



# *CITY COUNCIL*

## ***Committee of the Whole***

Monday, May 3, 2021

5:00 pm

Virtual Meeting

Agenda

Under the current COVID-19 Declaration of Emergency the public is prohibited from attending the Committee of the Whole meeting. This meeting can be viewed LIVE on the City's website while the meeting is taking place or at any time at <https://www.readingpa.gov/content/city-council-video>.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/99764491213?pwd=aHpBeklHSysxSys0aEJuUm8wbE9ZZz09>

Passcode: 112659

Or One tap mobile:

+16465588656,,99764491213#,,,,\*112659# US (New York)

+13017158592,,99764491213#,,,,\*112659# US (Washington DC)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 997 6449 1213

Passcode: 112659

### **I. Zoning Amendment Public Hearing**

**45 mins**

**A. Ordinance** - amending the zoning map by moving 226 North 5th Street into the same zoning district as 230 North 5th Street, also known as the Medical Arts Building property, into the same Commercial (C-C) Zoning District. As part of the project, both properties will be combined into a single parcel for commercial uses and residential apartments. ***Public Hearing scheduled during the May 3<sup>rd</sup> COW***

**B. Ordinance** – amending the zoning map by moving 654, 656, 658 & 660 Schuylkill Avenue into the same Commercial Neighborhood (C-N) Zoning District for a mixed use development. As part of the project the properties will be combined into a single parcel for a convenience store/restaurant, a barbershop, dwelling units, and a shared parking area. **Public Hearing scheduled during the May 3<sup>rd</sup> COW**

1. **Testimony from City Staff** (No more than 10 minutes)
  2. **Other Testimony and Evidence**
  3. **Public Comment** (No More than 3 minutes per speaker)
  4. **Announcement of expected date of decision** - City Council will render a decision by adopting an ordinance at either the May 10<sup>th</sup> or May 24<sup>th</sup> Regular Meeting of Council
- 
- II. **POCCHAMP** – registration of bank owned properties K. Sidella **20 mins**
  - III. **Public Art Policy** **20 mins**
  - IV. **Amending Chapter 77 Police striking college credit bonus points** **20 mins**



# AGENDA MEMO

DEPARTMENT OF COMMUNITY DEVELOPMENT

**TO:** City Council  
**FROM:** City of Reading Planning Commission  
**PREPARED BY:** Naomi Crimm, Planner; David Peris, Planning Manager;  
Jamal Abodalo, Director of Community Development  
**MEETING DATE(S):** April 26, May 3 & May 10  
**AGENDA MEMO DATE:** April 12, 2021  
**RECOMMENDED ACTION:** Zoning Map Amendments

## RECOMMENDATION

That the City Council amend the City of Reading Zoning Ordinance and Map in accordance with the attached ordinance and as depicted in Appendix A.

## BACKGROUND

A land development proposal is currently pending before the City of Reading Planning Commission for redevelopment of the Medical Arts Building, located at 230 North 5th Street, for commercial uses and residential apartments; and for construction of a new building on an adjacent parcel located at 226 North 5th Street. As part of the project, both properties will be combined into a single parcel. However, the properties are currently located in different zoning districts. Accordingly, the developer has submitted a petition to City Council requesting that the zoning map be amended, so that both parcels will be located in the Commercial Core (C-C) Zoning District.

This action is recommended by planning and zoning staff due to the administrative complexity of having multiple zoning districts apply to a single parcel.

The City of Reading Planning Commission reviewed the petition at its regular public meeting on March 23, 2021, and issued a resolution in favor of the zoning map amendment. The Berks County Planning Commission also reviewed the proposed ordinance, and offered no comment.

