. The National Recreation and Park Association's research into park maintenance shows a cost of about \$7,160 per acre for similar size communities with a population density of Westtown's at 1,230 residents per square mile⁸. Natural areas would cost less than active facilities such as park hubs near the Mansion and be in the range of \$1,000 - 2,000 per acre and less after restoration. The budget costs would be targeted at only Oakbourne Park and be based upon 99 acres of high visitation areas on the Oakbourne Mansion side of the park and 46 acres of passive, low use natural areas on the Cope Tract until the Township develops a formal maintenance plan that could generate maintenance costs by park, by facility, by function or other features. For Oakbourne Park, the annual estimated park maintenance budget would be about \$754,840. That would include \$560,000 in staffing; natural resource management and forestry; contracted-out restroom maintenance; utilities; materials; supplies; and small projects. This takes into consideration:

- Phasing in over years in conjunction with improvements
- Higher level of care with respect to special events in the Mansion and the Water Tower and the need to generate more revenues.
- It includes having an on-site uniformed presence at least during all peak operating hours. The uniform would convey professionalism on the order of park ranger and good-will ambassador of the Township and provide a watchful eye, customer service, minor maintenance and clean up, and some interpretive or programming services.
- Cap on staffing at 62% of the park maintenance budget, a preferred goal.
- Cyclic Maintenance - In addition to daily, monthly, seasonal, and annual repairs, Oakbourne Park will require cyclic maintenance repairs. Cyclic maintenance deals with the normal replacement of a capital item such as a roof. Cyclic repairs are a function of weather, use, and other circumstances such as natural events. Because the time frame for cyclic repairs is years away, projecting actual costs is not possible. The American Public Works Association recommends budgeting two to four percent of the development costs annually to establish as a capital reserve account for cyclic repairs. Advances in technology will also impact the future costs based upon changes in design and materials. Cyclic repair and replacement considerations include the following:
 - Infrastructure: Roads, parking lots, trails, utility lines for water, sewer and electric. 10 – 30 years.
 - Play Equipment: 10-15 years.
 - Buildings and Structures: Roofs, furnishings, picnic tables and benches, shelters, bridges, fencing. 10-30 years.

⁸ 2020 Performance Review. (2020) National Recreation and Park Association: Ashburn, VA. p19.

- Equipment: trucks, cars, tractors, trailers, and other large units based upon number of hours of operation, miles used and repair costs.

Management Model for Consideration

The major need for the Westtown Township community is recreation programs. Through the public outreach process, citizens expressed the need and interest in recreation programs. Research into neighboring communities found that Westtown residents are registering for programs in nearby communities and would prefer to enjoy such programs in their own hometown.

Since Westtown Township has a population of under 11,000, establishing a full-service parks and recreation department is possible but would be a stretch. The Pennsylvania Department of Conservation & Natural Resources offers a compelling alternative: a multi-municipal parks and recreation consortium. Pennsylvania municipal codes allow municipalities and school districts to join forces in providing parks and recreation jointly. Several dozen multi-municipal parks and recreation systems successfully operate throughout the state. Because this is a big decision for a municipality, PA DCNR offers a \$10,000 grant requiring only a \$1,000 match to explore the idea of establishing a multi-municipal parks and recreation system with a willing partner. Willing partners could be neighbors within the West Chester Area School District including East Goshen, West Goshen, East Bradford, West Whiteland, Westtown, and Thornbury. Westtown Township is already in a multi-municipal agreement on police services with East Goshen so that is a good place to start. East Goshen Township also has an outstanding parks and recreation system and excellent director particularly adept at recreation programming. In 2019 and 2020, he led East Goshen Township in being nominated as a finalist for a national Gold Medal Award as one of the best park systems in the United States, an honor as the first community in Pennsylvania to achieve this distinguished honor. At the end of this project, if the municipalities decide to move forward as partners, PA DCNR offers another grant. This is a Circuit Rider grant to hire a shared director for four years with funding from a PA DCNR grant. The grant is 100% in year one, 75% in year two, 50% in year three, and 25% in year four. By year five, the director's goal is to have established a sustainable parks and recreation system supported with a mix of public and private resources. The benefits to the partners include paying less for parks and recreation staffing through cost sharing, increase programs and public services, increased revenues through program fees and charges, grants, gifts, donations, sponsorships, partnerships, and other sources. Other multi-municipal parks and recreation systems show that for every dollar that a municipality invests in the system annually for parks and recreation, the multi-municipal operation leverages that dollar many times over from non-tax funding. Without a recreation professional, the Township is limiting both its services and revenues. In 2020, East Goshen Township budgeted \$121,000 in revenues from programs and services. The Director generates more than his salary in non-tax support and serves more than 300,000 annual community participants in park programs.

Table 4. Oakbourne Park Projected Operating Budget

This parks and recreation budget presents the projected operating costs for Oakbourne Park. It will be phased in as the park is improved over time.

EXPENSES	
Labor – 14,000 hours estimated	\$560,000
Equipment, materials, and supplies	98,000
Utilities	15,000
Forestry	15,000
Training	8,000
Potential Multi-Municipal Parks Director for Programming plus materials, supplies, equipment	58,840
TOTAL	\$754,840
CIP Reserve Budget – 2% of development costs annually in fund dedicated to cyclic repairs and park improvements with phasing. This estimate is based upon the estimate of probable cost for the full park master plan. This estimate will be reduced to correspond with the cost of the phase.	
	\$TBD
REVENUES	
Under Current Operating System	
Pavilion Rentals (two at \$100 for 180 visits)	\$18,000
Sports Field Leases	\$10,000
Community Garden Fees	1000
Community Garden Membership	1200
Under Multi-Municipal	
Programs, sponsorships: park system as a whole. Grants would add to capital funding.	Growth over time from \$20,000 -60,000-100,000+ Grants would be additional sources

Westtown Township’s Financial Capacity

In 2018, Westtown Township commissioned the Trust for Public Land to undertake a Conservation Finance Feasibility Study. The study provided the following information that could be extrapolated for Oakbourne Park improvements and maintenance. Specifically, this report analyzed the revenue raising capacity of bonds, property taxes and the earned income tax as finance mechanisms and their associated cost to taxpayers. (NOTE: This section is to be updated in consultation with Jon. Some things like interest rates have changed so the figures will be updated.)

At the municipal level, pay-as-you-go taxes such as the property tax, earned income tax are used, in addition to bonds, to finance land conservation and parks by Pennsylvania townships, mostly in the southeastern portion of the state. Several local finance options—from taxes to bonds—could be considered as tools for financing parks and land conservation in Westtown

- Westtown could issue \$3 million in general obligation bonds for the protection of natural areas at a cost of about \$52 for the average homeowner. This could be done through voter approval, or non-electoral means.
- Westtown could seek a voter-approved increase in its property tax to fund land acquisition for parks and conservation under the open space act of 1996. An increase of .3 mill would generate about \$230,000 annually and cost the average homeowner about \$60 annually. Act 115 of 2013 expanded the use of open space property taxes for the development, design, improvement, and maintenance of acquired open spaces up to 25 percent annually.
- Westtown could seek a voter-approved increase in the earned income tax rate for land conservation under the open space act. An increase of .05 percent could generate about \$255,000 annually and cost the average household about \$58 annually. Act 115 of 2013 expanded the use of open space earned incomes taxes for the development, design, improvement, and maintenance of acquired open spaces up to 25 percent annually.

The Trust for Public Land recommended tailoring a funding source to the needs identified by the Township and testing voter attitudes toward a specific set of funding proposals. The Trust also recommended conducting a public opinion survey that tests funding options, ballot language, tax tolerance, and program priorities of voters.

Successful Parks and Recreation Systems

Since Westtown Township wants to move forward with a significant investment in improving Oakbourne Park, ensuring that this investment is protected far into the future is essential. Research into successful park and recreation systems elsewhere conducted by the Trust for Public Land and the National Recreation & Park Association offers guidance for how Westtown Township can effectively organize its parks and recreation management, maintenance, programming, and funding. The factors common in successful award-winning parks and recreation systems throughout the United States include the following:

1. Parks must rank high on the political agenda to get funded.⁹
2. The public is involved in the planning, design, and operation of the park.
3. The park design conveys a strong vision and purpose for the park.
4. The parks are programmed with appropriate activities for visitors of all ages.
5. The parks and each of their facilities are safe and clean. Clean, attractive appearance is crucial to a park's success and positive perception by the public and the business community.
6. A mix of public and private funding supports park improvements and operation.
7. Parks are an organizing element for initiatives such as economic development, community improvement, increasing livability, tourism and so on.
8. Parks & Recreation departments, advisory boards, directors, and staff must play a leadership role in ensuring that parks are part of overall community and economic planning.¹⁰

These factors are serving as the model for Westtown Township's overall parks and recreation system. The key recommendations detailed below were derived from the involvement of the Master Plan Study Committee; township officials, management, and maintenance staff; and key person interviews; and the experience of the planning team.

Recommendations

1. Think big! Go for the gusto! Do not get lost in the details!

This is the single most important recommendation. Oakbourne is no ordinary park. It is something very special. The mindset that key stakeholders have about this park will make all the difference in its success. Opportunities to think big while serving the people of Westtown:

- **Interpretation** – Do not be content with mere signage. Reach out to state of the art interpretive specialists to create a plan using all the aspects of technology and storytelling available in the 21st century. Look at leading providers of interpretive services to see how they do it: National Park Service, highly rated modern museums etc. Pursue alternative funding in education, science, and health to develop a strong and exciting interpretive program.
- **Gardens** – The gardens are important to the people of Westtown Township. And they have a bigger role to play as part of a regional destination garden association. Gardens provide fantastic opportunities for programming, education, partnerships, and revenue generation. The kitchen garden, the sundial garden, and arboretum all offer unique destination quality promise. Pursue a formal partnership with Longwood Gardens to help advance Westtown's garden prominence. Maybe even a reach of a partnership with Highgrove in England with Prince Charles' Sundial Garden in which he is keenly interested and an international conservationist. This can all translate into prestige, revenues and enhanced public service, Millennials are the top group responsible for increased spending in gardening. They serve all ages and abilities.
- **Playground** – Great playground design is a rarity and can be one of Oakbourne Park's greatest assets. A playground rooted in modern play theory that engages people from two to 100 will be a major drawing card in Oakbourne Park.

⁹ Harnik, Peter. (2000) **Inside City Parks**. Washington, D.C.: Trust for Public Land. p xi.

¹⁰ Garvin, Alexander and Berens, Gayle. (1997) **Urban Parks and Open Space**. (New York: Urban Land Institute) pp 36-40.

Relating the playground design to the history of the site paves the way for ultimate imaginative design. The movements underway when Oakbourne was built include the Country Estate Era, the great Playground Movement of the Industrial Revolution, child labor laws and public health crises that fostered the playground movement are the seeds for interpretation and design of the play space that also conveys the history of the site. Some of the greatest children's literature of all time was produced in this era: Peter Pan, Wind in the Willows, Gulliver's Travels, Robinson Crusoe, Ann of Green Gables all end themselves to unique themes that defy the current practice of simply picking play equipment out of catalogs.

- **Sports** – The unique basketball court with the wonderful stone wall shouts imagery from 1891 when Dr Naismith invented basketball, right about the time Oakbourne was underway. Capitalizing on this history lends itself to programming like "The Peach Basket Tournament" that would celebrate sport and Oakbourne Park's place in history.
- **Beauty** – The beauty of the site can be the number one reason why people visit the park. Often, landscaping is the hardest park facility to fund. It's a lot easier to get funds for a game court or a ball field than for landscaping that will set this park apart and define its very nature and appeal.

2. Establish the Importance of Oakbourne Park with a Vision and Mission

Elected and appointed officials need to have a clear vision for the parks in order to get behind them and support them. In defining the vision and mission for Oakbourne Park, the community public participation process identified important values as the foundation for planning and operating the park. These included:

Values

Values highlight what Westtown Township stands for in planning, managing, maintaining, programming, and supporting Oakbourne Park.

1. **Preservation:** Culture, history, agricultural heritage, and open space with an emphasis on accessibility, sustainability, and beauty.
2. **Recreation:** Park visitors play, learn, and develop a greater capacity to enjoy life.
3. **Education:** Park visitors understand and enjoy the history of the park and its cultural and natural resources.
4. **Community Engagement & Public Service**
5. **Responsiveness and Innovation:** Recognize the need for leadership and excellence in park maintenance, programming, and management.
6. **Quality over Quantity:** Park elements are of high quality and maintained at a sustainable level. We will provide an optimal level of programs and support to assure superior visitor experiences.
7. **Sustainability - Environmental and Financial:** Make decisions that result in providing services at a sustainable rate and facilities that can be reasonably maintained, set realistic program and service delivery targets, and modifying park management and maintenance methods and procedures to increase efficiency.
8. **Collaboration:** Foster an ongoing working practice whereby public and private partners work together toward the common purpose of achieving the vision and goals of Oakbourne Park.

3. Continue to Involve the Public in Park Planning, Design, Programming and Operation.

Public support is vital to park success.

- Continue to involve the public in park planning as the master plan is phased in over time and construction documents for the final design are developed.
- Involve partners and community based organizations in park programming.

Roll the Master Plan Study Committee over into the Oakbourne Park Task Force to act in an advisory capacity to officials and staff working on the Oakbourne Park Master Plan implementation and other projects by participating in meetings, supporting research and analysis efforts, and providing input and recommendations at the direction of the Westtown Township Board of Supervisors.

4. Implement the Park Master Plan.

Follow the recommendations in phasing in the park improvements. Continue the momentum begun in the master planning process by developing a work plan for year one.

- Apply for two grants 2021 to stoke momentum: the Pennsylvania Department of Conservation and Natural Resources Community Conservation Partnerships and the Pennsylvania Department of Community and Economic Development. These grants can be used to match each other. Seek a LWCF grant from PADCNr to secure \$1.5 million funding for a \$3 million project for phase one. Add Phase 2 with a DCED grant that requires only a 15% match with a maximum grant of \$250,000. Work closely with the sports leagues as Phase 1 will be to improve the sports area of the park.
- Continue to publicize advances in the park through all media sources such as newspaper, the newsletters, website, Facebook, Twitter, Instagram, and e-mails. There is a transition underway in which the diversity in generations has various preferred ways of getting information that must be used.

