



February 17, 2023

Jon Altshul, Township Manager  
Westtown Township  
1039 Wilmington Pike  
West Chester, PA 19382

RE: 1632 Associates – Visual Arts Center  
Conditional Use Review  
Westtown Township  
0236-23-0155

Dear Mr. Altshul

As requested, Cedarville Engineering Group LLC (CEG) has completed a Conditional Use Review of the Conditional Use Plan for 1632 Associates – Visual Arts Center. The site (UPI#67-3-131) comprised of roughly 3.8 acres, is located at the southwestern intersection of West Chester Pike and Green Lane in the R-3 Residential District of Westtown Township. The project includes: the construction of a proposed Visual Arts Center served by public sewer, public water, and associated driveway accesses. The submitted Plan proposes to manage the increase in stormwater runoff with an underground BMP.

The following information was received by our office on February 7, 2023:

- A. Full size Plan titled “Conditional Use Plan” consisting of Sheets 1-4 of 4, prepared by Inland Design, dated January 16, 2023.
- B. Conceptual Design information packet for Westtown Township Visual Arts Center, no date.
- C. 1632 Associates, LLC correspondence prepared by Jack Larkin, Esq., dated January 24, 2023.
- D. Westtown Township Conditional Use application dated January 5, 2023.
- E. Preliminary Stormwater Management Analysis calculations, prepared by Inland Design, dated January 20, 2023 .
- F. Conditional Use Application – Completeness Review, prepared by Mila Carter, dated February 1, 2023.

***CEG has reviewed the above referenced items as it pertains to the Conditional Use Application only. This review shall not be considered a Subdivision/Land Development review.***

**Cedarville Engineering Group, LLC**

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The referenced documents have been reviewed for compliance with Chapter 170 – Zoning Ordinance and Chapter 149 – Subdivision and Land Development Ordinance, as applicable to the Conditional Use Application.

Chapter 170 – Zoning

1. *Section 170-801.B – Conditional uses. The following uses shall be permitted only upon approval as a conditional use by the Board of Supervisors in accordance with the terms of this article and § 170-2009 of this chapter.*

*(10) Visual arts center (VAC) meeting § 170-802G.*

The proposed application references a proposed Visual Arts Center (VAC). Supporting documentation references the installation of Visual Communication Technology (VCT). The below-referenced comments shall be satisfactorily addressed to demonstrate compliance with the applicable zoning provisions associated with these uses.

2. *Section 170-802.G.(4).(a) – Design Standards. The following shall apply: Signage (not applicable to a VCT): in accordance with § [170-1800](#) et seq.*

A Signage Plan shall be provided to demonstrate compliance with the applicable requirements set forth in Sections 170-1800 through Section 170-1819.

3. *Section 170-802.G.(4).(b) –Design Standards. The following shall apply: Landscaping: in accordance with § [170-1507](#).*

*Section 170-1507.A – Any portion of a lot, site, or tract which is not used for buildings or structures, loading or parking spaces and aisles, or other impervious surfaces or designated storage areas shall be planted with an all-season ground cover. A major objective for such ground cover shall be to prevent soil erosion and sedimentation off the site.*

*Section 170-1507.B – Any use or activity proposed as part of a subdivision or land development shall further comply with the requirements for shade trees, street trees, and other landscaping components stipulated in Chapter 149, Subdivision and Land Development.*

A Landscape Plan shall be provided to demonstrate compliance with the applicable criteria set forth in Section 170-1507.

4. *Section 170-802.G.(4).(f) – The following shall apply: Lighting (not applicable to a VCT): In accordance with § [170-1514](#) et seq.*

*Section 170-802.G.(5).(g) – The brightness of the VCT shall not exceed 0.3 footcandle of light above the normal ambient light levels. The VCT luminance shall be determined by a*

*footcandle metering device held at a height of five feet and aimed toward the VCT from a distance of 250 feet from a location perpendicular to the center of the VCT as a white screen as seen in plain view. The VCT shall utilize ambient light sensors to automatically reduce the intensity of illumination during periods of darkness.*

*Section 170-1514.B.(1) - Outdoor lighting shall be required for safety and personal security for uses that operate during hours of darkness where there is public assembly and traverse, including but not limited to the following uses: all residential developments, commercial, industrial, public-recreational and institutional.*

*Section 170-1703.B.(4) - Lighting shall be provided to illuminate any off-street parking spaces to be used at night. Lighting facilities shall comply in all applicable respects with the standards in § 170-1514 of this chapter.*

A Lighting Plan shall be prepared to demonstrate compliance with the applicable criteria set forth in Sections 170-802.G.(5).(g) and 170-1514D.

