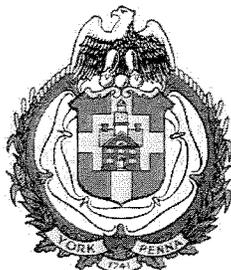


# Council of the City of York, Pennsylvania

Carol Hill-Evans, President of Council  
Henry Hay Nixon, Vice President of Council  
Renee S. Nelson, Member of Council  
Michael Helfrich, Member of Council  
David Satterlee, Member of Council



Office of York City Council  
101 S. George St.  
York, Pennsylvania 17401

Telephone: (717) 849-2246  
Fax: (717) 812-0557

Website: [www.yorkcity.org](http://www.yorkcity.org)

## AGENDA

September 15, 2015  
Public Comment 6:30 p.m.  
Legislative Session 7:00 p.m.

I. Public Comment: 6:30 p.m. to 7:00 p.m.

*Disclaimer: Pursuant to the Sunshine Act, the City of York will only record citizens' names and the subject of testimony provided during the public comment period. Should you request information or desire a response to your testimony, you must provide the City Clerk or Council President with your contact information. Information you provide will be used by City of York agents to process your request. Your name, address and request for information may be entered into the City of York complaint tracking system.*

City Council welcomes public comment on agenda items and on City-related issues not on the agenda. Under Council's adopted Rules and Procedures, comment on agenda items occurs during Council's regular 7:00 p.m. meeting. Comment on non-agenda items begins at 6:30 p.m., with Council sitting as a General Committee. Persons wishing to speak on non-agenda items should sign up with the City Clerk before the 6:30 Public Comment period. Each speaker shall have up to five minutes to speak. To assure access to all participants, the presiding officer may reduce the time limit down to three minutes if the number of speakers who have signed up would extend the total comment period beyond 30 minutes and/or may resume public comment after Council's legislative session has adjourned. Council's Rules, available from the City Clerk, are also on display in Council Chambers and on Council's web page at [www.yorkcity.org](http://www.yorkcity.org).

II. Call Legislative Meeting to Order: 7:00 p.m.

III. Roll Call

IV. Pledge of Allegiance

V. Moment of Silence

VI. Action on previous meeting Minutes of September 1, 2015.

VII. Presentations, Proclamations, Awards and Announcements:

- **Natalie Williams, Downtown Inc** – Update on downtown business improvement district initiatives.
- **Mary Alfson Tinsman, JMT** – Update on JMT's historic preservation contract.

VII. Meeting(s) Scheduled:

- **Committee Work Sessions** – Scheduled for Wednesday, September 23, 2015 at 6:00 p.m. in Council Chambers to discuss items for the October legislative agenda. Agenda items are due by 12 noon on September 16<sup>th</sup>.

IX. Status of Prior Committee Referrals: No reports.

X. Legislative Agenda: (Order of Business – Action on Subdivision/Land Development & HARB Resolutions; Final Passage of Bills/Resolutions; New Business.)

**Subdivision / Land Development / HARB**

1. Resolution No. (PULLED) - A Resolution  
Accepting the recommendations of HARB in denying an application. (19 N. George St.)  
Introduced by: Carol Hill-Evans  
Originator: HARB
2. Resolution No. 55 - A Resolution  
Accepting the recommendations of HARB in denying an application. (480 E. Market St.)  
Introduced by: Carol Hill-Evans  
Originator: HARB
3. Resolution No. 56 - A Resolution  
Accepting the recommendations of HARB.  
Introduced by: Carol Hill-Evans  
Originator: HARB
4. Resolution No. 57 - A Resolution  
Approving the preliminary/final land development plan submitted by Distinct Equities 3, LLC. (For site improvements at the Keystone Colorworks Bldg. – 175 W. Gay Ave.)  
Introduced by: Renee S. Nelson  
Originator: Economic & Community Development (PP&Z)
5. Resolution No. 58 - A Resolution  
Reapproving the final land development plan submitted by The Episcopal Church of St. John the Baptist. (For site improvements – 140 N. Beaver St.)  
Introduced by: Renee S. Nelson  
Originator: Economic & Community Development (PP&Z)

