

Cheltenham Township, believing that public input is appropriate on any item coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.

**BUILDING AND ZONING COMMITTEE**

Morton J. Simon, Jr. – Chairman  
J. Andrew Sharkey – Vice Chairman  
Irv Brockington – Member  
Baron B. Holland – Member  
Daniel B. Norris – Member  
Brad M. Pransky – Member  
Ann L. Rappoport – Member

**Wednesday, November 2, 2016  
8:00 PM  
Curtis Hall**

**AGENDA**

1. Receipt of the Planning Commission Meeting Minutes dated October 24, 2016 (see attached).
2. Discussion of the Timeline for the Proposed Draft Zoning Ordinance Review (see attached).
3. Review of Zoning Hearing Board Decisions (see attached).
4. Report of the Building Inspector for October, 2016 (see attached).
5. Old Business
6. New Business
  - a. Consider recommending to the Board the adoption of a Resolution authorizing a three (3) year renewal of the Township's Planning Assistance contract with the Montgomery County Planning Commission for years 2017 through 2019 (see attached).
7. Citizens' Forum
8. Adjournment



\_\_\_\_\_  
Bryan T. Havir  
Township Manager

# **Planning Commission Minutes**

**Dated October 24, 2016**

A regular meeting of the Planning Commission was held this evening at the Township Administration Building. The following Planning Commission members were present: Bill Winneberger, Mike Hayes, Tom DiBenedetto, Irwin Goldfarb, Carl Freedman and Hannah Mazzaccaro. A quorum was present. Also present were Brian Olszak, County Planner, Henry Sekawungu, Director of Planning & Zoning and Robert Habgood, Assistant to the Planning & Zoning Director and Amy Montgomery, Township Engineer.

Mr. Winneberger called the meeting to order at 7:30 p.m.

1. **Acceptance of minutes of the Planning Commission meeting dated September 26, 2016.**

Mr. Hayes motioned to accept the minutes. Mr. Goldfarb seconded and the motion was passed unanimously.

2. **Review of CTDA #15-04 EP Rec Partners, LLC, 46 E. Church Road, Cheltenham, PA 19012** for additional waivers for their Land Development Project as per the letter from ProTract Engineering, Inc., dated October 17, 2016.

Mr. Habgood advised that this project was previously before the Planning Commission at their August, 2016 meeting. The applicant requested one waiver at that time but is now requesting four additional waivers for a total of five waivers.

Marc Jonas, Esq. and Nick Rose, P.E. of ProTract Engineering represented the applicant and reviewed the additional waivers being requested.

Discussion ensued with respect to the requested waiver to not install sidewalks along Church Road.

Mr. Goldfarb motioned to reaffirm the original Planning Commission recommendation for approval with the additional waivers. Mr. Hayes seconded and the motion passed unanimously.

3. **Review of CTDA #14-0514-04 Arcadia University, 450 S. Easton Road, Glenside, PA 19038** amended plan for the previously approved Grounds Building.

Mr. Habgood provided background on this project previously approved by the Planning Commission in 2014 and stated that Arcadia is requesting to amend the plans with respect to the proposed Grounds Building.

Tom Hanna, P.E. from Gilmore & Associates, Inc. representing the applicant, reviewed the amended plan and stated that Arcadia University was proposing a smaller Grounds Building and that the parking lot would function the same way as originally proposed but at a reduced scale. The landscaping would remain the same,

however, they were removing fewer trees in the amended plan in addition to a culvert access across the stream with streambank restoration.

Mr. Winneberger asked the Township Engineer, Amy Montgomery if there were any issues with the changes and she confirmed there were none.

Mr. Goldfarb motioned to recommend approval of the amended plans. Ms. Mazzacaro seconded and the motion was passed unanimously.

4. **Review of the Zoning Hearing Board Agenda for November 14, 2016.**

**APPEAL NO. 16-3559:** Mr. Habgood summarized that the applicant, Cello Partnership d/b/a Verizon Wireless for the property at 36 Township Line Road, Elkins Park, PA 19027 is requesting a zoning variance from Section 295-89., use regulations, to allow for the establishment and placement of an additional wireless telecommunication facility at the property which includes installing twelve (12) roof top antennas, a 10' x 20.5' ground equipment compound in the rear of the building with a canopy, a back-up natural gas generator surrounded by a 6' high fence. Mr. Habgood stated that this property is located in the M-3 Zoning District.