5. *Section 170-802.G.(4).(g) - Architecture and facade of VAC building: The architecture and facade of the VAC building shall, in and of itself, be a form of visual art. The VAC building facade shall incorporate unique or distinctive architectural design elements. As part of a conditional use application for a VAC, the applicant shall submit conceptual architectural facade renderings and elevations together with a general list of proposed building materials for review and approval by the Township and Township architect. The relative cost of construction of the VAC building shall be a factor considered in the feasibility of a recommended VAC building design. Based upon comments received from the Township and/or Township architect, the applicant shall be permitted to revise the conceptual VAC building architecture and facade as may be necessary to obtain Township approval. Revisions to a conceptual VAC building architecture and facade shall not be considered a substantial change or amendment to a pending application for approval of a VAC.*

The following shall be addressed:

- In accordance with the above referenced Application Completeness Review Memorandum:
    - A list of building materials to be used in the construction of the art center shall be provided.
    - The Township shall consider utilizing the services of an Architect to review the architectural plans and materials to be used.
  - The conceptual architectural plans shall be subject to the review of the Township Planning Commission and Board of Supervisors.
6. *Section 170-802.G.(5).(a) - A building containing a VAC may incorporate a minimum of two VCTs into the exterior building facade. A VCT shall be structurally integrated into the building façade as much as possible and face toward vehicular travelled rights of way. A VCT shall be consistent with the aesthetic and architectural design of the building containing the VAC.*

The Conceptual Design packet references the incorporation of Visual Communication Technology (VCT) on the exterior walls of the proposed building. The following shall be addressed.

- The Conceptual Design packet shows the VCTs incorporated into the side of the building, with a roof plan depicting the plan layout of the roof. However, the Conditional Use Plans indicate that the referenced roof layout is to incorporate a proposed wall. If this layout represents a wall and not the roofline, the applicant shall confirm that the VCTs are to be incorporated into the building façade and not the wall.
- The Conditional Use Plans shall clearly show the location of the proposed VCTs to demonstrate compliance with the criteria set forth in Section 170-802.G.(5).

7. *Section 170-802.G.(5).(c) – The VCT shall be permitted to display or advertise: on-premises business or activity, off-premises businesses or activity, public announcements, civic events, and emergency messages or alerts. The VCT shall not display or advertise any content prohibited by 18 Pa.C.S.A Section 5903.*

*Section 170-802.G.(5).(d) – Illumination of the VCT must be internal and be provided by using light-emitting diodes (LED), fiber optics, projecting technology or other similar illumination technologies.*

*Section 170-802.G.(5).(e) – The VCT shall not be illuminated between the hours of 12:00 a.m. and 6:00 a.m.*

*Section 170-802.G.(5).(f) – The VCT shall not display any moving, flashing, scrolling, or animated text or video.*

The above referenced requirements shall be clearly noted on the Conditional Use Plans and shall be included as conditions, as part of any applicable Conditional Use Decision to be considered.

8. *Section 170-2009.B.(3).(d) – The application shall include sufficient information, e.g., preliminary site grading and road profiles, preliminary stormwater management analysis, etc., to preliminarily determine compliance with the Township natural feature, site analysis, conservation design process (if applicable) and density requirements.*

*Section 170-2009.B.(6).(a) – In addition to demonstrating compliance with all standards applicable to the conditional use being requested, the site plan shall show the applicant's intentions with regard to the following: The application shall include sufficient information, e.g., preliminary site grading and road profiles, preliminary stormwater management analysis, etc., to preliminarily determine compliance with the Township natural feature, site analysis, conservation design process (if applicable) and density requirements.*

- I. *Section 170-402.C.(1) – The Steep Slope Conservation District consists of two areas which are delineated and defined as follows:*
  - (a) *Prohibitive slope. Prohibitive slopes are those of greater than 25% delineated and measured over a six-foot or greater difference in vertical elevation, as based on a site survey or on the United States Geological Survey Topographic Maps of the Regional Base Map Series of 1973 for the West Chester Quadrangle (i.e., sloping more than 25 feet vertical over a distance of 100 feet horizontal), where such slope exists over any continuous horizontal distance of 50 feet or more, as measured parallel to the contour lines.*
  - (b) *Precautionary slope. Precautionary slopes are those of 15% to 25% delineated and measured over a six-foot or greater difference in vertical elevation, as based on a site survey or on the United States Geological Survey Topographic Maps of the Regional Base Map Series of 1973 for the West Chester Quadrangle (i.e., sloping 15 to 25 feet vertical over a distance of 100 feet horizontal), where such slope exists over any continuous horizontal distance of 50 feet or more, as measured parallel to the contour lines.*