**BUDGETARY IMPACT:** N/A

**PREVIOUS ACTION**

Written notice has been mailed to property owners 30 days before Public Hearing (April 3, 2021)

Notice to be published in newspaper 7 & 14 days prior to Public Hearing (April 19 & 26)

Notice to be posted at site 7 days before Public Hearing (April 26, 2021)

**SUBSEQUENT ACTION**

City Council to vote on whether to approve or deny zoning amendment no later than 90 days after the Public Hearing

If approved, Zoning Map will be updated by Information Technology Office and verified by Zoning Administrator

**RECOMMENDED BY**

City of Reading Planning Commission

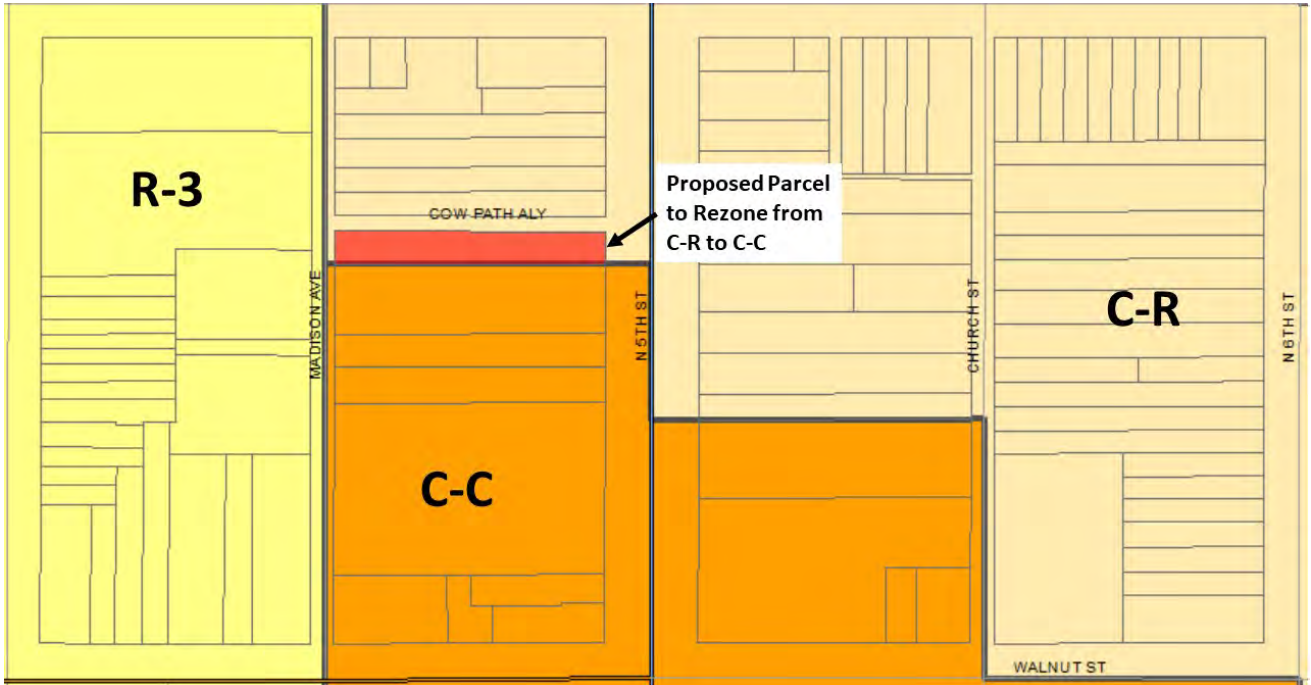
**RECOMMENDED MOTION**

Approve/Deny an ordinance amending the City of Reading Zoning Ordinance and Map to change the zoning district for the parcel described in Appendix A from **C-R Commercial Residential** to **C-C Commercial Core**.

**Appendix A**

**Parcel Re-Zoned from C-R to C-C**

Lot Area	Property ID	Owner Name	Property Address
0.154 acres	07530775716791	William & Judith McMahon	230 N. 5 <sup>th</sup> Street



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**RECOMMENDED ACTION:** Zoning Map Amendments

### RECOMMENDATION

That the City Council amend the City of Reading Zoning Ordinance and Map in accordance with the attached ordinance and as depicted in Appendix A.

### BACKGROUND

A land development proposal is currently pending before the City of Reading Planning Commission for redevelopment of four parcels located at 654, 656, 658 & 660 Schuylkill Avenue for a mixed use development. The properties will include a convenience store/restaurant, a barbershop, dwelling units, and a shared parking area, and will be consolidated into a single parcel. The properties are currently located in two different zoning districts. Accordingly, the developer has submitted a petition to City Council requesting that the zoning map be amended, so that all of the parcels associated with this project will be located in the Commercial Neighborhood (C-N) Zoning District.

