



Community Development Department  
**ZONING HEARING BOARD AGENDA**

**Thursday July 20, 2017  
7: 00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. **APPEAL #2904** – The Applicant Anthony and Gloria Mari, property located at 203 Church Street, request an extension of the time for obtaining a permit under Section 280-144 of the Zoning Code for an additional six (6) months to February 24, 2018.
4. **APPEAL #2985** – (Continued) The Applicant, Villanova University, property located at Villanova West Campus at Spring Mill and County Line Roads and Zoned PI, appeals the determination of the Zoning Officer dated March 9, 2017, or in the alternative, requests a variance from Section 280-69(C) regarding height of the structure or such other relief as may be required from Section 280-69(C) or Section 280-70 of the Zoning Code to install an air-supported temporary seasonal dome on its West Campus.
5. **APPEAL #2989**  
  
The Applicants, Kent and Julie Massey, property located at 805 South Ithan Avenue and Zoned R1, seek relief from Section 208-76.A.1-6 of the Zoning Code in regard to intrusion into the floodplain for the construction of a deck and spa.
6. **APPEAL #2990**  
  
The Applicants, Roy Binnion and Tina Bejian-Binnion, property located at 551 Sproul Road and Zoned AC, seek relief from Sections 280-10 (B.4) and 280-10 (B-3) regarding side yard and front yard setbacks to construct an addition to the rear of an existing nonconforming structure.
7. **APPEAL #2991**  
  
The Applicants, John and Anne Brennan, property located at 856 Lewis Lane and Zoned R4, seek relief to enclose the existing deck on the rear of their home which will not be extended any closer to the rear yard setback than the existing deck. Applicant seeks a variance from Section 280-30(E) of the Zoning Code in relation to the rear yard setback, a special exception under Section 280-101 (B) of the Code, or contends that the use is permitted by-right. Applicant further seeks any other zoning relief required by this application and the exhibits attached hereto.

**8. APPEAL #2992**

The Applicant, Cornerstone Cheese and Charcuterie, LLC, property located at 5 West Avenue and Zoned WBOD, seeks relief to add an additional 26 seats to its existing restaurant. Applicant contends that the relief is permitted by right and appeals the determination letter of the Zoning Officer date May 30, 2017, or in the alternative, requests a variance from Section 280-53.12(B) of the Zoning Code regarding the number of required off-street parking spaces, or such other zoning relief necessary to permit the additional number of seats.

**9. APPEAL #2993**

The Applicant, Radnor Properties – SDC, L.P. , property located at 150 Radnor Chester Road and Zoned PB, seeks relief to place a generator at the edge of the existing parking lot adjacent to the railroad tracks. The Property is PB-Planned Business except for a 100 foot ring of land which was rezoned to Residential from PB-Planned Business in the 1980s. The generator will be located on the residential strip. Applicant seeks a variance from Section 280-14 of the Zoning Code to construct the generator on the residential strip, a special exception under Section 208-101(A)(2) of the Code to expand a non-conforming use, or contends that the use is permitted by-right. Additionally, Applicant seeks a variance and/or a de minimus variance from Section 280-15(F) relating to maximum impervious coverage, or contends that the proposal complies with the coverage requirement. Applicant further seeks any other zoning relief required by this application and the exhibits attached.

*The next meeting of the ZHB is scheduled for September 21, 2017. Applications for the September 21, 2017 meeting must be submitted on or before August 22, 2017.*

# ZONING HEARING BOARD APPLICATION

TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

www.radnor.com

www.radnor.com

<b>TOWNSHIP USE ONLY</b>
APPEAL # <u>2989</u>
FEE: <u>550</u>
DATE RECEIVED: <u>4/1/17</u>

**GENERAL INFORMATION:** Applicants are strongly encouraged to review the "Requirements and Information for Appeals to the Zoning Hearing Board" that are attached to the application. Ten (10) copies of this application and required attachments along with an electronic submittal in pdf format (CD or thumb drive) must be filed with the Community Development Department not less than thirty (30) calendar days prior to the hearing. Incomplete applications will not be accepted for processing.

**REQUIRED FEE DUE AT FILING:** Please refer to the Consolidated Fee Schedule, as amended on our website at [www.radnor.com](http://www.radnor.com) for a copy of our current fees.