Nicholas Cuce, Esq. represented the applicant and provided additional information on the proposed project. Mr. Cuce explained that the rooftop will be utilized to house the antennas at three locations and that the top height of the antennas will be 51 feet which is approximately ten feet above the building, which is about 40 feet high.

The applicant's engineer was also present and advised that there is an existing telecommunications facility on the front of the property on an existing power pole that is too small for Verizon to co-locate. Additionally, there will be a ground equipment compound that will be both fenced and screened. The compound will also have a canopy over the backup generator. Also one new off-street parking space will be provided for the compound.

Discussion ensued regarding the ground equipment compound, type of screening, noise generating from the equipment and location of the antennas on the roof and camouflage for the roof antennas.

A concern was also raised by staff related to the telecommunication co-location Act, and if approved, how other providers would be able to co-locate without requiring relief.

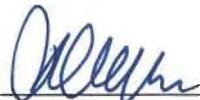
Mr. Winneberger made a motion to recommend approval conditioned upon noise attenuation and possible camouflage of the roof antennas. Mr. DiBenedetto seconded and the motion was passed unanimously.

5. **Old Business** – Mr. Olszak reported that the Montgomery County Planning Commission is offering a workshop titled, Rethinking Institutional Properties this

Thursday, October 26, 2016 at the Ambler Borough Hall, 131 Rosemary Avenue,  
Ambler, PA from 4:00 p.m. to 6:00 p.m.

Mr. Sekawungu reminded the Planning Commission members of the upcoming  
educational zoning workshop offered by the County on the first three Thursdays in  
November, 2016. Members will be notified again of these workshops.

6. **New Business** – None.
7. **Adjournment** – Mr. Goldfarb motioned to adjourn. Mr. DiBenedetto seconded and  
the meeting adjourned at 8:14 p.m.



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Bryan Havir  
Township Manager

Submitted by: Patty Gee

**Discussion of the Proposed  
Draft Zoning Ordinance**

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Morton J. Simon, Jr., *President*  
Daniel B. Norris, *Vice President*  
Irv Brockington  
Baron B. Holland  
Brad M. Pransky  
Ann L. Rappoport  
J. Andrew Sharkey

## Township Manager

Bryan T. Havir



**Administration Building**  
8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215-887-1000  
FAX: 215-887-1561  
[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

## MEMORANDUM

TO: Building and Zoning Committee Members

ATTN: Bryan T. Havir, Township Manager

FROM: Henry Sekawungu, Director, Planning & Zoning /HS

RE: Continued Discussion of the Proposed Draft Zoning Ordinance

DATE: October 25, 2016

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This is a reminder that as part of the continued discussion by the Board of Commissioners on the comments received as part of the Draft Zoning Ordinance and map change, the following dates were recommended for additional workshops at the Township building from 6:00 p.m. to 9:00 p.m.:

- Thursday November 10, 2016
- Thursday December 8, 2016
- Thursday December 15, 2016

The above dates are based on consultation and availability of the Montgomery County Planners.

Thank you.

**Review of the  
Zoning Hearing Board Decisions**

IN AND BEFORE THE ZONING HEARING BOARD OF CHELTENHAM  
TOWNSHIP, PENNSYLVANIA

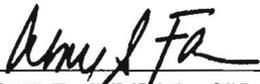
IN RE: Patricia A. Sannuti

APPEAL NO. 16-3555

ORDER

AND NOW, this *12* day of *September* 2016, upon consideration of the request of Patricia A. Sannuti, owner of the premises known as 338 Beecher Ave, Cheltenham, PA 19012, the Cheltenham Township Zoning Hearing Board, grants a variance from Section 295-223 of the Cheltenham Township Zoning Ordinance, fences and walls, in order to allow for a 6' high solid fence to remain in the front yard of the corner lot in place of the required 4' high open fence in the R-4 Residential Zoning District.