**Final Passage of Bills / Resolutions**

6. Final Passage of Bill No. 21 (Forthcoming) – A Bill  
Amending the 2015 HOME & CDBG budgets. (Boundary Ave. Project/Demolition/Gus’ Bar)  
Introduced by: Renee S. Nelson  
Originator: Economic & Community Development (BHS)

**New Business**

7. Introduction of Bill No. 22 (Will be on 10/6/15 agenda) - A Bill  
Amending Article 183 “Fair Housing” of the Codified Ordinances. (To include “gender identity” as a protected class.)  
Introduced by: Michael Ray Helfrich  
Originator: Council (Helfrich)
8. Introduction of Bill No. 23 (Will be on 10/6/15 agenda) - A Bill  
Amending Article 185 “Human Relations” of the Codified Ordinances. (To include “gender identity” as a protected class.)  
Introduced by: Michael Ray Helfrich  
Originator: Council (Helfrich)

9. Introduction of Bill No. 24 (Will be on 10/6/15 agenda) - A Bill  
Amending the 2015 Budget. (\$60,699.00 for a JAG award)  
Introduced by: Henry Hay Nixon  
Originator: Police

## SUPPLEMENTAL AGENDA

September 15, 2015  
Public Comment 6:30 p.m.  
Legislative Session 7:00 p.m.

10. Introduction of Bill No. 25 (Will be on 10/6/15 agenda) - A Bill  
Amending Article 1763 "Property Maintenance Code," Sections 706.2 and 706.2.1.1 to clarify residential structures to be equipped with carbon monoxide alarms.  
Introduced by: Henry Hay Nixon  
Originator: Economic & Community Development (PP&Z)

- XI. Requests for Future Meetings  
XII. Council Comment  
XIII. Administration Comment  
XIV. Adjournment  
XV. Resumption of Public Comment Period (at the discretion of the presiding officer)



This agenda is subject to change before and during the meeting for consideration of such other business Council may desire to act upon including items of business deferred from previous Council meetings.

If you are a person with a disability and plan to attend the public meeting, please call 849-2883 if any accommodations are needed to participate in the proceedings. Persons with hearing impairments may contact the Deaf Center at TDD 848-6765 for assistance.

Council of the City of York, PA  
Session 2015  
Resolution No. 55

Introduced by: Carol Hill-Evans  
*Carol Hill-Evans*

Date: **September 15, 2015**

**BE IT RESOLVED**, by the Council of the City of York, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

Council hereby **denies** a Certificate of Appropriateness for work to be covered in the following application as recommended by the Historical Architectural Review Board:

1. **Jose Sixtos** for work to be done at **480 E. Market St.**

Passed Finally: **September 15, 2015**

By the following vote:

YEAS: Helfrich, Nelson, Hill-Evans - 3

NAYS: Nixon, Satterlee - 2

*Carol Hill-Evans*  
Carol Hill-Evans, President of Council

ATTEST:

*Dianna L. Thompson-Mitchell*  
Dianna L. Thompson-Mitchell, City Clerk



**York Historical Architectural Review Board  
Agenda**

**6:00 PM Thursday September 10, 2015  
101 South George Street, York PA. 17401**

- I Welcome:** John Fox, HARB Chair
- II Agenda:** Additions or changes to the agenda
- III Minutes:** Approve minutes from the August 27, 2015 HARB meeting
- IV Cases:**
  - 1. **106 N. George Street** – A request by Frederick Read (Read & Company Architects, Inc.) on behalf of the property owners for “The Handsome Cab” for a Certificate of Appropriateness for exterior repairs to the façade of the building. The proposed work includes the addition of a new main entrance door with a transom, the installation of new steel-framed casements windows, and the removal of the existing signage. The sign will be replaced with steel lettering placed within an existing steel web and backlit with LED lighting.
  - 2. **480 E. Market Street** – A request by Jose Sixtos, for a Certificate of Appropriateness for the replacement of the existing siding. The proposed work includes replacing some of the plywood as well as the existing wood siding with vinyl siding.