5. Establish a Formal Written Standardized Maintenance Program.

Maintenance management is the process by which the Township plans, directs, and controls the care of parks and recreation facilities. Oakbourne Park should reflect an effective level of service for protection of resources and park visitors as the park master plan recommendations are carried out; an inviting, clean and attractive appearance; the reality of fiscal and human resource limitations of Westtown Township; and recognition that partners are key to the effective operation of the Park There is a tendency among governmental organizations in general to expect the park maintenance crews to absorb the additional workload created by a revitalized park. This is especially true when the workforce is dedicated and passionate about the quality of its work as it is in Westtown Township. Based upon best practices, the maintenance crew for Oakbourne Park should include about five full-time equivalent workers in its current configuration if all of the functions of a maintenance system including workload cost tracking and reporting and natural and cultural resource management functions are undertaken. While this staff number sounds high, staffing increases are meant to be phased in over time as resources allow.

Routine scheduled maintenance provides the foundation for effective park security and risk management. A park that is well designed and well maintained attracts visitors. The more use a park gets, the less vandalism occurs. When park visitors see that a facility receives good care, the risk of vandalism and other undesirable social behaviors tends to diminish. Parks that are not well tended get fewer visitors and higher levels of vandalism. The addition of a park caretaker or park ranger type of position to staff the park during peak hours will have major benefits for the Township, the park and park visitors.

With a maintenance plan in place, there will be a clearly defined direction for the maintenance goals and operations. **Making a repair in an emergency, unscheduled basis costs seven times as much as it does to perform the task on a routine basis.** It is far more efficient and effective to perform park maintenance on a planned and scheduled basis. On-going maintenance also prevents the need for costly rehabilitation that results from deferred maintenance.

Establish Best Practices

According to the National Recreation and Park Association's Green School and Maintenance Management Schools, the best management practices for parks were identified based upon the operations of successful parks and recreation systems nationwide. These practices are founded in sustainability and blend energy conservation, use of hybrid vehicles, LEED design principles, use of alternative energy sources, recycling, tree planting, and reducing the use of chemicals. Since workload cost tracking for park maintenance is not yet available, the following best practices will serve as recommendations for this plan and cost projections.

Best Practices include having:

- a. 18-20 MANAGED park acres per park maintenance employee.
- b. A formal maintenance management plan in place.
- c. Expertise regarding the professional management of parks, recreation, trails, and natural resources is available on staff or through outside sources such as through partnerships or contracting.
- d. Contracts for the purchase of maintenance services may be a sound alternative which would need vetting in a union shop.

- e. A written work order system to track labor, materials, supplies, equipment, and emergency calls.
- f. A formal equipment replacement program.
- g. Written maintenance standards for parks and recreation.
- h. Design standards for facilities.
- i. A budget of at least five percent of the municipal operating budget or per capita expenditures of at least \$36 per capita for the parks and recreation operation as a whole or four to six percent of the value of their total assets without land value for park maintenance or a mix of the three benchmarks.
- j. A policy to guide the Township, Public Works, and park maintenance in its green practices.

6. Move forward with exploring the establishment of a multi-municipal Parks and Recreation Consortium.

- a. Secure the approval of Township officials and administration to reach out to East Goshen and others within the School District to have a meeting about this idea. Assess the potential for East Goshen's Parks and Recreation Director to be the point contact on the multi-municipal parks and recreation concept and potential Peer Study. His familiarity with such projects would greatly help Westtown Township and give momentum to the project. If that's not possible, the PA DCNR contacts can help to advance the effort in a manner very supportive of Westtown Township.
- b. Reach out to the PA DCNR representatives Jean Lynch and Drew Gilchrist to discuss the multi-municipal parks and recreation consortium potential. Have them participate in a discussion with representatives of potential willing partners for the project
- c. If consensus is achieved on moving forward, apply for a Peer Study that is available on a rolling basis. Divide the grant match of \$1,000 among the partners.
- d. With Jean Lynch and Drew Gilchrist, reach out to James Young, PA DCNR's Peer Study coordinator to carry out the application and project process.

7. Retain a specialist in special event venues and economic development to assess the facilities and pricing structure for Oakbourne Mansion and Water Tower Rentals.

- a. This has some urgency due to trends in facility rentals and post-pandemic changes.
- b. Call some specialists to get cost estimates and examples of work they have done elsewhere.
- c. Plan to implement the recommendations as soon as practical.

8. Develop policies for park operations.



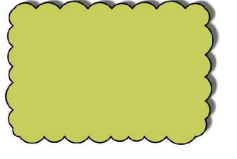
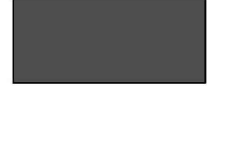
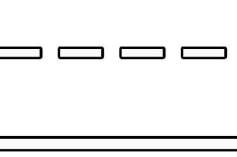
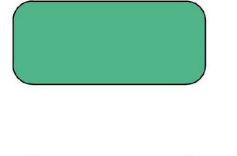

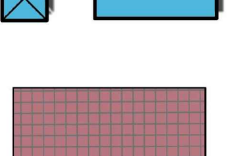



- a. Naming Rights,
- b. Gifts and Donations,
- c. Revenue Policy, and
- d. Risk Management Policy

9. Begin to plan and phase in the allocation of resources to increase funding for capital improvements and maintenance support.





- a. Follow the recommendations in the Trust for Public Land's Financing Study of 2018.
- b. Given the Township's strong financial position, explore the potential to fund most of the cost of the park master plan in a shorter amount of time.

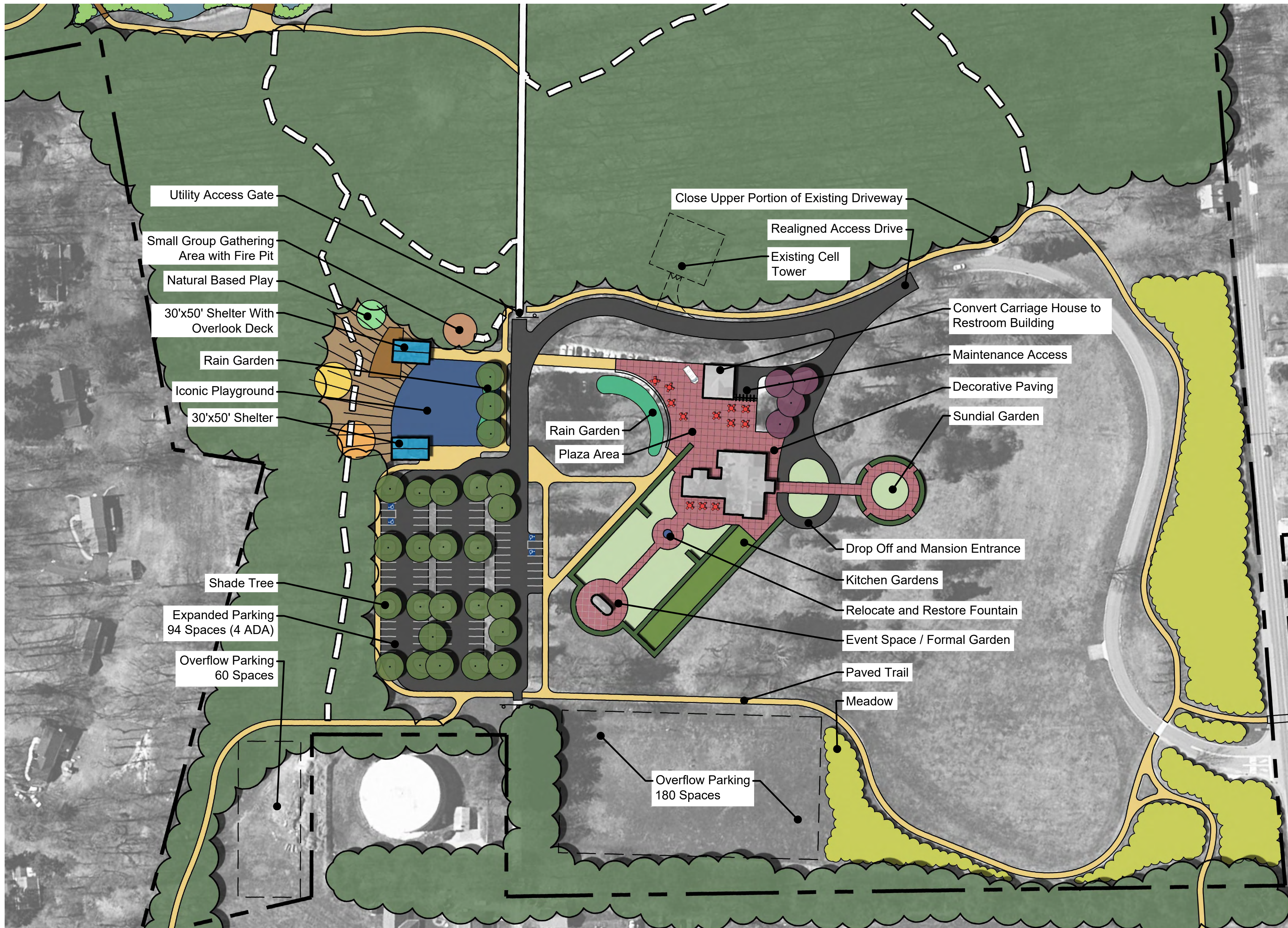


LEGEND

-  STREAMBANK RESTORATION
-  EXISTING TREES
-  MEADOW
-  BITUMINOUS PAVEMENT
-  PAVED TRAIL
-  EXISTING NATURAL SURFACE TRAIL
-  EXISTING UTILITY RD.
-  STORMWATER MANAGEMENT AREA
-  AGRICULTURAL AREA
-  PROPERTY LINE
-  SHELTER / BUILDING
- DECORATIVE PAVING

MASTER PLAN AREAS

-  MANSION CORE
-  ATHLETIC CORE
-  COPE TRACT
-  POND CORE



Utility Access Gate

Small Group Gathering Area with Fire Pit

Natural Based Play

30'x50' Shelter With Overlook Deck

Rain Garden

Iconic Playground

30'x50' Shelter

Shade Tree

Expanded Parking 94 Spaces (4 ADA)