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*TYPE OR PRINT*

**Property Address:** 805 South Ithan Avenue Bryn Mawr PA 19010

**Name and address of Applicant:** Kent and Julie Massey, homeowners

805 South Ithan Avenue Bryn Mawr PA 19010 -- Zoned R-1

**Telephone Number:** 610-453-7893      **Email:** kent@mvmmax.com

**Property Owner (if different than above):** \_\_\_\_\_

**Owner address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_      **Email:** \_\_\_\_\_

Attorney's name: none

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)***

We request zoning relief to allow our deck and spa to remain in its current location, which partially intrudes into the 100-year flood plain. We are the homeowners and constructed the deck ourselves. After being notified by the township that a Grading Permit was required, we filed Grading Permit Application (GP 16-144). This application was not approved due to partial intrusion into the floodplain (§280-76.A.1-6).

**Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (*attach additional pages if necessary*)**

None .

**Brief narrative of improvements: (attach additional pages if necessary)**

The deck is 12' by 16' and is less than 30" above the ground. The deck is built upon six concrete posts, 9" in diameter. Set within the perimeter of the deck is a circular spa that is 7' in diameter and 32" in height. The spa rests on a 4" crushed stone pad. The top of the spa extends 4" above the top of the deck (Drawings and photos are attached.)

The 100-year flood plain line partially intersects the footprint of the deck. The spa is located above the flood plain. All electrical circuits have GFCI protection. The portion of the concrete posts and the crushed stone pad that lie within the flood plain would displace approximately six gallons of water, which we believe would not have any significant effect in a 100-year flood event.

**ATTACHMENTS: Ten (10) copies of each and one (1) electronic copy in pdf format (CD or thumb drive) of the following must be provided:**

1. **Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:**
  - a) **lot lines and lot dimensions described in metes and bounds (in feet);**
  - b) **total lot area;**
  - c) **location of easements and rights of way, including ultimate rights of way;**
  - d) **location of all setback lines for existing and proposed structures;**
  - e) **location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;**
  - f) **location of existing and proposed improvements;**
  - g) **table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and**
  - h) **all other features or matters pertinent to the application.**

**PLANS SHALL NOT EXCEED 24" X 36", AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 ½" X 11" AT FILING**

2. **List of witnesses and summary of their testimony attached.**
3. **Photographs of the property at issue and all adjoining properties.**
4. **Copies of any written professional reports, including traffic studies, land planning studies,**

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

#### ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting* No.
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*). No.
3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being continued, or being dismissed, at the discretion of the Board*) Applicant will be present.

  
SIGNATURE OF APPLICANT

AN ADDITIONAL FEE OF \$200 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.

**ZONING HEARING BOARD APPLICATION**  
**TOWNSHIP OF RADNOR**  
**301 IVEN AVENUE**  
**WAYNE, PA 19087**  
**610-688-5600**  
**FAX: 610-971-0450**  
**www.radnor.com**  
**www.radnor.com**

<b>TOWNSHIP USE ONLY</b>
APPEAL # <u>2990</u> FEE: <u>550</u> DATE RECEIVED: <u>6/20/17</u>

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\*\*\*\*\*

*TYPE OR PRINT*

Property Address: 551 Sproul Rd. Villanova, PA 19085

Name and address of Applicant: Roy Binnion and Tina Bejian-Binnion

Telephone Number: 215-850-1827 Email: rbinnn@gmail.com

Property Owner (if different than above): \_\_\_\_\_

Owner address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Attorney's name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)***

The Applicants, Roy Binnion and Tina Bejian-Binnion, property located at 551 Sproul Rd and Zoned AC, seek relief from the side yard setback requirements of Zoning Code Section 280-10(B.4a) and front yard setback requirements of Zoning Code Section 280-10(B.3) in order to construct an addition to the rear of an "existing nonconforming structure".

**Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)***



**Brief narrative of improvements: (attach additional pages if necessary)**

Applicants, Roy and Tina-Bejian Binnion, property located 551 Sproul Rd., intend to remove existing 24'x12' two storey addition at rear of original gatehouse structure and replace with 24' x 44' two storey addition with matching gable roof.

**ATTACHMENTS: Ten (10) copies of each and one (1) electronic copy in pdf format (CD or thumb drive) of the following must be provided:**

1. Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:
  - a) lot lines and lot dimensions described in metes and bounds (in feet);
  - b) total lot area;
  - c) location of easements and rights of way, including ultimate rights of way;
  - d) location of all setback lines for existing and proposed structures;
  - e) location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;
  - f) location of existing and proposed improvements;
  - g) table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and
  - h) all other features or matters pertinent to the application.

**PLANS SHALL NOT EXCEED 24" X 36", AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 ½" X 11" AT FILING**

2. List of witnesses and summary of their testimony attached.
3. Photographs of the property at issue and all adjoining properties.
4. Copies of any written professional reports, including traffic studies, land planning studies,

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

#### ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting*
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*).
3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being continued, or being dismissed, at the discretion of the Board*)

 06-15-2017  
SIGNATURE OF APPLICANT

AN ADDITIONAL FEE OF \$200 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.