**CERTIFICATE of APPROPRIATENESS  
RECOMMENDATION to YORK CITY COUNCIL**

APPLICATION FOR PROPERTY ADDRESS: 480 E. Market Street

APPLICANT: Joe Sixtos

At the public meeting held on Thursday, September 10, 2015 the Board of Historical Architectural Review considered an application for a permit for work to be performed on the above property located with the Historic District.

Proposed Work: The applicant proposes to replace the existing wood and plywood siding on the property at 480 E. Market Street with new, vinyl siding.

Photos/Plans Attached:

Effect of the proposed change upon the general historic and architectural nature of the district [1731.09(a) of the Codified Ordinances of York, Pennsylvania]:

---

---

Appropriateness of exterior architectural features which can be seen from a public street or way only [1731.09(b)]:

---

---

General design, arrangement, texture, material and color of building or structure and relation of such factors to similar features of other buildings or structures in the district [1731.09(c)]:

---

---

Other relevant findings of fact:

---

---

WHEREUPON THE BOARD VOTED TO RECOMMEND **APPROVAL** OF THE APPLICATION:

\_\_\_\_\_ AS PRESENTED IN THE ATTACHED PRELIMINARY REVIEW SHEET.

\_\_\_\_\_ AS AMENDED FROM THE PRELIMINARY REVIEW SHEET AS FOLLOWS: \_\_\_\_\_

---

---

DISSENTING VOTES AND RATIONALE: \_\_\_\_\_

---

---

WHEREUPON THE BOARD VOTED TO RECOMMEND DENIAL OF THE APPLICATION BECAUSE:

VINYL SIDING IS NOT ALLOWED ON THE FRONT OF BUILDINGS. THE BOARD WOULD ALLOW IT ON THE SIDES AND BACK\*. FIBER CEMENT SIDING (LIKE HARDEE PLANK) WOULD BE ALLOWED ON FRONT. RAKE BOARDS OR OTHER WOOD TRIM MAY NOT BE WRAPPED OVER WITH METAL. AZEK OR SIMILAR ALLOWED,

DISSENTING VOTES AND RATIONALE:

\* -> IF NOT VISIBLE FROM MARKET ST.

*Dennis Kunkle*

~~John Fox, HARB Chair~~ Dennis Kunkle vice chair

This application was reviewed by York City Council on 9-15-15 and has been  
APPROVED  DENIED

*Carol Hill-Evans*

Carol Hill-Evans, President of City Council

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR Part 67) pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent or related new construction. HARB applies these Standards to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Council of the City of York, PA  
Session 2015  
Resolution No. 56

Introduced by: Carol Hill-Evans

Date: **September 15, 2015**

**BE IT RESOLVED**, by the Council of the City of York, Pennsylvania, and it is hereby resolved by the authority of the same as follows:

Council hereby approves a Certificate of Appropriateness to be certified to and forwarded by the City Clerk to the York City Building Inspector who is hereby authorized to issue permits for work to be covered in the following application(s) as recommended and approved by the Historical Architectural Review Board:

1. **Frederick Read** (Read & Company Architects, Inc.) for work to be done at **106 N. George St.**

The foregoing work to be done in accordance with plans and specifications approved by the Historical Architectural Review Board.

Passed Finally: **September 15, 2015**

By the following vote:

YEAS: Helfrich, Nixon, Satterlee, Nelson, Hill-Evans - 5

NAYS: None.