Overflow Parking 60 Spaces

Close Upper Portion of Existing Driveway

Realigned Access Drive

Existing Cell Tower

Convert Carriage House to Restroom Building

Maintenance Access

Decorative Paving

Sundial Garden

Rain Garden

Plaza Area

Drop Off and Mansion Entrance

Kitchen Gardens

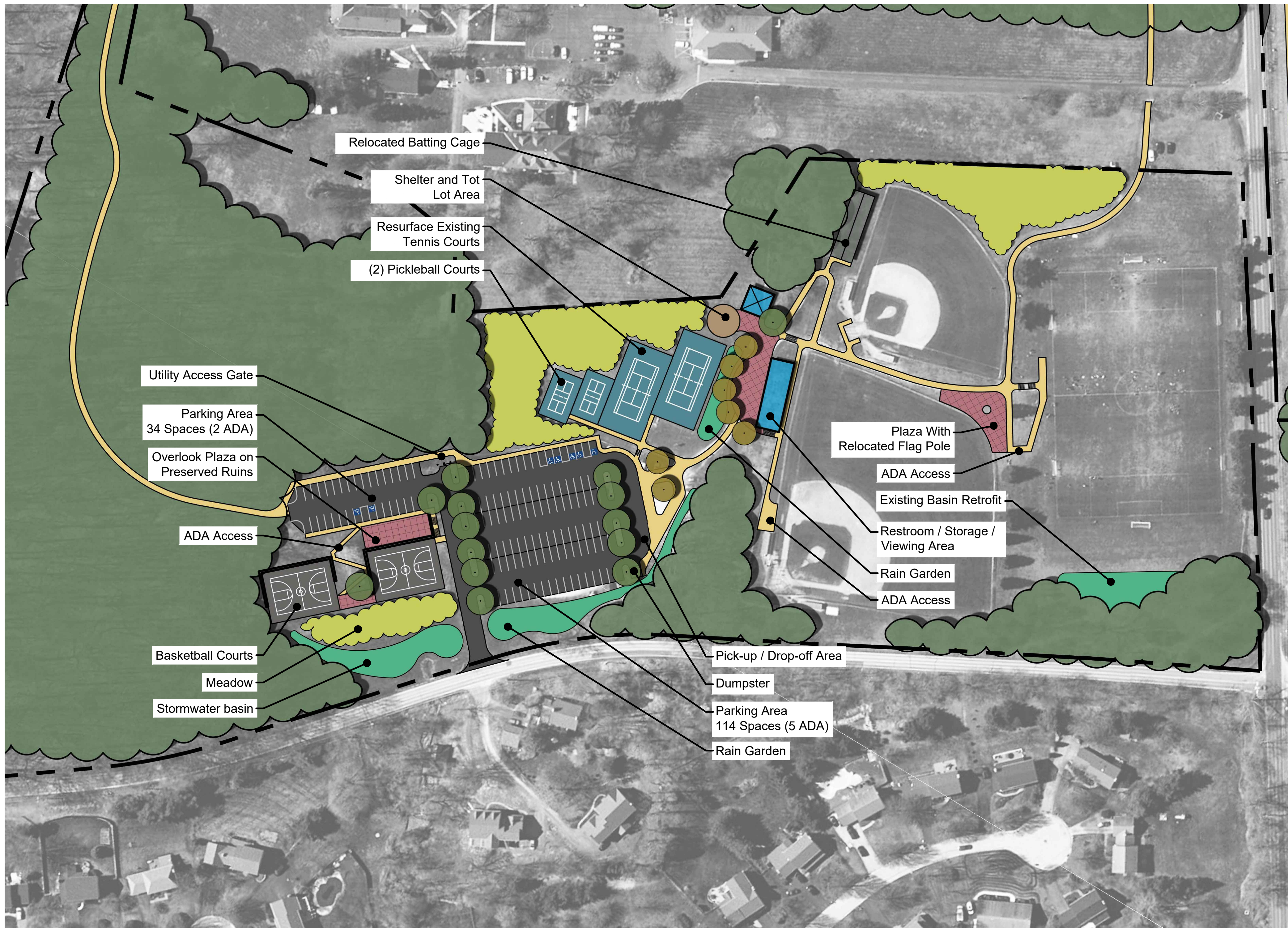
Relocate and Restore Fountain

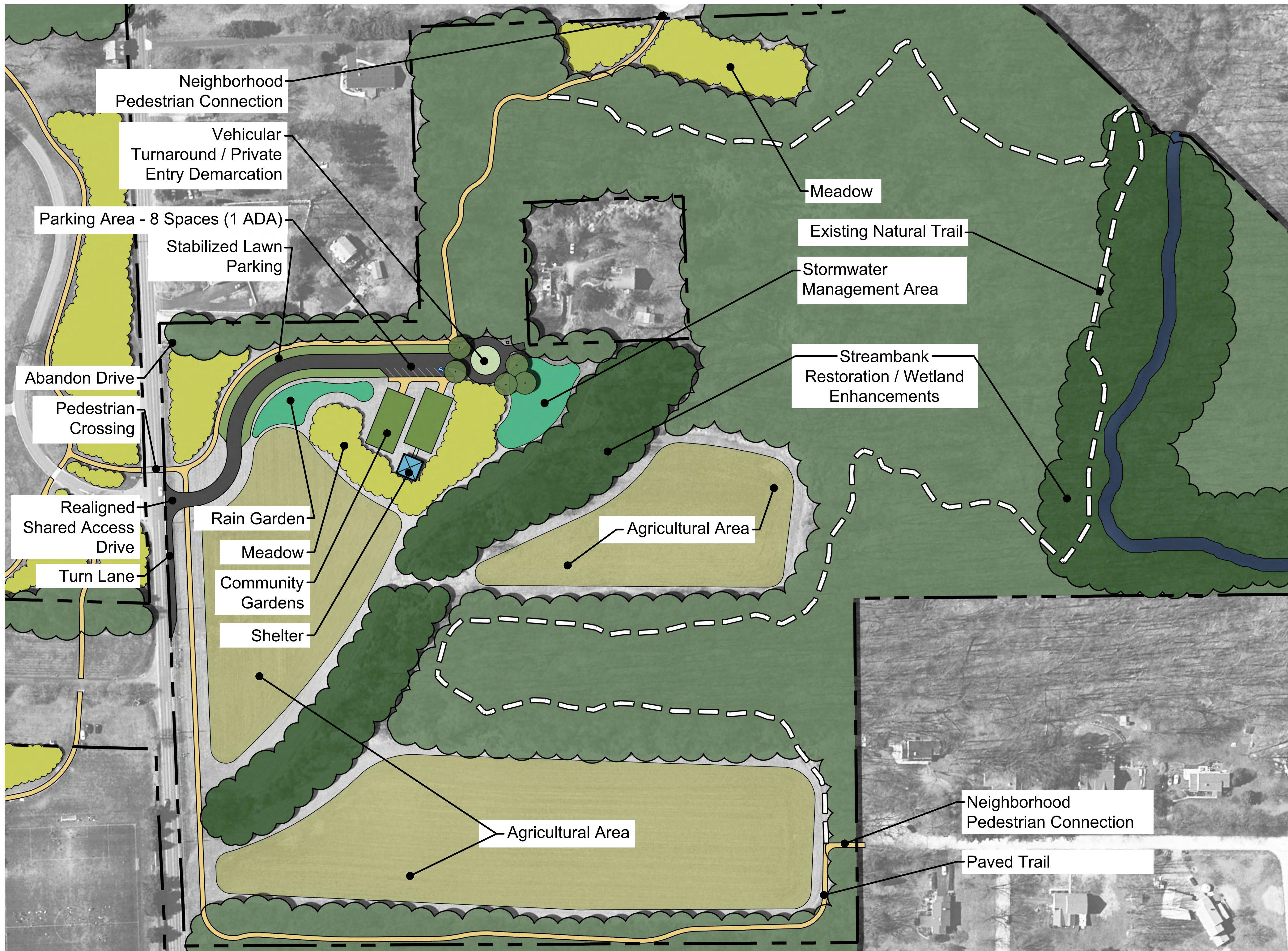
Event Space / Formal Garden

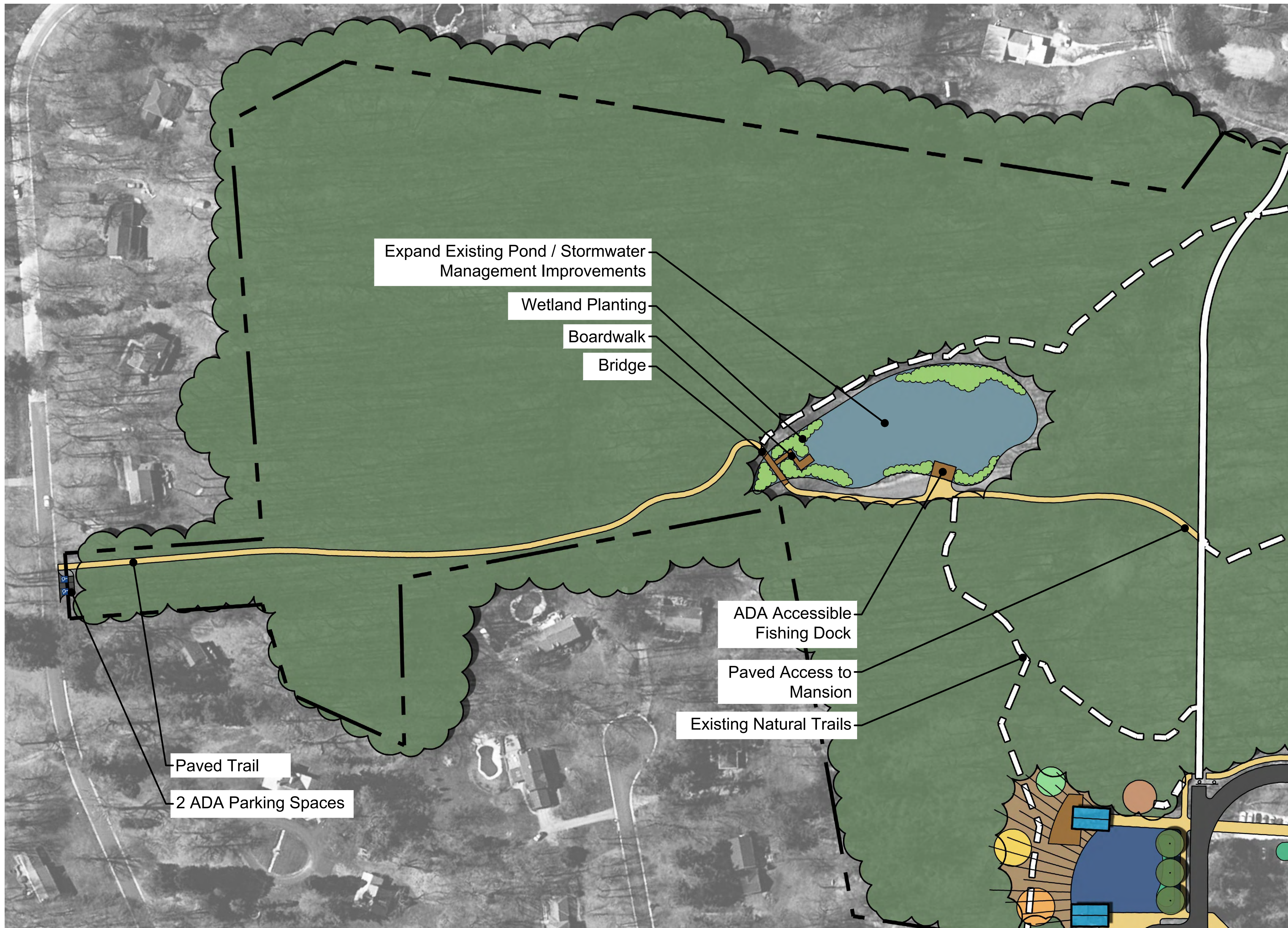
Paved Trail

Meadow

Overflow Parking 180 Spaces







MEMO

Date: January 13, 2021
To: Board of Supervisors
From: Jon Altshul, Township Manager
Re: Creation of Environmental Advisory Council

Background:

PA Act 148 of 1973 authorizes municipalities to establish Environmental Advisory Councils (EACs) by ordinance. The statute authorizes EACs to:

1. Identify environmental problems and recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within its territorial limits.
2. Make recommendations as to the possible use of open land areas of the municipal corporations within its territorial limits.
3. Promote a community environmental program.
4. Keep an index of all open areas, publicly or privately owned, including flood-prone areas, swamps and other unique natural areas, for the purpose of obtaining information on the proper use of those areas.
5. Advise the appropriate local government agencies, including the planning commission and recreation and park board or, if none, the elected governing body or bodies within its territorial limits, in the acquisition of both real and personal property [by a variety of means for environmental purposes].”

While some environmental-focused commissions have different names—e.g. Sustainability Advisory Committee—all of the commissions in the area were created by ordinance, with the exception of East Goshen’s.

All of the EACs have duties and responsibilities consistent with Act 148. However, the Sustainability Committees have slightly different duties. For example, the West Chester Committee is responsible for “reviewing land development plans to offer suggestions for implementation of green infrastructure and to promote the goals of sustainable practices”. West Goshen’s Committee is tasked with implementation of the COG’s Cadmus report and the West Goshen Comp Plan recommendations related to sustainable practices. East Goshen’s Committee is tasked with a number of non-environmental duties, such as housing, the local economy and governance.

Regardless, the five statutory duties of EACs are probably broad enough to encompass most, if not all, of the tasks that we might want this group to focus on.

Municipality	Name	Created by	Members/terms
West Chester	Sustainability Advisory Committee	Ordinance	5-7 members, 2 year terms
West Goshen	Sustainability Committee	Ordinance	5-7 members, 2 year terms
East Bradford	Environmental Advisory Council	Ordinance	5 members, 3 year terms
West Bradford	None	N/A	

West Whiteland	None	N/A	
East Whiteland	Environmental Advisory Council	Ordinance	3-7 members, 3 year terms
East Goshen	Sustainability Advisory Committee	Resolution	7 members, 3 year terms
Kennett Township	Environmental Advisory Council	Ordinance	5-7 members, 3 year terms
Tredyffrin	Environmental Advisory Council	Ordinance	7 members, 3 year terms
Willistown	Open Space Review Board	Ordinance	7 members, 5 year terms
Uwchlan	Environmental Advisory Council	Ordinance	3-7 members, to 3 year terms

ORDINANCE NO. 2021-02

**WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN, CHESTER COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE TOWNSHIP OF WESTTOWN, SPECIFICALLY, PART I, ADMINISTRATION LEGISLATION, ESTABLISHING NEW CHAPTER 8, ENVIRONMENTAL ADVISORY COUNCIL, §8-1, CREATION; §8-2, MEMBERSHIP; §8-3, APPOINTMENT, LENGTH OF TERM; §8-4, COMPENSATION; §8-5, SCOPE; §8-6, FUNCTIONS; §8-7, RECORDS TO BE KEPT, ANNUAL REPORT; AND §8-8, SOURCES OF FUNDING.

WHEREAS, The Board of Supervisors of Westtown Township, Chester County, Pennsylvania deems it to be in the best interest and the general welfare of the citizens and residents of Township to be advised as to: environmental issues within the Township; the protection and preservation of natural resources within the Township; possible uses of open land in the Township; and creating inventories of natural areas with unique feature within the Township; and

WHEREAS, Section 1506 of the Second Class Township Code, Act of May 1, 1933, P.L. 103 No. 69, as amended by the Act of Nov. 9, 1995, P.L. 350, No. 60, found at 53 P.S. §66506, entitled "General powers," authorizes the Board of Supervisors to make and adopt ordinances necessary for the proper management, care, and control of the Township and the maintenance of peace, good government, health, and welfare of the Township; and

WHEREAS, Section 2321 *et. seq.*, of the General Local Government Code authorizes the governing body of any Township to establish, by ordinance, an Environmental Advisory Council to advise other local government agencies, including, but not limited to, the planning commission, park and recreation boards, and elected officials, on matters dealing with protection, conservation, management, promotion, and use of natural resources including air, land, and water resources, located within its territorial limits.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that Part I, Administrative Legislation, of the Code of Westtown Township, as amended, shall be amended to establish new Chapter 8, Environmental Advisory Council, to read as follows:

SECTION 1. Part I, Administrative Legislation, of the Code of Westtown Township shall be amended to add new Chapter 8, Environmental Advisory Council, to read as follows:

§ 8-1. Creation.

An advisory council to be known as the "Westtown Township Environmental Advisory Council" is hereby created and shall continue to function until this Ordinance is revoked.

§ 8-2. Membership.

The Environmental Advisory Council shall be composed of between three and seven residents of this Township.

§ 8-3. Appointment; length of term.

Council members shall be appointed in accordance with the following procedures:

- A. All council members shall be appointed by the Township Board of Supervisors.
- B. Council members' terms of office shall expire on the first Monday in January following the last year of their term of office. Members shall be eligible for reappointment at the end of their respective terms.
- C. Duly appointed Council members shall serve a term of three years, except that initial appointments shall be so staggered that the terms of approximately one-third of the membership shall expire each year, pursuant to a Resolution which will (i) establish the initial number of Council members, (ii) appoint the initial members and (iii) designate the various terms for each initial member.
- D. Whenever possible, one member shall also be a member of the Township Planning Commission.
- E. The Board of Supervisors shall designate the chairman of the council.

§ 8-4. Compensation.

Council members shall receive no compensation for their services, but may be reimbursed for authorized expenses actually and necessarily incurred by them in the performance of their duties.

§ 8-5. Scope.

The Environmental Advisory Council is to be advisory to the Board of Supervisors and shall coordinate its activities with the Township Manager or his/her designee.

§ 8-6. Functions.

The Environmental Advisory Council shall have the following powers:

- A. Identify environmental problems, issues, or matters of concern.