CHELTENHAM TOWNSHIP ZONING HEARING BOARD

  
\_\_\_\_\_  
AMEE FARRELL, CHAIRPERSON

  
\_\_\_\_\_  
PETER R. LABIAK, VICE CHAIR

  
\_\_\_\_\_  
ERIC LEIGHTON, MEMBER

IN AND BEFORE THE ZONING HEARING BOARD OF CHELTENHAM  
TOWNSHIP, PENNSYLVANIA

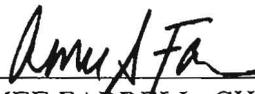
IN RE: Druanne Martin

APPEAL NO. 16-3556

ORDER

AND NOW, this *12* day of *September* 2016, upon consideration of the request of Druanne Martin, owner of the premises known as 732 Spring Ave., Elkins Park, PA 19027 the Cheltenham Township Zoning Hearing Board, grants a variance from Section 295-223 of the Cheltenham Township Zoning Ordinance, fences and walls, in order to allow for a 6' high solid fence to remain in the front yard of the corner lot in place of the required 4' high open fence in the R-4 Residential Zoning District.

CHELTENHAM TOWNSHIP ZONING HEARING BOARD



AMEE FARRELL, CHAIRPERSON



PETER R. LABIAK, VICE CHAIR



ERIC LEIGHTON, MEMBER

**Report of the Building Inspector**  
**for October, 2016**

COMMISSIONERS OF CHELTENHAM TOWNSHIP  
ELKINS PARK, PA 19027

COMMISSIONERS OF CHELTENHAM TOWNSHIP  
REPORT OF THE BUILDING INSPECTOR FOR OCTOBER, 2016

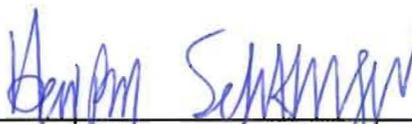
	# PERMITS	TOT. FEES	\$ VALUE
<b>RESIDENTIAL</b>			
RENOVATIONS / ALTERATIONS	60	9,181	459,050
<b>MULTI-FAMILY</b>			
RENOVATIONS / ALTERATIONS	0	0	0
<b>COMMERCIAL</b>			
RENOVATIONS / ALTERATIONS	1	13,150	657,500
<b>INSTITUTIONAL</b>			
RENOVATIONS / ALTERATIONS	0	0	0
<b>FENCE</b>	5	257	257
<b>OCTOBER, 2016</b>	66	22,588	1,116,807
<b>OCTOBER, 2015</b>	67	17,069	334,000
<b>YEAR-TO-DATE 2016</b>	557	390,109	14,800,963
<b>TOTAL 2015</b>	1,031	316,570	15,642,058
<hr/>			
<b>HEATING &amp; AIR CONDITIONING</b>			
<b>OCTOBER, 2016</b>	10	2,650	132,500
<b>OCTOBER, 2015</b>	14	2,720	136,000
<b>YEAR-TO-DATE 2016</b>	89	36,150	1,807,500
<b>TOTAL 2015</b>	110	34,454	1,818,201
<hr/>			
<b>ELECTRICAL</b>			
<b>OCTOBER, 2016</b>	11	5,310	265,500
<b>OCTOBER, 2015</b>	21	7,200	360,000
<b>YEAR-TO-DATE 2016</b>	152	48,631	2,470,407
<b>TOTAL 2015</b>	138	45,472	2,358,422
<hr/>			
<b>PLUMBING</b>			
<b>OCTOBER, 2016</b>	15	3,184	159,200
<b>OCTOBER, 2015</b>	21	2,208	110,400
<b>YEAR-TO-DATE 2016</b>	137	34,044	1,702,200
<b>TOTAL 2015</b>	117	22,737	1,225,600
<hr/>			
<b>FOG PERMITS</b>			
<b>OCTOBER, 2016</b>	7	2,250	2,250
<b>OCTOBER, 2015</b>	3	750	750
<b>YEAR-TO-DATE 2016</b>	78	23,500	23,500
<b>TOTAL 2015</b>	84	23,725	23,725

COMMISSIONERS OF CHELTENHAM TOWNSHIP  
ELKINS PARK, PA 19027

**COMMISSIONERS OF CHELTENHAM TOWNSHIP  
REPORT OF THE BUILDING INSPECTOR FOR SEPTEMBER, 2016**

**GRADING PERMITS**

<b>OCTOBER, 2016</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OCTOBER, 2015</b>	<b>1</b>	<b>400</b>	<b>400</b>
<b>YEAR-TO-DATE 2016</b>	<b>17</b>	<b>4,000</b>	<b>4,000</b>
<b>TOTAL 2015</b>	<b>10</b>	<b>3,200</b>	<b>3,200</b>