# ZONING HEARING BOARD APPLICATION

## TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

www.radnor.com

www.radnor.com

<b>TOWNSHIP USE ONLY</b>
APPEAL # <u>2991</u>
FEE: <u>550</u>
DATE RECEIVED: <u>6/20/17</u>

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\*\*\*\*\*

*TYPE OR PRINT*

Property Address: 856 Lewis Lane, Bryn Mawr, PA

Name and address of Applicant: John and Anne Brennan

856 Lewis Lane, Bryn Mawr, PA 19010

Telephone Number: 610-386-7422 Email: brennanjf1959@gmail.com

Property Owner (if different than above): \_\_\_\_\_

Owner address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_



Attorney's name: Nicholas J. Caniglia, Esquire

Address: 125 Strafford Ave., Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626 Email: Nick@piercecanigliataylor.com

**Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)***

Applicant seeks relief to enclose the existing deck on the rear of their home which will not be extended any closer to the rear yard setback than the existing deck. Applicant seeks a variance from Section 280-30(E) of the Zoning Code in relation to the rear yard setback, a special exception under Section 280-101(B) of the Code, or contends that the use is permitted by-right. Applicant further seeks any other zoning relief required by this application and the exhibits attached hereto.

**Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)***

None to Applicant's knowledge

**Brief narrative of improvements: (attach additional pages if necessary)**

The Premises is zoned R-4- Residential. Applicant purchased the home in April of 2017. On the rear of the home is an existing deck which is located 19'9" from the rear property line. The rear property line abuts a utility line. The Applicant proposes to construct over the deck and no closer to the rear or side property lines. The property conforms with all zoning requirements but for the rear yard setback.

**List of Witness:**

Applicant – Testimony regarding home.

Architect – Testimony regarding proposed addition.

Applicant reserves the right to call other witnesses at the hearing.

**ATTACHMENTS: Ten (10) copies of each and one (1) electronic copy in pdf format (CD or thumb drive) of the following must be provided:**

1. **Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:**
  - a) **lot lines and lot dimensions described in metes and bounds (in feet);**
  - b) **total lot area;**
  - c) **location of easements and rights of way, including ultimate rights of way;**
  - d) **location of all setback lines for existing and proposed structures;**
  - e) **location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;**
  - f) **location of existing and proposed improvements;**
  - g) **table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and**
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appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

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#### ADDITIONAL REQUIREMENTS

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SIGNATURE OF APPLICANT

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# ZONING HEARING BOARD APPLICATION

## TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

www.radnor.com

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TOWNSHIP USE ONLY	
APPEAL #	<u>2992</u>
FEE:	<u>900</u>
DATE RECEIVED:	<u>6/20/17</u>

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\*\*\*\*\*

TYPE OR PRINT

Property Address: 5 West Avenue, Wayne, PA

Name and address of Applicant: Cornerstone Cheese and Charcuterie LLC

5 West Avenue, Wayne, PA 19087

Telephone Number: 610-688-1888 Email: nick@cornerstonewayne.com

Property Owner (if different than above): Ann-Mar Group, L.P.

Owner address: 211 Conestoga Road, Wayne, PA 19087

Telephone number: 610-687-5928 Email: keith@keithmartinelectric.com



Attorney's name: Nicholas J. Caniglia, Esquire

Address: 125 Strafford Ave., Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626 Email: Nick@piercecanigliataylor.com

**Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)***

Applicant seeks relief to add an additional 26 seats to its existing restaurant. Applicant contends that the relief is permitted by-right and appeals the determination letter of the Zoning Officer dated May 30, 2017, or in the alternative, requests a variance from §280-53.12(B) of the Zoning Code regarding the number of required off-street parking spaces, or such other zoning relief necessary to permit the additional number of seats.

**Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (*attach additional pages if necessary*)**

None to Applicant's knowledge.



**Brief narrative of improvements: (attach additional pages if necessary)**

The Premises is located in the Wayne Business Overlay District. Applicant leases a portion of the property located at 1-23 West Avenue, Wayne, PA from the owner, Ann Mar Group LP. The property is located on the corner of West Avenue and North Wayne Avenue. It is across North Wayne Avenue from the Wayne Train Station and across West Avenue from the Great American Pub. The property backs up to the railroad tracks. The entire building is legally non-conforming as to the township's parking requirement. In addition to the applicant the building is occupied by a pizza shop, retail uses, and office uses. The gross floor area for all three levels (including basement) is 22,176 Square Feet. Applicant currently leases 995 S.F. and provides seating accommodations for 14 people. It proposes to lease an additional 1,100 SF with 26 additional seats. The additional non-conformity due to the increased seating is 9 parking spaces. The premises is surrounded by on-street metered parking. To the rear of the building bordering the railroad is a paved area driveway in which some vehicles owned by the tenants of the building park. None of these spaces are legally sized or have the proper drive aisles. They are never used by members of the general public.