- B. Recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within the area of the Township.
- C. Make recommendations as to the possible use of open land areas of the Township.
- D. Promote a community environmental program.
- E. Keep an index of all open areas, publicly or privately owned, including, but not limited to, flood prone areas, wetlands, swamps, and other unique natural areas, including but not limited to areas of steep slope and wooded areas.
- F. Advise the appropriate agencies of the Township in the acquisition of property, both real and personal.
- G. To undertake such environmental tasks as requested by the Township Board of Supervisors.

§ 8-7. Records to be kept; annual report.

The Environmental Advisory Council shall keep records of its meetings and activities and shall prepare an annual report of its activities.

§ 8-8. Sources of funding.

The Township Board of Supervisors may, from time to time, appropriate funds for the expenses incurred by the Council.

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

SECTION 3. All ordinances or parts of ordinances conflicting with any provisions of this Ordinance are hereby repealed insofar as the same affects this ordinance.

SECTION 4. This Ordinance shall take effect and be in full force and effect five (5) days from and after the date of its final passage and adoption.

ENACTED AND ORDAINED this ____ day of _____, 2021.

**WESTTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Carol De Wolf, Chair

Attest:

Scott Yaw, Vice Chair

Jon Altshul, Township Manager

Richard Pomerantz, Police Commissioner

DRAFT



An Environmental Advisory Council for Westtown Township

January 2021

Organizing Committee



- ▶ Raymond Dandrea, DDS
- ▶ Mary Jo Hopton, AIA
- ▶ Adam Kapp, MA, PMP
- ▶ Paula Kline, ED.D
- ▶ Patrick McDonough, AIA

Proposed Agenda



General Background on
Environmental Advisory Councils



Examples from peer communities



Proposal to initiate an EAC in
Westtown



Topics of special
interest:

Habitat restoration

Smart development
strategies

Food production and
compost



Request for consideration



The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic and esthetic values of the environment.

Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people.

- **Constitution of the Commonwealth of Pennsylvania**
Environmental Rights Amendment (Article I, Section 27)



The EAC Mission:

▶ *To advise on matters dealing with the protection, conservation, management, promotion and use of natural resources located within your municipality.*

- ▶ Any municipality in Pennsylvania may create an EAC by ordinance. Specific Powers - Act 148 empowers EACs to:
 - ▶ • **Identify environmental issues and recommend plans and programs** to the appropriate municipal agencies for the promotion and conservation of natural resources and for the protection and improvement of the quality of the environment within its territorial limits.
 - ▶ • **Make recommendations for the use of open land areas, keep an index of all opens space**, publicly or privately owned, including flood-prone areas, swamps and other unique natural areas, for the purpose of obtaining information on the proper use of those areas and advise the appropriate local government agencies, including the planning commission and recreation and park board and the elected governing body, on the acquisition of property, both real and personal.
 - ▶ • **Promote community environmental programs**, with special attention to protecting air, soil and water resources.

The benefits of an EAC: it serves a variety of roles

- ▶ EACs focus exclusively on environmental conservation and improvement.
- ▶ EACs provide a pool of “hometown talent” to draw upon when they make decisions affecting the environmental resources in their communities.
- ▶ EACs undertake a wide variety of projects and information-gathering tasks, providing energy and objective, in-depth analysis about environmental resource issues. Since municipal ordinances and decisions based upon sound science withstand the tests of scrutiny and time, EACs can be a huge benefit to the communities that create them.
- ▶ EACs organize and sponsor environmental education programs and projects.
- ▶ EACs create partnerships and often coordinate with other organizations such as Land Trusts and watershed associations.



▶ EACs in the Greater West Chester Area include East Bradford, East Goshen, Uwchlan, East Whiteland, Kennett Township, West Chester Borough and West Goshen.

The Pennsylvania Land Trust Association manages the statewide EAC network, hosts an annual conference and supports resource sharing. The 2020 EAC conference highlighted stormwater management, conservation practices, promoting clean air through renewable energy, habitat restoration and native plants, among other topics.

Neighboring EACS



West Chester Area Council of Government

A Westtown EAC can provide guidance and follow through on Westtown's participation in the COG's shared commitment to a transition to clean energy.

Current focus:

- Shared power purchase agreement for renewable energy procurement
- Collaboration in encouraging voluntary adoption of clean energy options for residents and businesses.

Typical Environmental Education projects undertaken by EACs across Pennsylvania

- ▶ Workshops and projects that provide specific information for citizens to use in adopting environmentally sound practices, such as composting, or information on environmental issues or programs, including growth management, and hazardous waste.
- ▶ Programs and workshops on a wide range of environmental topics and issues such as climate change, wildlife, forestry, and invasive species concerns.
- ▶ Publicize events and information through websites, posters, press releases and notices to schools and civic and neighborhood organizations.
- ▶ Help school districts to achieve environmental science learning goals by offering enrichment of topics that are now required by the Pennsylvania Department of Education.

Habitat Restoration: Native Plants and Invasives

- ▶ Overview
 - ▶ Why are native plants and pollinators important to our area ?
- ▶ Native plants (from PA Audubon brochure attachment 1):
 - Thrive in local conditions
 - ▶ - Support ecosystem better than exotics or invasives
 - ▶ - Require less fertilizer and water
 - ▶ - Native Plants have much deeper roots systems compared to non-natives and are important factors in stormwater management (See Stormwater Mgt by Brandywine Conservancy Attachment 2)

The importance of pollinators

- ▶
- ▶ Pollinators (from Natural Resources Conservation Service Site attachment 3):
 - ▶ - One third of all US agriculture depends on pollination
 - ▶ - Apples, blueberries and cherries are 90% pollinated
 - ▶ - Urbanization, use of pesticides and spread of invasive species have led to a marked decline in population of pollinator

Mitigating invasive species

- ▶ Invasive plants (from PA Dept. of Conservation and Natural Resources attachment 4):
 - ▶
 - ▶ Invasive trees and plants choke off the growth of other species.
 - ▶ They are not native to a particular area and pose a risk to the ecosystem.
 - ▶ Tree of Heaven, which was highlighted in the recent Westtown Gazette newsletter is the host of the Spotted Lantern Fly and listed as Severe Threat along with well-known Honeysuckle and Kudzu.



3.)How can we introduce the benefits of Native Plants to Westtown residents ?

Catch the Rain is a Green Stormwater Infrastructure (GSI) program created by the Brandywine Conservancy for homeowners , attachment 2.

This GSI uses rain gardens, pervious paving, infiltration swales, conservation landscaping , canopy trees and rainwater storage to capture, absorb and filter stormwater runoff. Native plants are especially useful in GSI due to their extensive root systems.

If approved, our EAC could be a resource for Township employees Pam Coleman and Mila Robinson in their MS4 Public Outreach and Involvement as required in the MS4 Annual Status Report. In addition, the EAC could offer assistance in public education various GSI gardening methods mentioned above.

Both the PA Audubon Society and Valley Forge Audubon Society are potential sources of grant applications for native planting projects. The projected total of \$3000 for the Newtown Square Gardening project (attachment 5) was covered by awards from both organizations; however, their program was delayed until spring 2021 due to Covid19.

Possible habitat related projects



▶ Additionally, an EAC could provide recommendations to the Oakbourne Park Master Plan and township Zoning Board regarding ordinances which would require native plants to be a part of landscaping of new construction and municipal sites.

▶ Redbud Nurseries of Media carries the most diverse selection of native plants in southeastern PA and would be a valuable asset.





Providing value to residents

- ▶ The EAC can support existing initiatives, such as educating residents on composting and gardening
 - ▶ COVID-19 has highlighted the benefits of home gardens for increasing food security
 - ▶ Composting has been instrumental in helping other municipalities achieve their goals of diverting waste from landfills
 - ▶ We know the USDA Plant Hardiness Zone Map for our area has changed / will continue to change
 - ▶ Connecting local farmers with consumers

Increasing home gardening

▶ The World Economic Forum identified several benefits to increased suburban/urban gardening, including:

- ▶ Resilient food supplies: Diversifying where and how we grow our food helps spread the risk of disruption to food supplies.
- ▶ Healthier lives: Gardening can improve mental health and physical fitness, and may also lead to healthier diets.
- ▶ Healthier ecosystems: Carbon capture, wildlife and pollinator habitat, etc.



Increasing composting

- ▶ In 2014, organic materials made up the largest component of municipal solid waste generated in the United States, with food and yard waste accounting for about 28 percent.
- ▶ Composting provides a wide range of economic and environmental benefits, including:
 - ▶ improved soil health
 - ▶ nutrient recycling
 - ▶ drought mitigation
 - ▶ carbon sequestration



Request

- ▶ Approve an ordinance for the formation of an Environmental Advisory Council
- ▶ Appoint as many as 7 members to serve without compensation for staggered three-year terms

Resources

▶ Attachments:

- ▶
- ▶ 1 Native Plants of SE PA Brochure: Audubon Society PA
- ▶ 2 Stormwater Management by Brandywine Conservancy
- ▶ 3 Why Pollinators : USDA Natural Resources Conservation Service
- ▶ 4 About Invasive Plants: Dept. Conservation & Natural Resources
- ▶ 5 Newtown Square EAC Gardening Project



Memo

To: Board of Supervisors

From: Historical Commission

Date: January 14, 2021

Re: Proposed Changes to the Existing Historic Resources Map

In early 2016, the Township formally adopted the Historic Resources Map as component of the Zoning Ordinance. Since then, the Historical Commission (HC) proposed to make several changes described below.

As per Chapter 170-2400.G, the HC notified the impacted property owners and held a special public meeting on December 17, 2020 where the HC presented their proposed changes. No public comment had been received prior or at the meeting.

The HC kindly requests the Board of Supervisors to review the information provided and approve the amendments to the existing Historic Resources Map as follows:

1. Remove the following resources which had been demolished from the Map:
 - Downing Cottage Style House at 1142 Old Wilmington Pike, UPI. 67-4-31 (Class 2)
 - Downing Cottage Style House at 1144 Old Wilmington Pike, UPI. 67-4-32 (Class 3)
2. Add the following resources to the Map:
 - 809 General Howe Drive (UPI 67-4-135.5) Class 3
 - 1638 E. Street Road (UPI 67-3-147) Class 5
3. Change the classification of the resource:
 - 1050 S New Street (UPI 67-4-3.1) from Class 3 to Class 5

Enclosed are the following documents:

- Description of the properties as identified by the Historical Commission.
- Existing Historic Resources Map illustrating where the properties in question are located.

Proposed Changes to the Existing Historic Resources Map

By the Westtown Historical Commission

December 17, 2020

The following resources are proposed to be added to the Historic Resources Map:

- **809 General Howe Drive (UPI 67-4-135.5)**

Listing is for a barn, circa 1880, converted into a dwelling. The 1883 “Breous Farm Atlas” shows the owner of the property as J. Beaumont Oat. When Mr. Oat died in 1908, the sale of his estate – as advertised in the “Daily Local News” – included a **Frame Barn**. Pictured below (2017).



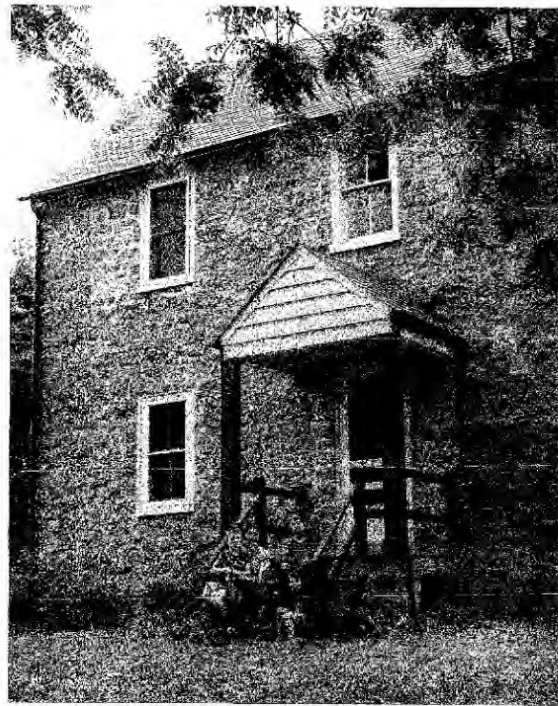
- **1638 E. Street Road (UPI 67-3-147)**

Listing is for the walls (no roof, portion of some walls missing) of a former springhouse or smokehouse. This was an accessory building on “Brooznoll Farm” that appears on the 1883 “Breous Farm Atlas” as the property of Edwin Hoopes. Other Hoopes’ structures in the immediate vicinity include a large barn, built in 1864, and a dwelling, built in 1875. Pictured on the next page (2017).



The resource listed below has been identified as Class 3, 100 years or older, on the Historic Resources Map. The HC is proposing to change it to Class 5, Properties with historical element.

- **1050 S. New Street (UPI 67-4-3.1)** Listing was originally a three-story duplex built in the late 1880s of serpentine stone from the local Brinton's quarry. The 1883 "Breous Farm Atlas" shows the owner of the property as Townsend Walter, and known as "LaGrange Farm." In the 1930s, the structure was gutted by fire and then rebuilt within the standing walls, as a single-family unit. Pictured on the next page (1959).