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Henry Sekawungu  
Director - Planning and Zoning

# **New Business**

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Morton J. Simon, Jr., *President*  
Daniel B. Norris, *Vice President*  
Irv Brockington  
Baron B. Holland  
Brad M. Pransky  
Ann L. Rappoport  
J. Andrew Sharkey

## Township Manager

Bryan T. Havir



## Administration Building

8230 Old York Road  
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## MEMORANDUM

DATE: October 28, 2016  
TO: Building and Zoning Committee  
FROM: Bryan T. Havir, Township Manager  
SUBJECT: 2017-2019 Montgomery County Planning Assistance Contract

Attached please find the most recent planning assistance contract proposal received by the Township on September 29, 2016, between Cheltenham Township and the Montgomery County Planning Commission (MCPC) for the next three-year (3) period covering 2017 to 2019. Exhibit B identifies the scope of work for this contract which includes the MCPC continuing to serve as the planning consultant to our Planning Commission at its monthly meetings, assist the Township in *writing* of draft ordinances, complete the rewriting of the Zoning Ordinance, update the Township's Subdivision and Land Development Ordinance, Comprehensive Plan and Sustainability Plan implementation.

The annual fee schedule is as follows and will be paid in bi-annual installments in the Spring and Fall of each year:

<u>YEAR</u>	<u>TOTAL FEE</u>
2017	\$14,112.00
2018	\$14,259.00
2019	\$14,406.00

The annual cost is at a substantially reduced rate for professional services and would be approximately 50% higher if we were to contract with a private planning firm to perform these consultant services. The County has been our planning consultant for over a decade and has served the Township very well. Therefore, it is the recommendation of Township staff that the 2017-2019 contract for professional planning services be authorized for a new three-year (3) term commencing January 1, 2017 and expiring December 31, 2019.

This matter will be placed on the Building and Zoning Committee agenda for November 2, 2016 with the attached resolution to be considered at the Board of Commissioners meeting on November 19, 2016.

Thank you.

BTH/vms

cc: Henry Sekawungu, Director, Planning & Zoning  
Amy Montgomery, Township Engineer

Attachment

**CHELTENHAM TOWNSHIP**  
**RESOLUTION NO. \_\_\_\_\_-16**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
CHELTENHAM TOWNSHIP MONTGOMERY COUNTY, PENNSYLVANIA  
AUTHORIZING THE RENEWAL OF A PLANNING ASSISTANCE  
CONTRACT WITH THE MONTGOMERY COUNTY PLANNING  
COMMISSION TO PROVIDE PLANNING ASSISTANCE AND TECHNICAL  
SERVICES**

**WHEREAS**, the Montgomery County Planning Commission (“the Commission”) has provided planning assistance and technical services, professional planners and support staff to Cheltenham Township (“the Township”) for the purpose of reviewing subdivision, land developments and ordinance amendments, and performing planning studies as required by Act 247, The Pennsylvania Municipalities Planning Code;

**WHEREAS**, the Township recognizes that it wants to continue the planning assistance relationship with the county;

**WHEREAS**, the Commission will assist the Township in the completion of a Comprehensive Zoning Ordinance update and maps;

**WHEREAS**, the Commission will assist the Township in the completion of Subdivision and Land Development Plan;

**WHEREAS**, the Commission will assist the Township in updating its Comprehensive Plan;

**WHEREAS**, the Commission will provide the Township with Enhanced Land Development Reviews;

**WHEREAS**, the Commission will provide the Township with assistance on special projects, reviews and meeting attendance;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, was adopted at its meeting held at Curtis Hall, 1250 West Church Road, Wyncote, Pennsylvania 19095 on this 16<sup>th</sup> day of November, A.D. 2016, in the year of the Township of Cheltenham the one hundred and seventeenth.