The following information shall be provided on the plan:

- Precautionary and Prohibitive Steep Slopes shall be clearly shown on the Plan.
  - A tabulation of steep slopes shall be added to the Plan showing the following:
    - Area of Precautionary and Prohibitive slopes.
    - Proposed disturbance to Precautionary and Prohibitive slopes.
- II. *Section 170-404.A – Conservation of woodlands and other vegetation.*
    - (1) *Except in conjunction with routine property maintenance, disturbance to the following shall be minimized:*
      - (a) *Healthy, well-stocked woodlands. In instances where disturbance or tree cutting is unavoidable or considered desirable in accordance with sound forest management practice, an effort shall be made, with consultation from a qualified professional, to retain as much of the woodland as possible, of a size and configuration which would promote its growth and natural regeneration.*
      - (b) *Vegetation, other than woodlands, providing wildlife food and cover or visual amenity. This may include, but not necessarily be limited to, single or groups of specimen trees, hedgerows, and other vegetation not considered as woodland.*
    - (2) *Disturbance or removal of vegetation occupying environmentally sensitive areas shall be undertaken only when necessary and on a limited, selective basis to minimize the adverse impacts of such actions. This shall include but not necessarily be limited to vegetation performing important soil stabilizing functions on floodplains, stream and pond banks, and sloping lands.*

The Natural Resource Inventory chart provided on sheet 3 indicates that the majority of woodlands are to be removed. The applicant will be subject to the compensatory planting requirements set forth in the Subdivision and Land Development Ordinance,



Section 149-924.D(12). CEG acknowledges that preparation of a Tree Protection Plan is a requirement applicable at Land Development Plan submission, however a plan shall be provided at Conditional Use stage showing the location of existing trees six (6") DBH, to provide inventory and to demonstrate that woodlands disturbance is being minimized.

9. *Section 170-2009.B.(3).(d) - The application shall include sufficient information, e.g., preliminary site grading and road profiles, preliminary stormwater management analysis, etc., to preliminarily determine compliance with the Township natural feature, site analysis, conservation design process (if applicable) and density requirements.*

*Section 170-2009.B.(6).(b) - In addition to demonstrating compliance with all standards applicable to the conditional use being requested, the site plan shall show the applicant's intentions with regard to the following: Location, approximate dimension, and arrangement of all areas devoted to ground cover, trees, screen planting, pen space, recreation, and similar purposes, as applicable.*

- I. Section 170-1702.A - The following schedule of parking space and layout standards shall apply to all but commercial/retail parking facilities, in accordance with this article:*

<i>Angle of Parking Row to Driveway Aisle</i>	<i>90 degrees</i>
<i>Width of Parking Space</i>	<i>9.5 feet</i>

The provided parking spaces shall be increased from 9 feet to 9.5 feet in accordance with the above-referenced Ordinance section.

- II. Section 170-1703.A.(1) - There shall be an adequate, safe, and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space. Pedestrians moving between buildings shall not be unnecessarily exposed to vehicular traffic.*

*Section 170-1703.A.(3) - Landscaped, paved, and comfortably graded pedestrian walks, appropriate also for use by wheelchairs, shall be provided along the paths of the most intense use, particularly from building entrances to parking areas and adjacent buildings. Such walks shall have a minimum width of four feet.*

*Section 170-1703.A.(5) - Ramps shall be provided, giving access from parking areas to the building served, for disabled persons utilizing wheelchairs.*

The Conditional Use Plan shall clearly demonstrate that ADA access is provided from the designated parking spaces to the building entrance. It will also demonstrate that ADA access can be provided adjacent to the West Chester Pike and Green Lane accesses in order to accommodate proposed sidewalks that may be required. Proposed grading shall be provided to the extent that ADA access is feasible.



- III. *Section 170-1703.B.(2) – Parking areas shall have a minimum slope of 1% in any direction to provide for drainage, and a maximum slope of 5% in any direction for safety, user convenience, and stormwater management.*

The proposed grading within the parking area currently exceeds five (5) percent. The Conditional Use Plan shall be revised accordingly.

- IV. *Section 170-1704.C – Minimum size. Each required handicapped parking space shall be eight feet by 18 feet. In addition, each space shall be adjacent to a five-foot-wide access aisle. Such access aisle may be shared by two handicapped spaces by being placed between them. However, one out of every eight required handicapped parking spaces shall have an adjacent access aisle of eight feet width instead of five feet.*

The handicap parking space and access aisle shall be clearly labeled and dimensioned on the Plan to demonstrate compliance with the referenced Ordinance section.