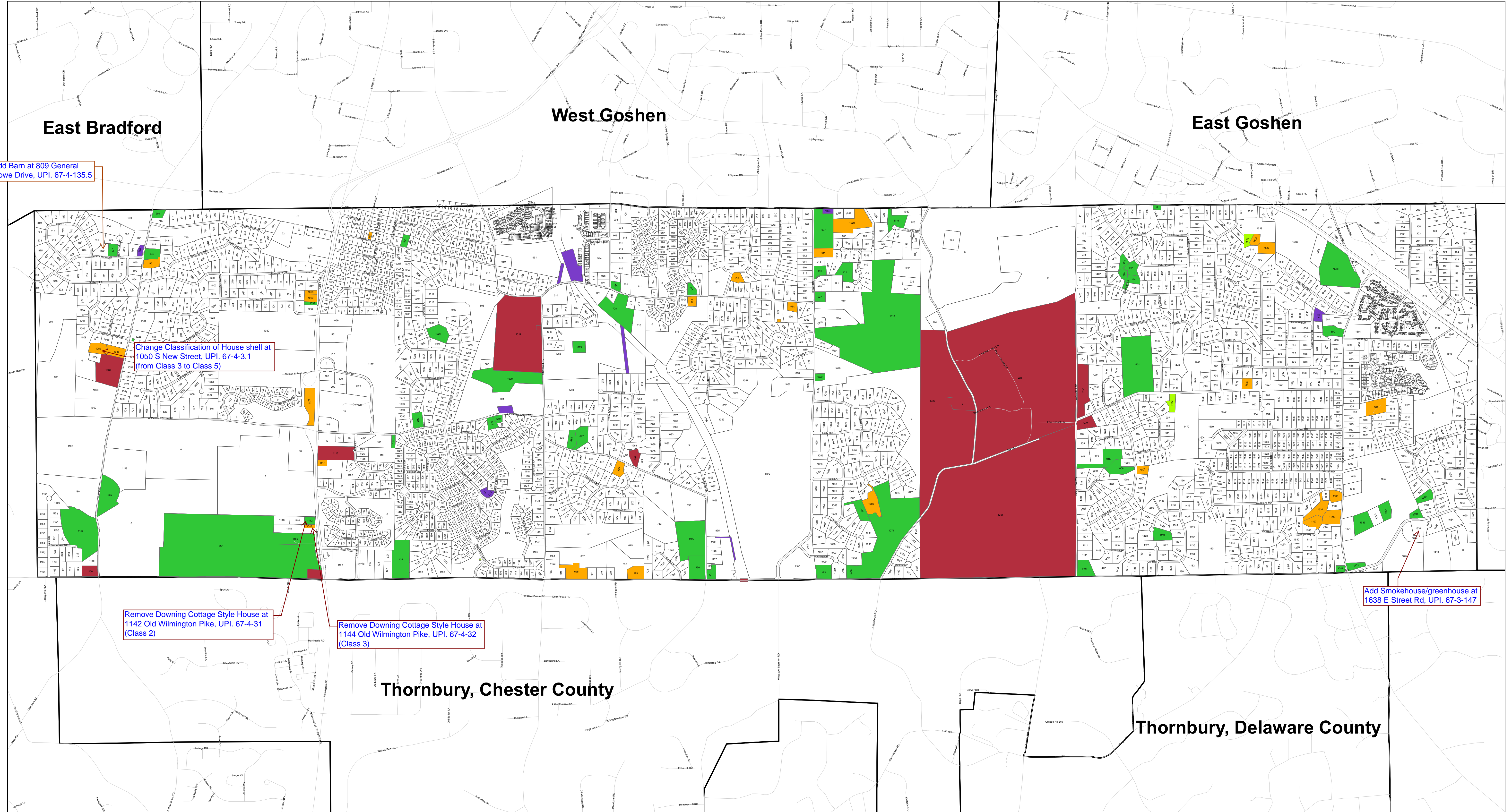
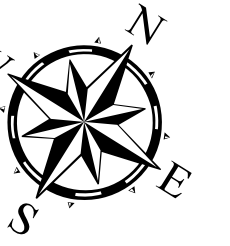


1050 S. New St.

JUNE 24, 1959



Westtown Township - Historic Resources Map



Add Barn at 809 General Howe Drive, UPI. 67-4-135.5

Change Classification of House shell at 1050 S New Street, UPI. 67-4-3.1 (from Class 3 to Class 5)

Remove Downing Cottage Style House at 1142 Old Wilmington Pike, UPI. 67-4-31 (Class 2)

Remove Downing Cottage Style House at 1144 Old Wilmington Pike, UPI. 67-4-32 (Class 3)

Add Smokehouse/greenhouse at 1638 E Street Rd, UPI. 67-3-147

- 1 - On or eligible for the NRHP
- 3 - 100 years or older
- 5 - Properties with historical element
- 2 - Of local historic value
- 4 - Potential archeological site

Date: March 7, 2016 (as per adopted Ordinance 2016-2)

0 0.5 1 2 Miles

ORDINANCE No. 2021-

WESTTOWN TOWNSHIP CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE AMENDING CHAPTER 170, ZONING, OF THE CODE OF WESTTOWN TOWNSHIP BY ADDING NEW DEFINITIONS TO ARTICLE 11; AMENDING THE STATEMENT OF INTENT FOR ARTICLE V, A/C AGRICULTURAL/ RESIDENTIAL DISTRICT, §170-500; AMENDING VARIOUS PROVISIONS AND SECTIONS OF ARTICLE IX, FLEXIBLE DEVELOPMENT PROCEDURE; AMENDING ARTICLE XV, GENERAL REGULATIONS, §170-1502, PROJECTIONS INTO SETBACKS AND SETBACK EXTENSIONS; §170-1519, STANDARDS FOR MINIMUM TRACT AND LOT AREA; MAXIMUM DENSITY OF TRACT USAGE; AND AMENDING ARTICLE XX, ADMINISTRATION, §170-2009.D, STANDARDS FOR CONDITIONAL USE APPROVAL.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that certain provisions of Chapter 170, Zoning, of the Code of Westtown Township, as amended, be amended as follows:

SECTION 1. Article II, Definitions, §170-201, Definitions, shall be amended to add the following terms and definitions:

BRANDYWINE BATTLEFIELD SWATH

That area of the September 11, 1777 Brandywine Battlefield troop movements and battlefield skirmishes so designated and mapped by the Chester County Planning Commission attached as Appendix A. The Brandywine Battlefield Swath also shall be considered an historical landscape and a scenic landscape or scenic view.

DENSITY, NET RESIDENTIAL

Within a flexible development, the number of residential dwelling units of a single particular type and no others, divided by the area of that portion or portions of the tract to be utilized for that specific dwelling unit type, expressed in units per acre. Calculation of the area of the tract so utilized shall comply with the standards set forth in §170-904.E.

HISTORIC RESOURCE(S)

Any site, structure, ruin, landscape feature or other object included in the Westtown Township Inventory of Historic Resources or listed in the National Register of Historic Places or determined eligible for such listing by the Pennsylvania Historic and Museum Commission.

HISTORICAL LANDSCAPE

The landscape area surrounding any historic resource(s) that contributes to or is visually consistent with the historical character of the designated resource(s) as may be determined by the Township.

SCENIC LANDSCAPE(S)

Those landscapes visible from public rights-of-way at any time of year which are characteristic of the natural heritage and historical settlement of Westtown Township as further described in the Westtown Township Comprehensive Plan,

SCENIC VIEW(S)

Views of Scenic Landscapes as defined herein.

SECTION 2. Article V, A/C Agricultural/Cluster Residential District, §170-500, Statement of Intent, shall be amended to read as follows:

§170-500 Statement of Intent.

In addition to the general goals in the preamble, the purpose, and the community development objectives, it is the purpose of this article to preserve the traditional agricultural and rural residential character of appropriate areas of the Township including scenic views and historical landscapes, notably the area involved in the Battle of Brandywine, September 11, 1777, especially that area denoted as the "Brandywine Battlefield Swath," and to provide housing opportunities for residential development at low densities consistent with such character, and provide for clustering of housing as an option to preserve and enhance the natural, scenic, and historic character of the landscape.

SECTION 3. Article V, A/C Agricultural/Cluster Residential District, 170-503, Design Standards, Subsection C(3), shall be amended to read as follows:

- (3) Continuous collector road(s) and pedestrian trail(s) shall be developed as part of the subject use or development to provide direct internal through connection(s) between existing collector and/or arterial streets and trail(s), as applicable, and as required by the Board of Supervisors to provide reasonable access to the subject use, enhance community connectivity and improve local mobility. Examples include but are not limited to through collector streets connecting:
 - Skiles Boulevard and West Pleasant Grove Road;
 - West Pleasant Grove Road and PA Route 926 at the intersection of Bridlewood Boulevard in Thornbury Township, Chester County;
 - Walnut Hill/Shady Grove Roads to PA Route 926 opposite Cheyney Road in Thornbury Township.

At the discretion of the Board of Supervisors in the context of any conditional use application, as a condition of approval, the Board may require that collector

road(s) be developed, in whole or in part, through the subject property. The design of such road(s) shall support the goal of providing through collector road(s) functioning independently of other streets or roads, existing or proposed. The Board may require that no dwellings have individual driveway access onto a collector road.

SECTION 4. Article IX, Flexible Development Procedure, §170-900, Statement of Intent, Subsection B(4), shall be amended to read as follows:

- (4) Encourage more flexible land development which will respect and conserve natural resources such as streams, lakes, floodplains, groundwater, wooded areas, steeply sloped areas, areas of unusual beauty or importance to the natural ecosystem; and conserve cultural resources including scenic views and historical landscapes, notably the area involved in the Battle of Brandywine, September 11, 1777, especially that area denoted as the "Brandywine Battlefield Swath."

SECTION 5. Article IX, Flexible Development Procedure, §170-902, Applicability to Base Zoning Districts, Subsection B, shall be amended to read as follows:

- B. Unified tract(s) of land for flexible development shall be often (10) acres in size or greater.

SECTION 6. Article IX, Flexible Development Procedure, §170-904, Density Standards, Subsection A, Permitted Base Density and Potential Bonus Density, is deleted in its entirety, and shall be amended to read as follows:

- A. Permitted base density and potential bonus density.
 - (1) Base density. In a flexible development, subject to compliance with all applicable standards, criteria and requirements herein, and as a condition of conditional use approval, the Board of Supervisors may approve a plan that provides for a greater number of dwelling units per acre than would be permitted by the Township zoning regulations applicable to the subject tract(s), as provided in §170-1519.B of this chapter.
 - (2) Bonus density for historic preservation. The maximum density established in accordance with §170-904.A(1) above may be further increased, where approved by the Board of Supervisors subject to conditional use approval, and in accordance with the standards set forth in §170-1519.B(5).

SECTION 7. Article IX, Flexible Development Procedure, §170-904, Density Standards, Subsection C, shall be amended to read as follows:

- C. The following percentages of the gross area of the tract shall be set aside as minimum required open space for the use and benefit of the residents of the development and/or Township, subject to the standards for measurement of

minimum required open space set forth in §170-907.A. Additional open space may be provided:

- (1) A/C Agricultural/Cluster Residential District: 60%. Where applicable, the minimum required open space shall include at least 85% of any area on the subject property that comprises the Brandywine Battlefield Swath or a portion thereof.
- (2) R-1 ~~Rural-Suburban~~ Residential District, where single-family detached dwellings are provided: 40%.
- (3) R-1 ~~Rural-Suburban~~ Residential District, where twin dwellings are provided: 50%.
- (4) R-1 ~~Rural-Suburban~~ Residential District, where permitted multifamily dwellings are provided: 60%. Where more than one dwelling unit type is provided in the R-1 District, the minimum open space shall be calculated proportionally to the relative proportion of each unit type, as provided in Subsection C(32), (43) and/or (54) aboveherein. Additional open space also may be required as a condition of approval of applicable bonus densities.

SECTION 8. Article IX, Flexible Development Procedure, §170-904, Density Standards, Subsection E, Standards applicable to housing sites within a flexible development, Subpart (1)(d), shall be amended to read as follows:

- (d) The acreage set aside for common open space, wastewater management facilities, and rights-of-way of public or private streets shall not be used for computation of net residential density for any residential use. No area used to comply with net density requirements for any particular residential dwelling unit type shall also be used to comply with net density requirements for any other residential dwelling unit type or toward area and bulk requirements for any other permitted use.

SECTION 9. Article IX, Flexible Development Procedure, §170-904, Density Standards, Subsection E, Standards applicable to housing sites within a flexible development, Subparts

(2) ~~and (3), through (12)~~ are deleted in their entirety, and replaced by new Subparts (2) and (3), amended to read as follows:

- (2) Permitted multifamily dwellings shall be designed and constructed in accordance with the following standards:
 - (a) Maximum dimensions. No row of townhouses or single structure containing single-family attached dwellings shall exceed 120 feet in any dimension, nor shall exceed five dwellings in a single structure or continuous row. No other structure containing permitted multifamily dwellings shall exceed 100 feet in any dimension.

- (b) All buildings within an integrated townhouse development shall be set back from the right-of-way line of any street the development abuts a distance of not less than 100 feet.
- (3) Standards for all flexible development:
- (a) Maximum impervious coverage. Not more than 25% of the gross area of the tract shall be covered by impervious surfaces. At the time of Conditional Use application, the applicant shall demonstrate that compliance with 25% maximum impervious coverage is feasible, including all residential buildings, common area buildings, roads, parking and access means and any other facilities or impervious surfaces, and in addition demonstrating that included within the 25% tract maximum, are allowances for future accessory structures or other impervious surfaces (patios, pools, etc.) which may be permitted on any individual residential building lot. [As a condition of Conditional Use approval, the Board of Supervisors may require that the subdivision/land development plan include allocation of specific square footage of available impervious cover to each lot and/or parcel, to be recorded on the final plan and each deed.](#)
 - (b) The developer shall make adequate provision for the maintenance of buildings and land within yard areas set aside for condominium development by the organization of a condominium corporation with the responsibility for collection of sufficient levies or fees to pay the cost of such maintenance. Such maintenance may be conducted in conjunction with the requirements of §170-908, where a condominium corporation owns and maintains common open space. Any such terms and provisions shall be consistent with the requirements of the Uniform Condominium Act of 1980.
 - (c) All housing shall be designed with regard to topography and natural features of the site in conjunction with the requirements of §170-905.A. The effects of prevailing winds, seasonal temperatures, and hours of sunlight on the physical layout and form of the proposed land use and buildings shall be taken into account [to maximize energy efficiency and sustainable development.](#)
 - (d) To create architectural interest in the layout and character of housing fronting streets, variations in building line shall be encouraged.
 - (e) All housing should be sited so as to provide privacy and to ensure natural light in all principal rooms.
 - (f) Building height shall be limited to three stories not to exceed 38 feet.
 - (g) Routes for vehicular and pedestrian access and parking areas shall be convenient without creating nuisances or detracting from privacy.