**ATTEST:**

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Bryan T. Havir**  
*Township Manager and Secretary*

By: \_\_\_\_\_  
**Morton J. Simon, Jr., President**

**PLANNING ASSISTANCE CONTRACT  
BETWEEN COMMISSIONERS OF MONTGOMERY COUNTY  
AND CHELTENHAM TOWNSHIP**

***THIS CONTRACT*** made the first day of January 2017, between Commissioners of Montgomery County (herein called County) and Cheltenham Township of Montgomery County, Pennsylvania (herein called Municipality).

***WITNESSETH THAT:***

***WHEREAS***, County has created the Montgomery County Planning Commission (herein called MCPC), and

***WHEREAS***, Resolution 70-3, dated March 11, 1970, established policies for local planning assistance, a cost sharing formula and a schedule of fees and charges by which the services of MCPC's staff was offered to assist the 62 municipalities in the county, and

***WHEREAS***, the Municipality has requested the MCPC to provide planning assistance under the terms specified herein, and

***WHEREAS***, the County of Montgomery, acting through the MCPC proposes to render assistance to the Municipality in the form of technical services, pursuant to Pennsylvania Municipalities Planning Code, Act 247, as amended.

***NOW THEREFORE***, in consideration of the mutual promises hereafter made, the parties hereto, intending to be legally bound under the Uniform Written Obligations Act of the Commonwealth of Pennsylvania, do hereby agree that:

A. MCPC Assistance

1. The MCPC will assign one or more professional planners, and supporting staff, to meet the categories outlined in Exhibit B.

B. Services of Municipality

1. Officials, employees, staff and members of the planning commission of the Municipality will cooperate with MCPC in the discharge of its responsibilities hereunder.
2. All pertinent Municipality records and data shall be made available for the use of the MCPC.

C. Schedule of Time and Compensation

1. The established and agreed total cost is **\$85,554**.

2. The compensation is subject to Resolution 15-1.1, Exhibit A.
3. This contract shall become effective on January 1, 2017 and shall terminate on December 31, 2019.
4. Municipality's payment to MCPC shall not exceed fifty percent (50%) of the total cost as set forth in C.1 above. This includes any federal or state optional funding arrangements equal to the municipal share set forth in Exhibit C.
5. The total cost of the printing and publication of Major Products (Reports and Maps) shall be negotiated on a case-by-case basis.
6. Municipality shall pay MCPC on the following basis:

<u>Date</u>	<u>Amount</u>
April 2017	\$7,056.00
October 2017	\$7,056.00
April 2018	\$7,129.50
October 2018	\$7,129.50
April 2019	\$7,203.00
October 2019	\$7,203.00

D. Miscellaneous

1. Either party may terminate this contract by giving the other at least sixty (60) days written notice thereof, and a pro rata adjustment shall be made based on the compilation of costs incurred and services performed by the MCPC. In the event of cessation of services by the MCPC prior to the termination date in the contract, the MCPC shall be paid for costs and services to the date of such cessation and the MCPC and the County of Montgomery shall, in no event, be liable to Municipality for breach of this contract due to cessation of its services.
2. The scope of work to be done under this contract shall be subject to modifications or supplements upon the written agreement of the duly authorized representatives of the contracting parties. It is the understanding of all parties to this contract that no modification of the program shall be made that would change the total cost unless such changes, including any increase or decrease in the amount of the MCPC's compensation, are mutually agreed upon by and between the parties hereto. Such changes will be accomplished as follows: a) any decrease in the amount of MCPC's compensation shall be incorporated in written amendments to this contract; b) any increase in the amount of MCPC's compensation in excess of \$1500 (i.e. \$3000 total change) shall be incorporated in written amendments to this contract; c) any increase in the amount of MCPC's compensation less than \$1500 (i.e. \$3000 total change) shall be by a letter of intent of a purchase of service (said letter of intent shall be signed by the authorized representative of the municipality and by the Director of the MCPC); and d) any substitution or modification of the work items in B. of Exhibit B, not involving a change in compensation, shall be by a letter of intent as set forth in c), herein.

3. The costs of any increases in the scope of work agreed to by the contracting parties in accordance with D.2 shall be calculated on the basis of the per diem rates prevailing at the time said increase is negotiated. Any increase involving the commitment of additional monthly planner-days shall be subject to the availability of said staff time.