Carol Hill-Evans

Carol Hill-Evans, President of Council

ATTEST:

Dianna L. Thompson-Mitchell  
Dianna L. Thompson-Mitchell, City Clerk



**York Historical Architectural Review Board  
Agenda  
6:00 PM Thursday September 10, 2015  
101 South George Street, York PA. 17401**

- I Welcome:** John Fox, HARB Chair
- II Agenda:** Additions or changes to the agenda
- III Minutes:** Approve minutes from the August 27, 2015 HARB meeting
- IV Cases:**
  - 1. **106 N. George Street** – A request by Frederick Read (Read & Company Architects, Inc.) on behalf of the property owners for “The Handsome Cab” for a Certificate of Appropriateness for exterior repairs to the façade of the building. The proposed work includes the addition of a new main entrance door with a transom, the installation of new steel-framed casements windows, and the removal of the existing signage. The sign will be replaced with steel lettering placed within an existing steel web and backlit with LED lighting.
  - 2. **480 E. Market Street** – A request by Jose Sixtos, for a Certificate of Appropriateness for the replacement of the existing siding. The proposed work includes replacing some of the plywood as well as the existing wood siding with vinyl siding.

**CERTIFICATE of APPROPRIATENESS  
RECOMMENDATION to YORK CITY COUNCIL**

APPLICATION FOR PROPERTY ADDRESS: 106 N. George Street

APPLICANT: Frederick Read (Read & Company Architects, Inc.) on behalf of the property owners for "The Handsome Cab"

At the public meeting held on Thursday, September 10, 2015 the Board of Historical Architectural Review considered an application for a permit for work to be performed on the above property located with the Historic District.

**Proposed Work:** The applicant proposes to make alterations to the first floor of the main façade of the building. The proposed work includes the addition of a new main entrance door with a transom, the installation of new steel-framed casements windows, and the removal of the existing signage. The sign will be replaced with steel lettering placed within an existing steel web and backlit with LED lighting.

Photos/Plans Attached:

Effect of the proposed change upon the general historic and architectural nature of the district [1731.09(a) of the Codified Ordinances of York, Pennsylvania]:

---

---

Appropriateness of exterior architectural features which can be seen from a public street or way only [1731.09(b)]:

---

---

General design, arrangement, texture, material and color of building or structure and relation of such factors to similar features of other buildings or structures in the district [1731.09(c)]:

---

---

Other relevant findings of fact:

---

---

WHEREUPON THE BOARD VOTED TO RECOMMEND **APPROVAL** OF THE APPLICATION:

AS PRESENTED IN THE ATTACHED PRELIMINARY REVIEW SHEET.

AS AMENDED FROM THE PRELIMINARY REVIEW SHEET AS FOLLOWS: \_\_\_\_\_

---

---

DISSENTING VOTES AND RATIONALE: \_\_\_\_\_

---

---

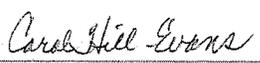
WHEREUPON THE BOARD VOTED TO RECOMMEND DENIAL OF THE APPLICATION BECAUSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISSENTING VOTES AND RATIONALE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
~~John Fox, HARB Chair~~ Dennis Kunkle vice-chair

This application was reviewed by York City Council on 9-15-15 and has been  
 APPROVED  DENIED

  
Carol Hill-Evans, President of City Council

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR Part 67) pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent or related new construction. HARB applies these Standards to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



INTRODUCED BY: **Renee S. Nelson**

DATE: **September 15, 2015**

WHEREAS, Distinct Equities 3, LLC submitted a Preliminary/ Final Land Development Plan for the Keystone Colorworks Building at 175 West Gay Avenue, proposing various site improvements for the renovations at the Keystone Colorworks building. Site improvements include: 50 parking spaces, sidewalks and patios, fencing, and stormwater management facilities; and

WHEREAS, the City Zoning Officer, City Planner, and City Engineer have reviewed and recommended conditional approval of the plan; and

WHEREAS, the Preliminary/ Final Land Development Plan submitted by the applicant is in general accordance with the City's Zoning and Subdivision and Land Development Ordinances; and

WHEREAS, the York City Planning Commission recommended conditional approval of the Preliminary/ Final Land Development Plan at its regularly scheduled meeting held on August 10, 2015 with the following waivers and contingency items:

Waivers:

1. Section 1333.03, Preliminary Plan is required to be submitted and approved prior to submission of a final plan. The applicant has requested a waiver of this requirement.