(h) The approximate location and arrangement of buildings and open spaces must be shown on tentative plans so that the Board may review the intensity of land use and serve the public interest by protecting neighboring land uses.

(i) The following requirements shall apply, except where more stringent criteria apply:

[1] As a condition of Conditional Use approval, the Board of Supervisors may require that the subdivision/land development plan include allocation of specific lot lines for individual residences and, including where individual lot lines beyond the footprint of the principal residential structures are not provided, specific designation of a permitted building envelope for each residence consistent with the standards herein, including for allocation of planned or potential building additions or accessory structures, to be recorded on the final plan and each deed.

[2] No structure shall be within 30 feet of the curb of access roads.

[3] No single-family detached dwelling or twin dwelling may be erected within 30 feet of any other principal structure, nor within five feet of any side lot line within the development, except where attached along a common lot line.

[4] The distance between buildings containing multi-family dwellings shall be determined in accordance with the requirements of §170-802.B(7).

[5] At its sole discretion, and for purposes of promoting innovative and preferred design of dwellings and structures, the Board may vary the terms of this §170-904 where deemed appropriate as a condition of Conditional Use approval.

(j) Single-family detached dwellings, and uses accessory thereto, shall be a minimum of 50 feet, and all other structures shall be a minimum of 100 feet, from the property lines of the tract. Where proposed structures other than single-family detached dwellings will abut tracts containing similar uses, this distance may be reduced to 50 feet. Landscaping shall be required in these boundaries, regardless of the use being proposed. In cases where a one-hundred-foot setback from the tract boundary is required, including where twin dwellings are provided, at least 50 feet shall be a planted buffer conforming to the requirements of §170-1508 and containing no paving.

- (k) Where permitted, apartment dwellings shall comply with the minimum floor area provisions set forth in §170-804.B(3)

SECTION 10. Article IX, Flexible Development Procedure, §170-905, Design Standards, Subsections B and C are deleted in their entirety, and amended to read as follows:

B. Streets and parking.

- (1) Streets: Streets within a flexible development shall be related to land use and to adjacent street systems, and shall be designated as secondary traffic street (arterial), collector street, or local street depending upon its function. Streets shall be designed in accordance with the terms of Chapter 149, Subdivision and Land Development; provision for the maintenance of such streets, including private streets, shall be an essential part of the plan for the development. The Township may, but is not required to, accept dedication of the streets within the flexible development for public use. It may require the posting of security in an amount and form satisfactory to it for the construction of such streets, as set forth in Chapter 149, Subdivision and Land Development.
- (2) Parking: Parking for all uses within the flexible development shall be in accordance with the requirements of Article XVII of this chapter.
- (a) Except where part of a shared parking arrangement authorized under the terms of Article XVII, all required off-street parking shall be developed within the boundaries of the flexible development tract.
- (b) Except where individual garages are provided, parking for each dwelling unit shall be provided either at the rear of the unit or shall be grouped into one or more parking areas serving a number of dwelling units. Individual curb cuts shall be permitted only for access to garages attached to individual dwelling units. Other front yard parking and individual curb cuts at the street line for access to parking shall not be permitted except where approved as a condition of Conditional Use approval at the discretion of the Board of Supervisors.
- (c) Provisions for pedestrian circulation paths from parking areas to the residential dwellings and other buildings they serve shall be provided. These paths shall be constructed of an all-weather surface.
- (d) No parking space shall be more than 250 feet from an entrance to the residential dwelling or other building it serves.

- C. Access and traffic control: Routes for vehicular and pedestrian access and parking shall be designed and situated so as to create no nuisances or detractions from privacy. Design of the site shall comply further with the standards in §170-1510, §170-1511, §170-1512, and §170-1513 of this chapter. Townhouse structures shall be arranged so as to reduce the amount of roads required to serve the development and to provide for an adequate open space design.

SECTION ~~1140~~. Article IX, Flexible Development Procedure, §170-905, Design Standards, shall be amended to add new Subsections J ~~and~~, K and L to read as follows:

J. Historical Landscapes and Scenic Views.

- (1) Historical landscapes and scenic views within or across any tract subject to flexible development shall be protected to the greatest extent practicable. As a condition of conditional use approval, the Board may reduce or waive landscape buffering requirements in order to minimize impacts to scenic views and historic resources otherwise visually accessible to the public.
- (2) Introduced landscaping, utilizing predominantly native vegetation and replicating landscape features characteristic to Westtown and its environs, shall be used to mitigate scenic impacts of development from public roads and neighboring residential properties where such views shall be altered by proposed development, grading, or other improvements necessary to accommodate proposed development. For purposes of this subsection, mitigation shall not require a complete visual screen, where the Township agrees that a filtered or diffuse screen is augmented by other landscaping or site conditions to deflect prominent lines of sight from development impacts or otherwise minimize the visual impacts of development.

K. Stormwater management.

- (1) Stormwater management facilities shall be designed to optimize the capture of stormwater at the sources of generation, maximize recharge to the subsurface groundwater system and minimize discharge to surface water flow. Guidance for stormwater management shall use the most current Best Management Practices (BMPs) such as those promulgated by the Pennsylvania Department of Environmental Protection.

- (2) Collectively, in addition to compliance with the design criteria for stormwater management set forth in Chapter 144 and 149 of the Code of the Township of Westtown, the design of stormwater management facilities across the tract subject to flexible development shall result in groundwater infiltration of stormwater equal in volume to the incremental

increase of the two-year storm, pre-development to post-development. For purposes of calculating the pre-development volume of the two-year storm, pre-development land cover conditions shall be assumed to be woodland-good for any area predominantly under cover of trees and meadow-good for any other area, regardless of actual cover conditions. The applicant shall be required to submit soil percolation test results and other credible evidence including a maintenance program satisfactory to demonstrate long-term feasibility of required groundwater infiltration. Where groundwater infiltration of the full incremental volume of the two-year storm is not practicable, the Township may require employment of other means to mitigate potential groundwater impacts.

L. Storage: As required by §170-1509 of this chapter.

SECTION ~~41~~12. Article IX, Flexible Development Procedure, §170-907, open space Standards, Subsection A, Use and Design Standards, Subpart 5(e), shall be amended to read as follows:

- (e) Areas used for subsurface infiltration or land application (irrigation) of stormwater and/or treated wastewater, including open storage or settling ponds accessory to infiltration facilities. All such stormwater and wastewater facilities may be physically located in open space areas but shall be excluded from measurement of the minimum required open space as provided in §170-907.A(6) below.

SECTION ~~42~~13. Article IX, Flexible Development Procedure, §170-907, Open Space Standards, Subsection A, Use and Design Standards, Subpart 6, shall be amended to read as follows:

- (6) All open space used incrementally toward calculation of minimum required open space, as set forth in §170-904.C shall, in addition to full compliance with all other applicable standards herein, fully exclude any existing or proposed impervious surfaces, stormwater management facilities, wastewater treatment and disposal facilities, wetlands, water bodies, watercourses, 50% of any area of prohibitive slope (including created slopes exceeding 25%), and 50% of any lands subject to floodplain regulations.

SECTION ~~43~~14. Article IX, Flexible Development Procedure, §170-907, Open Space Standards, Subsection A, Use and Design Standards, Subpart 7(a), shall be amended to read as follows:

- (a) Not less than 75 feet in width at any point and not less than 1/2 acre of contiguous area where used toward calculation of minimum required open space. These dimensional standards may be modified by the Board of Supervisors as a condition of Conditional Use approval where the Board is satisfied that the result of such modification is preferable open space design.

SECTION 1415. Article XV, General Regulations, §170-1502, Projections into setbacks and setback exceptions, Subsections A-G shall be amended to read as follows; Subsection H remains unchanged:

- A. The following components of principal buildings or accessory thereto (with or without accessory dwelling units), may project into any required yard so long as they are set back at least 15 feet from any lot line: porches, terraces; platforms excluding decks, stoops, patios, and other uncovered landings; buttresses; chimneys; cornices; piers or pilasters; unenclosed fire escapes; and unroofed steps. This provision does not apply to extensions that comply with the minimum yard area where the minimum yard area is less than 15 feet from the lot line, such as certain side yards, or where projected along and parallel to a lot line where two dwellings are attached to each other.
- B. In situations where the Board of Supervisors permits a lot size which conforms to the footprint of a principal building, such components or decks may project into common lands no more than 25% of the minimum distance between buildings as applicable, or be set back at least 15 feet from the tract boundary; projections into open space not covered by these standards shall be subject to approval by the Board of Supervisors as a Conditional Use.
- C. Raised decks attached to a dwelling may extend only into a required side or rear yard, but not a front yard, provided that they are set back a minimum of 15 feet from any lot line, except where in compliance with a minimum yard area where the minimum yard area is less than 15 feet from the lot line or where projected along and parallel to a lot line where two dwellings are attached to each other.
- D. An open gazebo or a similar unenclosed uninhabitable decorative structure with a maximum floor area of 64 square feet shall be permitted within a front yard setback, provided the front yard has a minimum width of 50 feet. Where otherwise permitted in a side or rear yard, the provisions of this subsection do not apply.
- E. A movable awning or movable canopy may project into any required yard not more than 25 feet, but shall not be closer than 15 feet from any property line, except where within a minimum yard setback that is less than 15 feet.
- F. Arbors, garden sheds, private garages, private greenhouses, trellises, workshops, and similar accessory structures shall be permitted within side and rear yard areas provided they do not exceed the height, nor 50% of the footprint, of the principal structure, and shall not exceed applicable impervious cover limitations. The side and rear yard setbacks for such structures shall be no less than the height of the accessory structure, irrespective of the otherwise applicable yard requirement of the district. Any wheels attached to a mobile structure must be removed prior to the issuance of any permits.

- G. Swimming pools, measured from the edge of the water, tennis courts, and similar outdoor recreation facilities shall be permitted within side and rear yard areas provided they are set back at least 25 feet from the lot line or, [in the case of a Flexible Development, not within any required tract perimeter setback.](#)

SECTION ~~45~~16. Article XV, General Regulations, §170-1519, Standards for Minimum Tract and Lot Area; Maximum Density of Tract Usage, Subsection B, Maximum Density of use on any Tract within a Particular Zoning District, Subparts (2)(a), (b), (c) and (e) shall be amended to read as follows (Subpart (2)(d) remains unchanged):

- (a) A/C District.
 - [1] Standard single-family detached dwelling subdivision: tract area multiplied by 0.5.
 - [2] Flexible development: tract area multiplied by 0.7.
 - [3] Adult community development: tract area multiplied by 1.0.
- (b) R-1 District.
 - [1] Standard single-family detached dwelling subdivision: tract area multiplied by 1.0.
 - [2] Flexible development: tract area multiplied by 1.1 .
- (c) R-2 District:
 - [1] Standard single-family detached dwelling subdivision, served by:
 - [a] On-site sewage and on-site water: tract area multiplied by 1.0.
 - [b] On-site sewage and off-site water, or public off-site sewage and on-site water: tract area multiplied by 1.45.
 - [c] Public off-site sewage and off-site water: tract area multiplied by 1.98.
 - [2] Single-family semidetached or two-family detached dwellings: tract area multiplied by 2.9.
- (e) M-U District,
 - [1] Residential uses authorized in the R-1, R-2, or R-3 Districts: as specified in Subsections B(2)(d)[1][b], [c] and [d] above.
 - [2] Mobile home park: tract area multiplied by four.

SECTION ~~46~~17. Article XV, General Regulations, §170-1519, Standards for Minimum Tract and Lot Area; Maximum Density of Tract Usage, Subsection B, Maximum Density of use on any Tract within a Particular Zoning District, Subparts (3)(a) and (c) shall be amended to read as follows (Subpart (3)(b) remains unchanged):

- (a) R-3 District.
 - [1] Professional or business office: tract area multiplied by 0.40 (square feet of floor area)
- (c) C-1 District.
 - [1] Total number of permitted, special exception, or conditional uses: tract area multiplied by 0.5.
 - [2] Total amount of square feet of floor area per use: lot area (as determined by §170-1519C, below) multiplied by 0.40.

SECTION ~~47~~18. Article XV, General Regulations, §170-1519, Standards for Minimum Tract and Lot Area; Maximum Density of Tract Usage, Subsection B, Maximum Density of use on any Tract within a Particular Zoning District, shall be amended to add new Subpart (5) to read as follows:

- (5) Bonus Density for Historic Preservation, subject to conditional use approval:
 - (a) Bonus dwelling units for preservation of historic resources and landscapes. One additional dwelling unit may be provided for each two acres comprising a lot (or open space parcel) which contains any Township-, state- or federally designated Historic Resource ~~and where such acreage otherwise meets all applicable criteria for open space~~. The use of this bonus shall be limited to no more than four bonus dwelling units for each distinct historic resource and/or landscape preserved and shall be subject to the following criteria:
 - [1] The Township shall approve the configuration of the lot and/or restricted open space created to accommodate preservation of the historic landscape, which shall include, at a minimum, those portions of the property that contain outbuildings or ruins associated with the historical use of the principal historic building(s) and/or those areas of greatest public visibility.
 - [2] In order to be eligible for this bonus, the historical setting, including all acreage used to calculate bonus dwelling units, and the principal facades of any historical structures shall be preserved through establishment of a conservation easement acceptable to the Township. Such easement shall be recorded prior to or simultaneously with the recording of approved land development

plans and prior to issuance of building permits, as applicable, for any situation where this bonus shall be utilized.

[3] Land(s) utilized for calculation of this bonus also may be counted toward the calculation of required or bonus open space, where applicable open space, criteria are met.