MUNICIPAL GOVERNING BODY

COMMISSIONERS OF  
MONTGOMERY COUNTY

By: \_\_\_\_\_  
Chairman, Township Board of Commissioners

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Township Manager

Attest: \_\_\_\_\_  
County

Authorized by resolution or ordinance of Municipality. Adopted \_\_\_\_\_, 20\_\_\_\_.

Authorized by Resolution # \_\_\_\_\_ of County. Adopted \_\_\_\_\_, 20\_\_\_\_.

**EXHIBIT A**  
**MONTGOMERY COUNTY PLANNING COMMISSION**  
**FEE SCHEDULE**  
**for**  
**COMMUNITY PLANNING ASSISTANCE CONTRACTS**

**MCPC RESOLUTION #16-2.3**

The fee schedule breakdown below is based on the “planner-day” which includes planner time, staff coordination and management, all support services, and incidental expenses.

A. Planning Assistance Contract Program 2016-2018 Graduated Fee Schedule

For the first year of a three-year contract:	<b>Per Planner-Day = \$672.00</b>
For the second year of a three-year contract:	<b>Per Planner-Day = \$679.00</b>
For the third year of a three-year contract:	<b>Per Planner-Day = \$686.00</b>

B. Planning Assistance Contract Program 2016-2018 Flat Fee Schedule

Per year for a three-year contract:	<b>Per Planner-Day = \$679.00</b>
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C. Letter of Intent Contract Program/  
Short-Term Contracts and Subpoenaed  
Appearances:

**Per Planner-Day = \$700.00**

The share of municipal governmental financial commitment shall be 50 percent of the contract's total cost as shown in Exhibit C.

A minimum number of night meetings will be specified in each contract dependent upon the work program, and they shall be calculated at the rate of two night meetings being the equivalent of one planner-day.

**EXHIBIT B**  
**CATEGORIES OF ASSISTANCE**

A. General Services

1. Meeting Attendance. A professional planner(s) will be assigned to the Municipality. The planner(s) will attend meetings of the Comprehensive Plan Steering Committee and other meetings, such as public hearings, Township Board of Commissioners meetings, Zoning Hearing Board meetings, meetings of other appointed agencies and boards of the Municipality, joint meetings of some or all such agencies and boards at the direction of the Township Board of Commissioners. Attendance of twenty-four (24) night meetings per year has been included in the contract. However, any adjustments to the number of meetings actually attended, either up or down, will be traded off with planner-days of service provided, at the rate of one-half (½) planner-day for each meeting adjusted.
2. Act 247 Reviews. During the course of the contract, the assigned planner(s) will be responsible for all reviews (subdivision, land developments, and ordinance amendments) required by Act 247, "The Pennsylvania Municipalities Planning Code." Zoning Hearing Board reviews shall be prepared as necessary. This assistance will include detailed in-depth land development reviews as needed, which may include redesign concepts and alternative zoning strategies when appropriate. The planner(s) will attend staff meetings when requested to provide input, answer questions, and explain the County Planning Commission's position.

B. Flexible Assistance

The planner(s) will provide contingency services and technical assistance such as but not limited to, the writing of zoning and/or subdivisions and land development ordinances to an extent not to exceed two and a half (2.5) planner-day per month throughout the duration of the contract; with the understanding that work identified in C.1, Structured Assistance, may be delayed or deferred as a result.

C. Structured Assistance

1. Comprehensive Zoning Ordinance Update – MCPC will work with the township through the final stages of completion of a draft of a new/updated Zoning Ordinance and maps. We will then attend meetings and give presentations as needed, to help with adoption of the ordinance.
2. Comprehensive Subdivision and Land Development Ordinance Update – Following the completion of the Zoning Ordinance Update, we will provide the township with a draft of an updated Subdivision and Land Development Ordinance. We will attend meetings to review the draft ordinance, and attend meetings and give presentations as needed to help with adoption of the ordinance.