**List of Witness:**

Applicant Nick and Christine Kondra – explaining current and proposed used.

Owner of the property – Keith Martin – explaining past uses on the property.

Applicant reserves the right to call other witnesses at the hearing.

**ATTACHMENTS:** Ten (10) copies of each and one (1) electronic copy in pdf format (CD or thumb drive) of the following must be provided:

1. **Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:**
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3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being continued, or being dismissed, at the discretion of the Board*)



\_\_\_\_\_

SIGNATURE OF APPLICANT

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# ZONING HEARING BOARD APPLICATION

TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

www.radnor.com

www.radnor.com

<b>TOWNSHIP USE ONLY</b>
APPEAL # <u>2993</u>
FEE: <u>900</u>
DATE RECEIVED: <u>6/28/17</u>

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\*\*\*\*\*

*TYPE OR PRINT*

Property Address: 150 Radnor Chester Road, Radnor, PA

Name and address of Applicant: Radnor Properties-SDC, L.P.

555 Lancaster Avenue, Suite 100, Radnor, PA 19087

Telephone Number: 610-325-5600 Email: Lester.Santaniello@bdnreit.com

Property Owner (if different than above): \_\_\_\_\_

Owner address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_



Attorney's name: Nicholas J. Caniglia, Esquire

Address: 125 Strafford Ave., Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626

Email: Nick@piercecanigliataylor.com

**Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)***

Applicant seeks relief to place a Generator at the edge of the existing parking lot adjacent to the railroad tracks. The Property is PB-Planned Business except for a 100 foot ring of land which was rezoned to Residential from PB-Planned Business in the 1980s. The Generator will be located on the residential strip. Applicant seeks a variance from Section 280-14 of the Zoning Code to construct the Generator on the residential strip, a special exception under Section 280-101(A)(2) of the Code to expand a non-conforming use, or contends that the use is permitted by-right. Additionally, Applicant seeks a variance and/or a de minimis variance from Section 280-15(F) relating to maximum impervious coverage, or contends that the proposal complies with the coverage requirement. Applicant further seeks any other zoning relief required by this application and the exhibits attached hereto.

**Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)***

Appeal Number 1666 dated July 13, 1983

**Brief narrative of improvements: (attach additional pages if necessary)**

The Premises is zoned PB-Planned Business with a 100 foot residential ring surrounding it. Applicant seeks to install a generator at the edge of the parking lot between the PB zoned area and the railroad tracks. The property is non-conforming as to the required number of off-street parking spaces and the impervious coverage. The Applicant seeks to extend the non-conforming use of the property in the Residential zone and to add impervious coverage which increases the impervious coverage on the site by 0.2%.

**List of Witness:**

- Representatives of Applicant – explaining need for generator.
- Civil Engineer – testimony regarding the site.
- Representative of Generator Installer – Testimony regarding generator.
- Applicant reserves the right to call other witnesses at the hearing.

**ATTACHMENTS: Ten (10) copies of each and one (1) electronic copy in pdf format (CD or thumb drive) of the following must be provided:**

1. **Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:**
  - a) **lot lines and lot dimensions described in metes and bounds (in feet);**
  - b) **total lot area;**
  - c) **location of easements and rights of way, including ultimate rights of way;**
  - d) **location of all setback lines for existing and proposed structures;**
  - e) **location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;**
  - f) **location of existing and proposed improvements;**
  - g) **table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and**
  - h) **all other features or matters pertinent to the application.**

**PLANS SHALL NOT EXCEED 24" X 36", AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 ½" X 11" AT FILING**

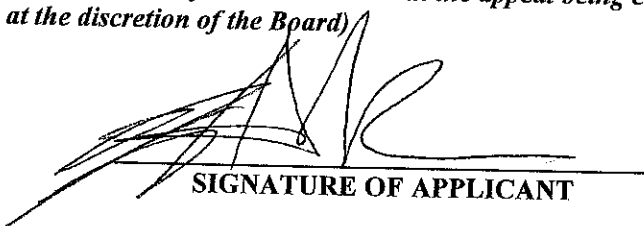
2. **List of witnesses and summary of their testimony attached.**
3. **Photographs of the property at issue and all adjoining properties.**
4. **Copies of any written professional reports, including traffic studies, land planning studies,**

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

#### ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting*
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*).
3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being continued, or being dismissed, at the discretion of the Board*)



SIGNATURE OF APPLICANT

**AN ADDITIONAL FEE OF \$200 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.**