(b) Additional bonus dwelling units for historic restoration/rehabilitation. Where preservation of historic sites, as provided in §170-1519.B(5)(a) above, includes restoration or rehabilitation of historic structures approved by the Township, one additional dwelling unit may be provided for each 2,000 square feet, or portion thereof exceeding 1,000 square feet, of floor area on all floor levels in the historic sections of such structures which are restored or rehabilitated, subject to the following requirements:

[1] Eligible structures shall have been used historically as principal residential or agricultural structures or structures accessory to a principal residential use and shall be included or be eligible for inclusion as part of a Township-, state- or federally designated Historic Resource or historic district;

[2] The applicant shall demonstrate to the satisfaction of the Township, submitting copies of appropriate plans and other documentation as necessary, that such structures have been or shall be restored and/or rehabilitated in accordance with plans prepared by a qualified restoration architect and in general compliance with the U.S Department of the Interior Standards for Rehabilitation of Historic Structures;

[3] All principal facades of eligible historic structures shall be preserved through establishment of conservation easement(s) acceptable to the Township;

[4] This bonus shall not apply if the integrity and scale of eligible historic structures have been or will be altered by additions that overwhelm their historic integrity due to the size of such addition(s) or to the use of modern or inappropriately scaled or proportioned materials, including exterior skins, windows, doors, chimneys, porches, and other features.

(c) Limitation to use of historic preservation bonus. An historic preservation bonus shall not be applicable if the owner, subdivision/land development applicant, or developer of the subject property shall or has, within three years of the development application period or during actual development, destroyed or demolished any Historic Resource as defined herein without the express approval of the Township.

SECTION 1819. Article XX, Administration, §170-2009, Conditional Uses, Subsection D, Standards for Conditional Use Approval, Subpart (l)(h), shall be amended to read as follows:

- (h) The burden of proof shall be upon the applicant, to prove to the satisfaction of the Board of Supervisors by credible evidence, including a Traffic Impact Study addressing the requirements of §149-804.A(1) through (11) and the Pennsylvania Department of Transportation, prepared by a licensed Professional Engineer, that the use will not result in a traffic hazard or traffic congestion within or along existing roads and road intersections adjacent to the tract proposed to be developed, or magnify any existing traffic hazard or traffic congestion within or along existing roads and road intersections adjacent to the tract proposed to be developed. The traffic generated by the development shall be accommodated in a safe and efficient manner on all roads and road intersections internal to the development site, and on all adjacent roads, accesses and road intersections external to the development site. This may include pedestrian and other travel modes as determined appropriate by the Board. The Traffic Impact Study shall identify any and all traffic capacity and traffic safety improvements within or along existing roads and road intersections adjacent to the tract proposed to be developed, and on all roads and road intersections internal to the development site, that are necessary to accommodate the traffic generated by the development. This includes vehicular and non-vehicular connections, as well as facilities to encourage and support non-automotive traffic. As a condition of approval, the Board shall require the applicant to complete and/or fund these traffic improvements, or provide surety for required improvements which may be completed by others.

SECTION 1920. If any sentence, clause or section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or validity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisor that this Ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

SECTION 2021. All ordinances or parts of ordinances conflicting or inconsistent herewith are hereby repealed.

SECTION 2122. This Ordinance will be effective five (5) days after enactment.

ENACTED AND ORDAINED this _____ day of _____, 2021.

ATTEST:

WESTTOWN TOWNSHIP

Secretary

Richard Pomerantz, Chair

Carol R. DeWolf, Vice Chair

Scott E. Yaw, Police Commissioner

Add Appendix A, Brandywine Battlefield Swath from CCPC

ORDINANCE 3 of 2021
WESTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

**AN ORDINANCE OF THE TOWNSHIP OF WESTTOWN,
CHESTER COUNTY, PENNSYLVANIA, AMENDING THE
CODE OF THE TOWNSHIP OF WESTTOWN, CHAPTER
110, NUISANCES, ESTABLISHING ARTICLE I, NOISE
DISTURBANCE, AND ARTICLE II, LOITERING.**

BE IT ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township, Chester County, Pennsylvania, that Part II, General Legislation, Chapter 110, Nuisances, of the Code of the Township of Westtown, as amended, shall be amended as follows:

SECTION 1. Part II, General Legislation, Chapter 110, Nuisances, Article I, Noise Disturbance, of the Code is hereby established to read as follows:

Article I. Noise Disturbance.

§ 110-1. Purpose and scope.

The purpose and scope of this article is to ensure that public health, safety and welfare shall not be abridged by the making or creating of public nuisances from disturbing or excessive noises in Westtown Township and to protect the physical, mental and social well-being of the residents of Westtown Township by prohibiting such noise and/or sound.

§ 110-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated unless a different meaning clearly appears from the context:

TOWNSHIP – The Township of Westtown.

NOISE – Any sound emitted by a person, an appliance, equipment, an instrument or other device.

PERSON – Any individual, association, trust, partnership or corporation, including any members, directors, officers, employees, partners or principals thereof. Whenever used in any clause prescribing and imposing a penalty, "person" includes the members, trustees, partners, directors, officers, managers and supervisors, or any of them, of partnerships, associations, corporations or other forms of entity.

UNREASONABLE NOISE – Noise that is above and beyond the ordinary noises associated with the appropriate and customary uses of the particular forum in which the sound is made, taking into account the time of day, day of week, location, and/or other relevant factors, and such noise is of such a volume, frequency, pattern, or duration, that it prevents, disrupts, injures, or endangers the health, safety, welfare, comfort or repose of reasonable persons of ordinary sensitivities within Westtown Township.

§ 110-3. Prohibited acts.

- A. General prohibition. It shall be unlawful for any person to make or cause to be made unreasonable noise, or to allow any unreasonable noise to be caused or made on any real or personal property occupied or controlled by that person within the limits of Westtown Township, except as otherwise permitted in this chapter.
- B. Specific prohibitions. The following are specifically prohibited, except as otherwise permitted in this chapter:
 - 1. No person shall operate, play or permit the operation or playing of any radio, television, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound in such a manner as to create unreasonable noise.
 - 2. No person shall operate or permit the operation of any tools or equipment used on construction operations, drilling or demolition or other work or in the sweeping of parking lots between the hours of 10:00 p.m. of one day and 6:00 a.m. of the following day on weekdays and Saturdays or at any time on Sundays or legal holidays such that the sound therefrom creates unreasonable noise.
 - 3. No person shall operate or permit the operation of any powered saw, drill, sander, grinder, lawn or garden tool, snow blower or similar device used outdoors between the hours of 10:00 p.m. of one day and 6:00 a.m. of the following day so as to create unreasonable noise.
 - 4. No person shall deliver, load, open, close or otherwise handle boxes, crates, containers, building materials, garbage cans or other objects between the hours of 10:00 p.m. of one day and 6:00 a.m. of the following day in such a manner as to create unreasonable noise. This subsection shall not apply to emergency municipal or public utility services in or about the public right-of-way.

5. No person shall offer for sale or sell by shouting or outcry or by any other amplified or unamplified sound, except between the hours of 7:00 a.m. of one day and 7:00 p.m. of the same day.
6. No person shall remove or render inoperative, other than for purposes of maintenance, repair, replacement or other work, any muffler or sound-dissipative device or element of design or noise label of any product; or use a product which has had a muffler or sound-dissipative device or element of design or noise label removed or rendered inoperative with knowledge or reason to know that such action has occurred; or intentionally move or render inaccurate or inoperative any sound-monitoring instrument or other device positioned by or for the Township or other governmental entity, provided that such device or the immediate area is clearly labeled or posted to warn of the potential illegality.
7. No person shall repair, rebuild or test or otherwise work on any motorcycle or other motor vehicle, motorboat or aircraft in such a manner as to create unreasonable noise.
8. No person shall create such other noise as might pose a danger to the public health, safety or welfare of the Township or otherwise constitute a nuisance in fact.
9. No person shall make, continue or cause to be made or continued any noise which creates or causes unreasonable noise.
10. No person shall operate a motorcycle, truck, automobile or other motor vehicle in such a manner as to cause unreasonable noise.

§ 110-4. Exemptions and permits.

A. The following noises are exempted from the provisions above:

1. Blasting, only if performed in accordance with a permit issued by the Township. Such blasting may occur only between 8:00 a.m. and 4:30 p.m., Monday through Friday, unless specifically authorized otherwise by the permit.

2. Band concerts, carnivals or other performances or similar activities publicly or privately sponsored and presented in any public or private space outdoors, provided that such activities do not occur between 11:00 p.m. on one day and 10:00 a.m. on the following day. Such activities may require a permit pursuant to criteria set forth in §110-4.B.2.
 3. Noises caused by the performance of emergency work or by the ordinary and accepted use of emergency apparatus and equipment.
 4. Noises resulting from the provision, repair and maintenance of municipal/governmental facilities, services or public utilities.
 5. Noises created by organized, school-related programs, activities, athletic and entertainment events or other public programs, activities or events, other than motor vehicle racing events.
 6. Noises made by warning devices operating continuously for three minutes or less, except that, in the event of an actual emergency, the limitation shall not apply.
 7. Noises made by bells, chimes, or carillons used for religious purposes or in conjunction with national celebrations or public holidays; existing bells, chimes and carillons and clock-strike mechanisms that are currently in use for any purpose and were in use at the time of the original passage of this chapter.
- B. The following noises, events, and/or gatherings held outdoors within the limits of the Township shall require a permit issued by the Township. The Township reserves the right to require reasonable time, place, and manner restrictions as part of the issuance of the permit for the following noises and/or events based on the nature of the location in which the noise and/or event will be taking place:
1. Blasting, as permitted in §110-4.A.1.
 2. Band concerts, carnivals or other performances or similar activities publicly or privately sponsored and presented in any public or private space outdoors in which 100 people or more are reasonably expected to attend by the organizers.
 3. Public demonstrations, political protests, or other similar events in which 250 people or more are reasonably expected to attend by the organizers.

§ 110-5. Violations and penalties.

Any person who violates or permits the violation of any provision of this article shall, upon conviction thereof in a summary proceeding under the Pennsylvania Rules of Criminal Procedure before the Magisterial District Justice, be guilty of a summary offense and sentenced to pay a fine of not less than \$300 for the first offense, and not less than \$750 for any subsequent offenses in a one-hundred-twenty-day period. The defendant shall also be liable for all court costs, including reasonable counsel fees, incurred by the Township in the enforcement proceeding. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a period of not more than 30 days. Each section or provision of this chapter that is violated shall constitute a separate offense, and each day or portion thereof in which a violation of this chapter is found to exist shall constitute a separate offense, each of which shall be punishable by a separate fine imposed by the Magisterial District Justice in the amounts specified above, plus the costs of prosecution, including reasonable counsel fees. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a term of not more than 30 days.

SECTION 2. Part II, General Legislation, Chapter 110, Nuisances, Article II, Loitering, of the Code is hereby established to read as follows:

Article II. Loitering.

§ 110-6 Purpose and scope. The purpose and scope of this article is:

- A. To maintain a safe, clean and law-abiding environment in and about the Township, its public streets, sidewalks, parking lots, parks and other public areas;
- B. To promote the Township as a safe, drug-free and peaceful place where citizens can visit and access all businesses, churches, neighborhoods and public accommodations and use public property without fear of obstruction, molestation or interference;
- C. To exercise the police power to maintain the peace and public health, safety and welfare by regulating activities that interfere with others as stringently as possible, within the mandates of constitutionally protected rights; and
- D. To prohibit unsafe, threatening and aggressive loitering and not the innocent customary activity of citizens.

§ 110-7. Definitions.

As used in this chapter, the following terms shall have the meanings indicated unless a different meaning clearly appears from the context:

LOITERING – Remaining idle essentially in and about a particular area; lingering, spending time idly; loafing or walking about aimlessly in once vicinity or neighborhood; “hanging around;” meandering or moving slowly about where the conduct is not due to physical condition or defect; prowling or wandering, irrespective of whether the conduct is on foot or in, on, or by way of parked or moving vehicle.

PUBLIC PLACE – Any place to which the public has access including any public street, sidewalk, alley, way, parking lot, park or other public ground within the Township or in or about the areas in front of or adjacent to any building or structure used in whole or in part for dwelling or rooming or boarding purposes or for business, amusement, commercial, mercantile, manufacturing, industrial, storage, education, recreational or religious purposes, including but not limited to a school, store, restaurant, tavern or other business.

§ 110-8. Certain types of loitering prohibited.

No person shall loiter in a public place in such a manner as to:

- A. Hinder or obstruct the free passage of pedestrians, persons, vehicles or property to or from any entrance to or exit of a building, structure or vehicle and fail or refuse to move or disperse when asked to do so by a police officer;
- B. Create or cause to be created a danger of breach of the peace or otherwise create a concern for or threaten the safety of a person or security of property; or
- C. Molest or interfere with any person lawfully in any public place, as defined in §110-7 of this chapter, including but not limited to the making of unsolicited remarks of an offensive, disgusting or insulting nature, or which are calculated to annoy, disturb or threaten the person to, or in whose hearing, the remarks are made.

§ 110-9. Determination of loitering.

The police shall enforce these loitering regulations. In some cases, there will be no doubt that the prohibited activity has occurred, such as in the obstruction of free and safe access and passage through or upon a public way. With the other types of prohibited loitering, the police shall make a determination as to whether the activity warrants a concern for the safety of persons or security of property in the vicinity. In determining whether concern is warranted, the police may consider the following circumstances as tending to warrant concern:

- A. The person, upon appearance of a police officer, takes flight, attempts to conceal himself or herself or any object, or refuses to identify himself or herself and explain his or her presence and conduct after a request;
- B. The person systematically checks doors, windows or other means of ingress or egress to a building, structure or vehicle;
- C. Activity by the person which outwardly manifests no useful purpose or is not usual for a law-abiding or peace-abiding citizen;
- D. The continuous or repeated presence of a person in close proximity to a building, structure or other vehicle or other property, or in close proximity to another person for a period of time not usual under the circumstances; or
- E. The time of day when or the place where the activity occurs is inappropriate for the activity observed.

§ 110-10. Opportunity to dispel concern.

- A. Where a police officer has determined that the person's actions create a concern for the safety of another person or the public or security of property, the person whose conduct causes the concern shall be given an opportunity to dispel the concern by identifying himself or herself and explaining his or her presence and conduct. The actor shall not be given this opportunity if he or she takes flight upon the appearance of a police officer or attempts to conceal himself or herself or any object or if other circumstances make it impractical or unsafe for the police officer to give this opportunity.
- B. If the actor's explanation or his or her presence or conduct to the police officer is untrue or does not dispel the concern, the police officer may arrest the person or persons.

§ 110-11. Request to leave.