- V. *Section 170-1704.D – Slope. Handicapped parking spaces shall be located in areas of less than 2% slope in any direction.*

Spot elevations and slopes shall be provided for the proposed ADA parking area to demonstrate compliance with the above referenced Ordinance section.

- VI. *Section 170-1710.E.(2) – Commercial or other uses which do not exceed 6,000 square feet of gross leasable area, and which involve regular deliveries as part of their operation, shall be provided with a minimum of one off-street loading space.*

The applicant shall clarify and demonstrate to the satisfaction of the Township that regular deliveries are not applicable for the proposed use. If regular deliveries are applicable, one off-street loading area shall be provided, exclusive of parking spaces, in accordance with the applicable criteria set forth in Section 170-1710 of the Zoning Ordinance.

- VII. *Section 170-1509.D – Any organic refuse and garbage shall be stored in tight, vermin-proof containers. On multifamily, commercial, or industrial properties, solid waste storage shall be centralized to expedite collection. Storage containers shall be enclosed on three sides with masonry walls and shall be architecturally screened.*

The applicant shall address the method of refuse removal proposal. If on-site dumpsters are to be used, the Conditional Use Plans shall clearly show the location and screening associated with the dumpster.

- VIII. *Section 170-1510.B.(3) – All accessways to a public street or highway shall be located not less than 300 feet from the intersection of any street lines.*

The Conditional Use Plans shall provide dimensions to demonstrate compliance with the referenced Ordinance section.

- IX. *Section 170-1513.E - New, relocated or intensified driveways. Any vehicle driveway that is newly developed, relocated, or converted from serving a residential use to serving a principal nonresidential use shall meet the driveway requirements of § 149-915, regardless of whether a subdivision or a land development is involved.*

- (1) *Section 149-915.K.(1) - The grade of the driveway within 20 feet of the pavement edge or the curbline of the public road, Township or state, shall not exceed 4%. The maximum grade permitted beyond this point is 15%. Vertical curves shall be used at a change of grades exceeding 5%.*

Driveway entrance profiles shall be provided to demonstrate compliance with the referenced Ordinance section.

- (2) *Section 149-915.K.(5) - The sight distance at the intersection of a Township or state roadway and the proposed driveway shall be provided in accordance with the following tabulation. The clear sight line shall be described by a line from a point within the driveway, 10 feet from the edge of pavement or curbline, to a point in the center of the near lane of the roadway.*

*Section 149-915.K.(6) - In addition to these requirements, all driveway intersections with state highways shall also be designed in accordance with PennDOT criteria. A PennDOT highway occupancy permit shall be obtained for all driveway intersections with state highways.*

The available sight distance at each driveway accessway shall be shown on the plan based upon applicable Township and/or PennDOT criteria.

- X. *Section 170-1617.A - As part of an application for a flexible development or for any application for a development of three or more acres of nonresidential development or for five or more residential lots, the applicant shall submit the sketches described in this § 170-1617 and shall demonstrate to the satisfaction of the Planning Commission that the following process was followed in designing the proposed development.*

The submitted Conditional Use application proposes development of a 3-acre parcel for non-residential development. The applicable plans and maps required for Conservation Design shall be provided in accordance with the criteria set forth in Section 170-1617.

10. *Section 170-2009.B.(3).(d) - The application shall include sufficient information, e.g., preliminary site grading and road profiles, preliminary stormwater management analysis,*



*etc., to preliminarily determine compliance with the Township natural feature, site analysis, conservation design process (if applicable) and density requirements.*

*Section 170-2009.B.(6).(c) – In addition to demonstrating compliance with all standards applicable to the conditional use being requested, the site plan shall show the applicant's intentions with regarding to the following: Adequate handling of stormwater, in the form of a preliminary written analysis and conclusion as to anticipated methods, prepared by a registered professional engineer.*

The applicant shall provide the following:

- Clarification that an easement is to be obtained from the adjacent property to the west in order to allow the construction of the pipe, endwall, and riprap apron conveying flow from the existing 18-inch culvert crossing West Chester Pike. If this easement is not to be obtained, these facilities shall be reconfigured to be contained with the West Chester Pike right-of-way and the subject tract.
- The extent of the proposed guide rail shown adjacent to West Chester Pike shall be clarified.

Please do not hesitate to contact me with any questions.

Best Regards,

**Cedarville Engineering Group, LLC**



Robert E. Flinchbaugh, P.E.  
Municipal Team Lead

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