This action is recommended by planning and zoning staff due to the administrative complexity of having multiple zoning districts apply to a single parcel.

The City of Reading Planning Commission reviewed the petition at its regular public meeting on March 23, 2021, and issued a resolution in favor of the zoning map amendment. The Berks County Planning Commission also reviewed the proposed ordinance, and offered no comment.

**BUDGETARY IMPACT:** N/A

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**RECOMMENDED BY**

City of Reading Planning Commission

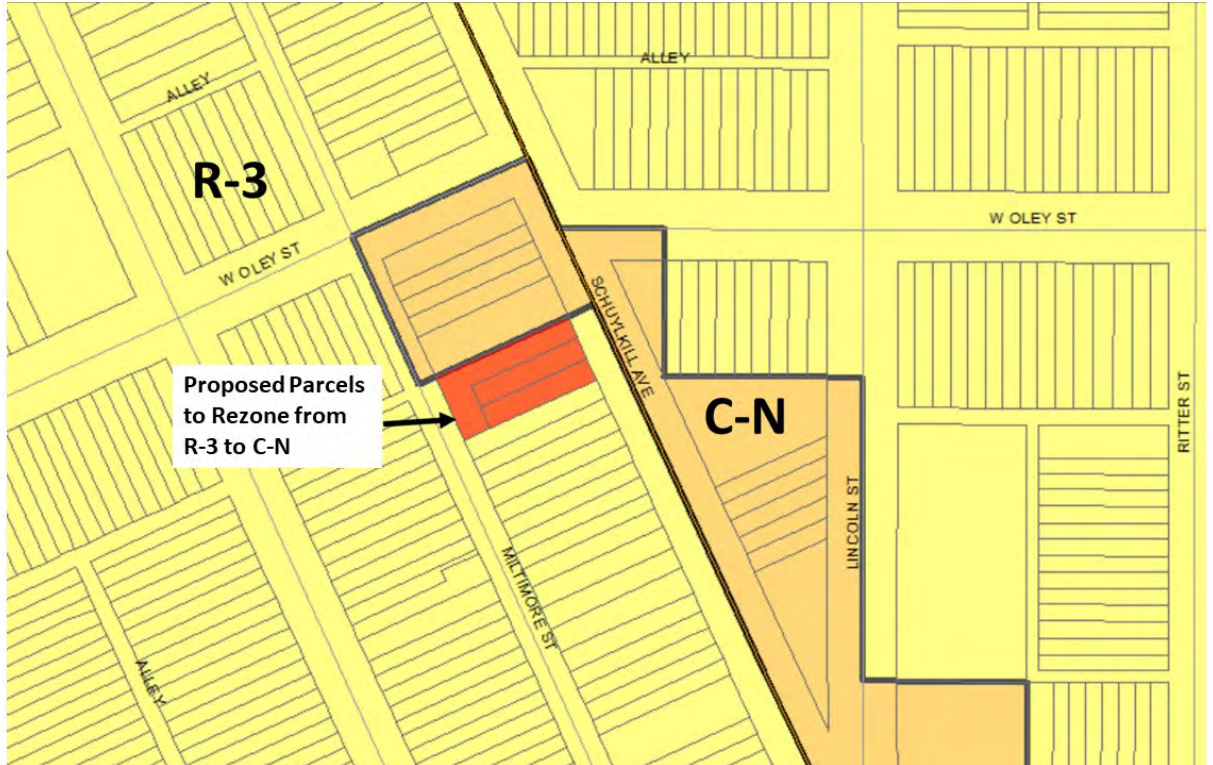
**RECOMMENDED MOTION**

Approve/Deny an ordinance amending the City of Reading Zoning Ordinance and Map to change the zoning district for the parcel described in Appendix A from **R-3 Residential** to **C-N Commercial Neighborhood**.