Whenever the presence of any person in any public place is causing or is likely to cause any of the conditions enumerated in §110-8 of this chapter, the police may order that person to leave that place. Any person who shall refuse to leave after being ordered to do so by a police officer shall be guilty of a violation of this chapter.

§ 110-12. Time limit.

When a police officer orders a person to leave an area, he or she shall not return to that area for at least two hours. If the person is found in the same area within a two-hour period of having been ordered to leave, then the person shall be guilty of a violation of this chapter.

§ 110-13. Violations and penalties.

Any person who violates or permits the violation of any provision of this article shall, upon conviction thereof in a summary proceeding under the Pennsylvania Rules of Criminal Procedure before the Magisterial District Justice, be guilty of a summary offense and sentenced to pay a fine of not more than \$1,000, plus all court costs, including reasonable counsel fees, incurred by the Township in the enforcement proceedings. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a period of not more than 30 days. Each section or provision of this chapter that is violated shall constitute a separate offense, and each day or portion thereof in which a violation of this chapter is found to exist shall constitute a separate offense, each of which shall be punishable by a separate fine imposed by the Magisterial District Justice in the amounts specified above, plus the costs of prosecution, including reasonable counsel fees. Upon default of payment thereof, the defendant may be sentenced to imprisonment in the county prison for a term of not more than 30 days.

SECTION 3. If any sentence, clause, section or part of this Ordinance is, for any reason, found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal, invalid sentence, clause, section or part thereof not been included herein.

SECTION 4. All ordinances or parts of ordinances conflicting with any provisions of this ordinance are hereby repealed insofar as the same affects this ordinance.

SECTION 5. This amendment shall take effect and be in full force and effect five (5) days from and after the date of its final passage and adoption.

ENACTED AND ORDAINED by the Board of Supervisors of Westtown Township this ____ day of _____, 2021.

**WESTTOWN TOWNSHIP
BOARD OF SUPERVISORS**

Attest:

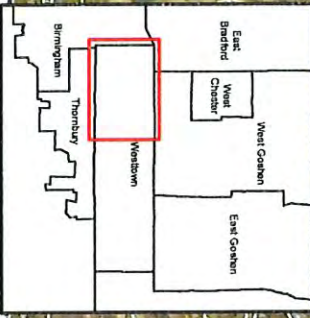
Carol R. DeWolf, Chair

Jon Altshul, Township Secretary

Scott E. Yaw, Esq., Vice-Chair

Richard Pomerantz, Police Commissioner

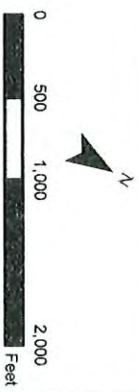
BRANDYWINE BATTLEFIELD SWATH IN WESTTOWN TOWNSHIP, CHESTER COUNTY, PA



Prepared By:
Chester County Planning Commission
July 25, 2019
[2014 Orthophotos]



Brandywine Battlefield Swath
Approximate troop movements and battlefield skirmishes based on interpretation of information in the Brandywine Battlefield Study (2010) and Brandywine Battlefield Preservation Plan (2013)



Memo

To: The Board of Supervisors
From: Bridget Stockmal
CC: Jon Altshul
Date: January 15, 2021
Re: Simplified Approach Stormwater Management Review Fees

The Township needs to establish a policy for reimbursement/ payment for fees accrued by the Township Engineer for Stormwater Management review. The current fee schedule for Stormwater, Erosion Control, and Grading permits is as follows:

Under 1,000sqft Impervious Coverage - \$40.00 (No SWM)

Over 1,000sqft but under 2,000sq ft of Impervious Coverage - \$160.00 (Simplified SWM Approach)

Over 2,000sqft - \$160.00 + \$2,500 escrow for Engineering Review (Engineered SWM)

Historically, the township has not charged applicants additional fees for completing a Simplified SWM Plan and the number of these applications was fairly low. However, in recent years the number of applications that require Stormwater Management has increased and will likely continue to increase as residents build up their properties. For plans that follow the Simplified Approach Handbook exactly, review can be completed by township staff. However, it is common for plans to deviate from the handbook, in which case, an engineer review is required to determine that the proposed plan is sufficient. Because the township does not have anyone on staff who can review these deviating plans in-house, applications are sent to the Township Engineer, Cedarville Engineering, for review. However, there is no policy for recovering these reviews fees and the township has been eating the cost of the permit reviews.

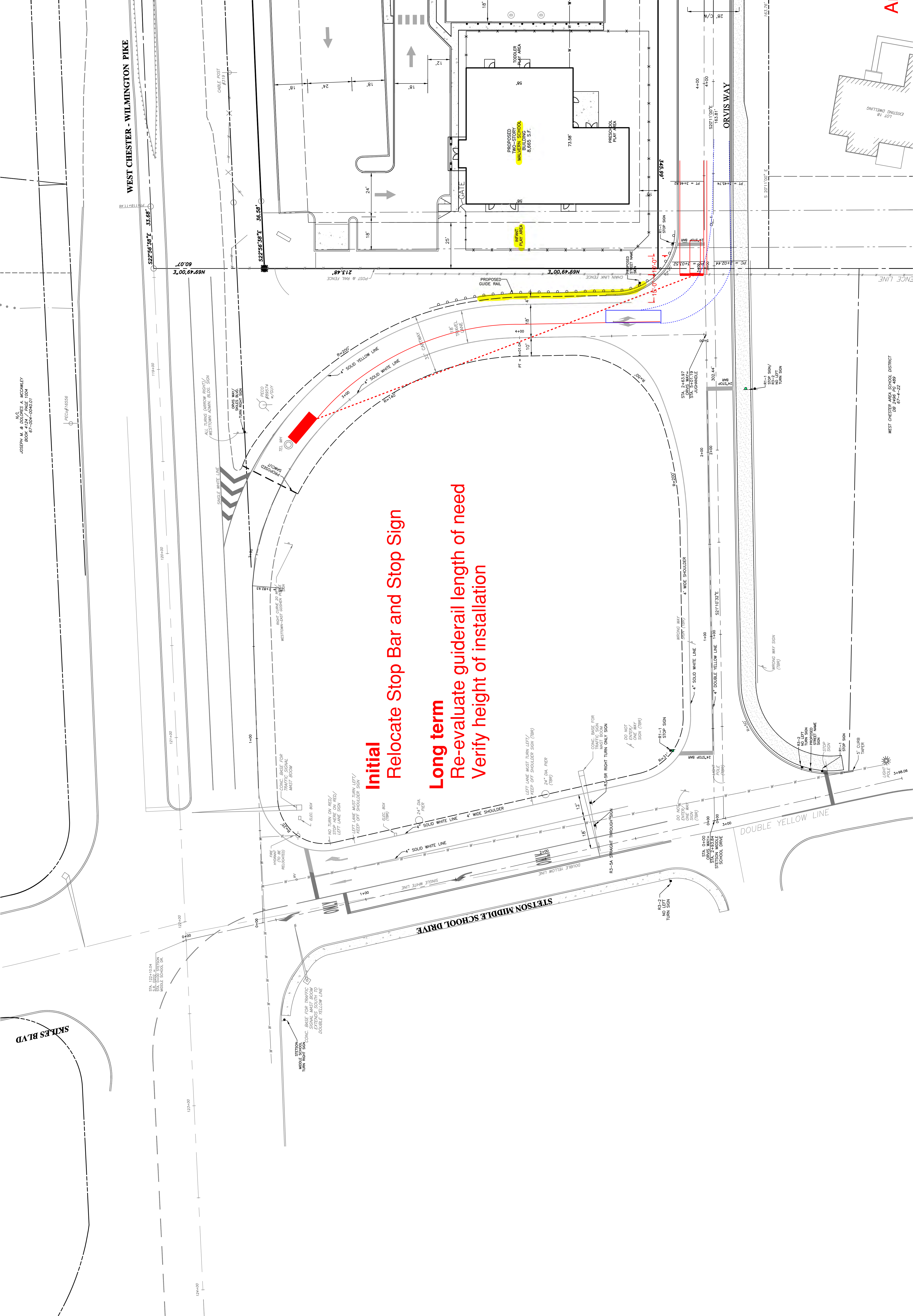
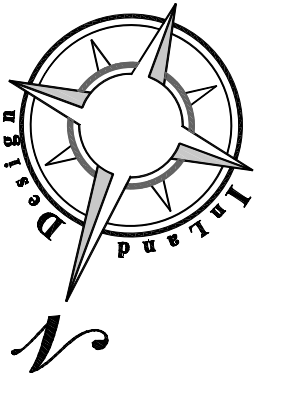
We asked Bob Flinchbaugh from Cedarville Engineering to send us a proposal for fees to charge to applicants who require Simplified Stormwater Management review. Based on the total costs for two recent reviews he determined that an appropriate fee would be \$1,000-\$1,500. See the enclosed email from Bob.

We also asked several neighboring municipalities how they handle these review fees. The responses varied, but the most common response was that they require an escrow for any SWM review or they charge for the actual cost of the review. See enclosed emails.

Based on this information, the township has the following options to recover the engineering review fees for Simplified Approach SWM Plans:

1. Combine Cedarville's review fees into the regular permit fees charged by the township. This would require a signed fee acknowledgement form prior to any review being done in order to avoid any refusal to pay by the applicant. (ex. \$160.00 Admin Fee + \$TBD Cedarville Invoice Total)
2. Require an escrow for Simplified SWM review. This requires more administrative work from the township but is the most secure way of obtaining payment for the review fees. Any remaining balance would be returned to the applicant. (\$160.00 Admin Fee + \$1,500 Cedarville Escrow).
3. **Establish a flat fee for all applicants regardless of actual cost of review. This would work under the assumption that some reviews would cost more than others and Cedarville's fees to the township would generally even out in the end. (ex. \$160.00 Admin Fee + \$1,200 Cedarville Flat Fee)**

In discussing this matter with Jon, we agreed that the best option is Option #3 - charge a \$1,200.00 flat fee for any SWM applications that deviate from the Simplified Approach Handbook and require additional engineering review. This is the most straightforward option administratively and will hopefully encourage applicants to follow the Handbook. Again, for applicants who follow the Simplified Approach Handbook, no additional fees outside of the \$160.00 township fee would be required.



Initial
Relocate Stop Bar and Stop Sign

Long term
Re-evaluate guiderail length of need
Verify height of installation

LEGEND

PROPERTY BOUNDARY	---
EXISTING RIGHT OF WAY LINE	---
EXISTING EASEMENT LINE	---
EXISTING 2' CONTOUR	---
EXISTING 10' CONTOUR	---
EXISTING 20' CONTOUR	---
EXISTING 50' CONTOUR	---
EXISTING 100' CONTOUR	---
EXISTING TREE SYMBOLS	○
EXISTING LIGHT	○
EXISTING UTILITY POLE	○
EXISTING WATER VALVE	○
EXISTING SIGN	○
TEST PIT LOCATION	○
EXISTING FENCE LINE	---
SOIL LINE AND DESCRIPTION	---
STEEP SLOPE 15% - 25%	---
STEEP SLOPE 25% - 40%	---
WETLAND AREA	---
EXISTING STORM STRUCTURES & PIPE	---
EXISTING SANITARY STRUCTURES & PIPE	---
EXISTING ROAD CENTERLINE	---
EXISTING ROAD PAVING	---
EXISTING DRIVEWAY	---
EXISTING CONCRETE SIDEWALK	---
EXISTING WALL	---
EXISTING SANITARY FORCE MAIN	---
EXISTING WATER LINE	---
EXISTING GAS LINE	---
EXISTING TELEPHONE LINE	---
PROPOSED RIGHT OF WAY LINE	---
PROPOSED 2' CONTOUR	---
PROPOSED 10' CONTOUR	---
PROPOSED 20' CONTOUR	---
PROPOSED 50' CONTOUR	---
PROPOSED 100' CONTOUR	---
PROPOSED UTILITY POLE	---
PROPOSED WELL	---
PROPOSED WATER VALVE	---
PROPOSED FENCE LINE	---
PROPOSED STORM STRUCTURES & PIPE	---
PROPOSED SANITARY STRUCTURES & PIPE	---
PROPOSED ROAD CENTERLINE	---
PROPOSED ROAD PAVING	---
PROPOSED DRIVEWAY	---
PROPOSED CONCRETE SIDEWALK	---
PROPOSED WALL	---
PROPOSED SANITARY FORCE MAIN	---
PROPOSED WATER LINE	---
PROPOSED GAS LINE	---
PROPOSED TELEPHONE LINE	---

Annotated 1/4/21 AFC

<p>INLAND DESIGN Civil Engineers, Surveyors & Land Development Consultants 16 Hagerly Blvd. West Chester, PA 19382 www.inlanddesign.net</p>	<p>PRELIMINARY/FINAL LAND DEVELOPMENT PLAN</p>	<p>DATE: 1/4/21 SCALE: 1" = 20' DRAWN BY: [Name] CHECKED BY: [Name] PROJECT NO.: 10365</p>	<p>SHEET 16 OF 20</p>
<p>WEST CHESTER AREA SCHOOL DISTRICT 67-4-22</p>	<p>GRAPHIC SCALE (IN FEET) 1 inch = 20'</p>	<p>DATE: 1/4/21 DESCRIPTION: PER TYPE ENGINEER REVIEW LETTER DATED 6-11-2015 2 7-15-2015 PER TYPE ENGINEER REVIEW LETTER DATED 7-28-2015 3 8-25-2015 PER TYPE ENGINEER REVIEW LETTER DATED 8-25-2015 4 9-14-2015 NORS SUBMITTAL 5 10-14-2015 REVISED PER CDD LETTER DATED 2-05-2016 6 03-11-2016 REVISED PER CDD LETTER DATED 2-05-2016 7 07-01-2016 REVISED BASIN MAINTENANCE RESPONSIBILITIES 8 10-11-2016 REVISED BASIN MAINTENANCE RESPONSIBILITIES 9 11-18-2016 REVISED SCHOOL BUILDING FOOTPRINT</p>	<p>DATE: 1/4/21 SCALE: 1" = 20' DRAWN BY: [Name] CHECKED BY: [Name] PROJECT NO.: 10365</p>

UPR-074-23