Contingencies:

1. Completion of Traffic Impact Analysis
2. Finalization of Emergency Easement Agreement

WHEREAS, the applicant has sufficiently addressed a majority of the items outlined in the Planning Commission recommendation. And, the remaining outstanding items are administrative in nature.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of York, Pennsylvania that the action of the York City Planning Commission in recommending approval of the Preliminary/ Final Land Development Plan submitted by Distinct Equities 3, LLC and completion of all contingency items is hereby affirmed, and the President of Council and City Clerk are authorized to certify this approval by affixing their signatures to the Preliminary/ Final Land Development Plan.

PASSED FINALLY: **September 15, 2015**

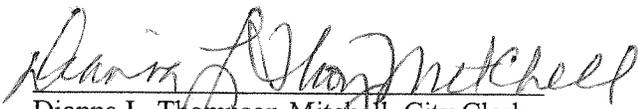
BY THE FOLLOWING VOTE:

YEAS: Helfrich , Nixon , Satterlee , Nelson , Hill-Evans - 5

NAYS: None

  
Carol Hill-Evans, President of Council

ATTEST:

  
Dianna L. Thompson-Mitchell, City Clerk

## Memorandum

To: Dianna L. Thompson-Mitchell, City Clerk  
Shilvosky Buffaloe, Economic Development/Community Development

From: Nicole Gallup, City Planner

Date: September 1, 2015

RE: Council Agenda Item: Keystone Colorworks Preliminary/ Final Land Development Plan at 175 West Gay Avenue

- Distinct Equities 3, LLC submitted a Preliminary/ Final Land Development Plan for the renovations at the Keystone Colorworks Building at 175 West Gay Avenue, proposing various site improvements. Site improvements include: 50 parking spaces, sidewalks and patios, fencing, and stormwater management facilities
- This project lies within the City of York.
- This project is proposing various site improvements for the renovations at the Keystone Colorworks building. Site improvements include: 50 parking spaces, sidewalks and patios, fencing, and stormwater management facilities
- The York City Planning Commission recommended approval with the following waivers and contingency items:

Waivers:

- a. Section 1333.03, Preliminary Plan is required to be submitted and approved prior to submission of a final plan. The applicant has requested a waiver of this requirement.

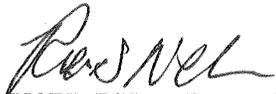
Contingencies:

- a. Completion of Traffic Impact Analysis
- b. Finalization of Emergency Easement agreement with the Redevelopment Authority

The applicant has sufficiently addressed a majority of the items outlined in the Planning Commission recommendation. City Staff recommends approval of this plan with the condition that staff reviews final revisions to ensure all items and contingencies have been addressed.

End

Council of City of York, PA  
Session 2015  
Resolution No. 58

  
INTRODUCED BY: **Renee S. Nelson**

DATE: **September 15, 2015**

WHEREAS, The Episcopal Church of St. John the Baptist submitted a Final Land Development Plan for 140 North Beaver Street, proposing various building additions and site improvements to this property; and

WHEREAS, the City Zoning Officer, City Planner, and City Engineer have reviewed and recommended conditional approval of the plan; and

WHEREAS, the Final Land Development Plan submitted by the applicant is in general accordance with the City's Zoning and Subdivision and Land Development Ordinances; and

WHEREAS, the York City Planning Commission recommended conditional approval of the Final Land Development Plan at its regularly scheduled meeting held on May 11, 2015 with the following waiver and contingency items:

Waivers:

1. Section 1333.03, Preliminary Plan is required to be submitted and approved prior to submission of a final plan. The applicant has requested a waiver of this requirement.