3. Comprehensive Plan Update – Following the completion of the above projects and if time permits, we will begin to work with the Township to update its Comprehensive Plan. As a part of the Comprehensive Plan update, we will assist the Township to audit intersections throughout the Township to determine pedestrian and bicycle accessibility to local and regional destinations, the scope of which will be determined at the start of the project. We will attend meetings to review and develop the draft plan update, and attend meetings and given presentations as needed to help with adoption of the update.
4. Sustainability Plan Implementation – We would like to continue to work with Cheltenham on the implementation of the township’s Sustainability Plan
5. “Enhanced” Land Development Reviews – We would like to offer more extensive reviews of land development proposals, including suggestions for re-designs to plans when they are warranted.
6. Flexible Assistance – We will continue to provide assistance as directed by the township for special projects, reviews, and meeting attendance, with the understanding that, depending on the scale of the project, flexible assistance substantially exceeding contracted time may require an addendum to the contract or may defer the projects listed above.

**EXHIBIT C**  
**CONTRACT COSTS AND MUNICIPAL SHARE**  
**January 1, 2017 – December 31, 2019**

		<u>Total Cost</u>	<u>Municipal Share (50%)</u>
<u>Year One</u>			
2.5	Planner Days/Month @ \$672/day	\$20,160.00	\$10,080.00
24	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 8,064.00</u>	<u>\$ 4,032.00</u>
<b><i>Year One Total</i></b>		<b>\$28,224.00</b>	<b>\$14,112.00</b>
 <u>Year Two</u>			
2.5	Planner Days/Month @ \$679/day	\$20,370.00	\$10,185.00
24	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 8,148.00</u>	<u>\$ 4,074.00</u>
<b><i>Year Two Total</i></b>		<b>\$28,518.00</b>	<b>\$14,259.00</b>
 <u>Year Three</u>			
2.5	Planner Days/Month @ \$686/day	\$20,580.00	\$10,290.00
24	Night Meetings at a rate of one-half (1/2) planner-day per night meeting	<u>\$ 8,232.00</u>	<u>\$ 4,116.00</u>
<b><i>Year Three Total</i></b>		<b>\$28,812.00</b>	<b>\$14,406.00</b>
<b><i>Total Contract Costs (Years 1-3)</i></b>		<b><u>\$85,554.00</u></b>	<b><u>\$42,777.00</u></b>

**SUMMARY OF INVOICES**

<u>Year One</u>	
April 2017 (Invoice 1)	\$7,056.00
October 2017 (Invoice 2)	\$7,056.00
 <u>Year Two</u>	
April 2018 (Invoice 3)	\$7,129.50
October 2018 (Invoice 4)	\$7,129.50
 <u>Year Three</u>	
April 2019 (Invoice 5)	\$7,203.00
October 2019 (Invoice 6)	\$7,203.00

## Cheltenham Township - Estimate

Community Planning Assistance  
Contract Cost Proposals  
January 1, 2017 - December 31, 2019

Description	TOTAL CONTRACT COST	MUNICIPAL SHARE 50%
<b><u>Year One</u></b>		
<b><u>RATE</u></b>		
2.5 Planner-Days / Month	\$672 / Planner Day	\$20,160.00
24 Night Meetings* / Year		\$8,064.00
	<b>YEAR ONE TOTAL</b>	<b>\$28,224.00</b>
<b><u>Year Two</u></b>		
<b><u>RATE</u></b>		
2.5 Planner-Days / Month	\$679 / Planner Day	\$20,370.00
24 Night Meetings* / Year		\$8,148.00
	<b>YEAR TWO TOTAL</b>	<b>\$28,518.00</b>
<b><u>Year Three</u></b>		
<b><u>RATE</u></b>		
2.5 Planner-Days / Month	\$686 / Planner Day	\$20,580.00
24 Night Meetings* / Year		\$8,232.00
	<b>YEAR THREE TOTAL</b>	<b>\$28,812.00</b>
	<b>Total Contract Costs (Years 1-3)</b>	<b>\$85,554.00</b>
		<b>\$42,777.00</b>

\* One Night Meeting = half of a Planner Day

Summary of Invoices		Municipal Share 50 %
<b><u>Year One</u></b>		
Invoice 1	April, 2017	\$7,056.00
Invoice 2	October, 2017	\$7,056.00
<b><u>Year Two</u></b>		
Invoice 3	April, 2018	\$7,129.50
Invoice 4	October, 2018	\$7,129.50
<b><u>Year Three</u></b>		
Invoice 5	April, 2019	\$7,203.00
Invoice 6	October, 2019	\$7,203.00
		<b>\$42,777.00</b>