Contingency Items:

1. Revise the plan to address all City Engineer comments.
2. Revise the plan to address all County Planning Commission comments.

WHEREAS, the applicant has sufficiently addressed a majority of the items outlined in the Planning Commission recommendation. And, the remaining outstanding items are administrative in nature.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of York, Pennsylvania that the action of the York City Planning Commission in recommending approval of the Final Land Development Plan submitted by The Episcopal Church of St. John the Baptist with the above waiver and completion of all contingency items is hereby affirmed, and the President of Council and City Clerk are authorized to certify this approval by affixing their signatures to the Final Land Development Plan.

PASSED FINALLY: **September 15, 2015**

BY THE FOLLOWING VOTE:

YEAS: **Helfrich** , **Nixon** , **Satterlee** , **Nelson** , **Hill-Evans** - 5

NAYS: **None**

  
Carol Hill-Evans, President of Council

ATTEST:

  
Dianna L. Thompson-Mitchell, City Clerk

## Memorandum

To: Dianna L. Thompson-Mitchell, City Clerk  
Shilvosky Buffaloe, Economic Development/Community Development

From: Nicole Gallup, Planner

Date: September 1, 2015

RE: Council Agenda Item: The Episcopal Church of St. John the Baptist Final Land Development Plan

- This resolution is a request for an extension of recording time, as the 90-day window expired
- The Episcopal Church of St. John the Baptist submitted a Final Land Development Plan for 140 North Beaver Street, proposing various building additions and site improvements to this property
- This project lies within the City of York.
- This project is proposing an ADA sidewalk access bump out in mid-block of North Beaver Street.
- Project proposes three (3) building additions and one (1) stand-alone storage shed along with some landscaping and hardscaping changes to the property.
- Storm water management facilities are proposed. These include two (2) on site storm water management facilities with infiltration and one (1) off site storm water facility with infiltration on Beaver Street.
- The York City Planning Commission recommended approval with the following waivers and contingency items:

Waivers:

- a. Section 1333.03, Preliminary Plan is required to be submitted and approved prior to submission of a final plan. The applicant has requested a waiver of this requirement.

Contingency Items:

- a. Revise the plan to address all City Engineer comments.
- b. Revise the plan to address all County Planning Commission comments.

The applicant has sufficiently addressed a majority of the items outlined in the Planning Commission recommendation. City Staff recommends approval of this plan with the condition that staff reviews final revisions to ensure all items and contingencies have been addressed.

End



LANCASTER  
53 West James Street, Suite 101  
Lancaster, PA 17603  
717.715.1396

YORK  
110 North George Street, 2nd Floor  
York, PA 17401  
717.854.3910

September 1, 2015

Nicole Gallup, Planner  
Bureau of Permits, Planning & Zoning  
City of York  
P.O. Box 509  
101 S. George St.  
York, PA 17401

**RE: The Episcopal Church of St. John the Baptist  
RGS Project No: 2014C62-001**

Dear Ms. Gallup:

Given that the 90-day period in which the approved Preliminary/Final Land Development Plan for the Episcopal Church of St. John the Baptist has recently expired, RGS Associates, Inc. respectfully requests that a time extension be granted by City Council at its upcoming September 15<sup>th</sup> meeting. If this extension request is granted, it is our intent to record these plans shortly thereafter on behalf of our client, the Episcopal Church of St. John the Baptist. The Church is eager to begin the construction of proposed improvements to enhance the City of York while also enabling St. John to complete its third century of service to the local community.

Sincerely,

**RGS ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read 'John D. Hershey'. The signature is written in a cursive style and is positioned over the printed name and title.

John D. Hershey, RLA  
Client Manager/Associate

cc: Thomas Warman, St. John Committee Chair