## Appendix A

### Parcel Re-Zoned from C-R to C-C

Lot Area	Property ID	Owner Name	Property Address
0.08 acres	15530756431928	Isla Property Management 1, LLC	658 Schuylkill Ave
0.045 acres	15530756431947	Isla Property Management 1, LLC	656 Schuylkill Ave
0.046 acres	15530756431955	Isla Property Management 1, LLC	654 Schuylkill Ave





Drafted by: City Clerk  
Referred by: Councilor Reed & Cepeda-Freytiz  
Introduced on:  
Advertised on:

BILL NO. \_\_\_\_\_ 2021

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF READING BERKS COUNTY, PENNSYLVANIA, AMENDING THE CITY CODE BY ADDING NEW CHAPTER 433 PUBLIC ART**

**NOW, THEREFORE, THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:**

SECTION 1: Amending the City Code by adding a new Chapter 433 Public Art, as follows:

**Chapter 433  
Public Art**

**§ 433-101. Purpose.** Art of all types and experiences located in public places and open to all is a vital part of a creative **place-making** project when it is joined to a larger vision for community goals and for the community itself. The purpose of this Chapter is to establish a process for the City to consider public art projects that will effectively enliven neighborhoods and create outcomes such as safety, livability, walkability, health, and economic development.

**§ 433-102. Evaluation and Approval of Public Art Applications**

A. Any person, organization or entity wishing to place any artwork installation upon public property shall submit such proposal to the City Clerk's Office.

B. An internal Public Art Review Committee shall review each proposal. The Committee shall be composed of the Historic Preservation Specialist, a City Planner, the Public Works Operations Division Manager, the City Clerk and a representative from the Law Department. The Director of Public Works shall appoint a Chairperson from the membership.

C. The Public Art Review Committee shall provide a written evaluation of each proposal based on the following factors: the suitability and appropriateness of the proposed location for the installation; the proposers' plan and ability for maintenance and upkeep of the installation; and provisions for insuring the memorial against damage, vandalism and disrepair. In addition, if the proposed location of an art installation has been subject to a master or comprehensive-planning initiative, the proposed installation should be in comport

with any such valid plan. The Review Committee shall provide this written evaluation to City Council with a recommendation.

D. At its discretion, the Public Art Review Committee may request the approval of or advice of the proposed art installation from the Planning Commission.

E. Any mural, banner, or other artwork installation proposed to be located within or immediately adjacent to a designated historic or conservation district shall be subject to the advance approval of the Historic Architectural Review Board.

F. Approval of the installation shall require the approval of City Council by resolution.

### **§ 433-103. Maintenance of Public Art**

A. It shall be the policy of the City of Reading that the maintenance and upkeep of any art installation shall be the responsibility of the person or entity placing such approved art installation on any property for a minimum of two (2) years. A plan for the care and maintenance of the artwork, including graffiti abatement, and removal of the installation at the end of the two (2) year permit period or when directed to do so by the City of Reading Public Works Director.

B. In the event an art installation falls into disrepair and is not promptly repaired by the person of entity that installed it, the Director of Public Works, the City may provide written notice ordering the person or entity to remove the installation within 30 days. If the person or entity fails to remove the art installation or agree to a schedule for the removal of the artwork, approval of which is in the City's sole discretion, at the end of the two (2) year permit period or within the 30-day period on order of the Public Works Director, the City shall remove the installation at the person or entity's expense.

C. The Public Art Review Committee shall have purview over existing art installations and may promulgate policies and programs that improve this program with little or no public expense.

D. Vandalism to any art installation or the grounds that the installation sits on shall be subject to enforcement under the PA Crimes Code 18 Pa. C.S. §3304 Criminal Mischief and §3307 Institutional Vandalism.

E. The owner of the artwork installation shall indemnify the City, its officials, officers, employees and/or agents, from and against any and all third party claims related to the artwork installation.

**SECTION 2.** All ordinances or resolutions or parts of ordinances or resolutions insofar as they are inconsistent herewith are hereby repealed and rescinded.

**SECTION 3.** In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any of the remaining provisions, sections, sentences, clauses or parts of this Ordinance; it being the intent of the City of Reading that the remainder of the Ordinance shall be and shall remain in full force and effect.

**SECTION 4.** This Ordinance shall become effective as provided by the laws of the Commonwealth of Pennsylvania.

**DULY ORDAINED AND ENACTED** this \_\_\_\_ day of \_\_\_\_\_, 2021, by the Council of the City of Reading, Berks County, Pennsylvania, in lawful session duly assembled.

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Submitted to Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_  
Received by the Mayor's Office: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved by Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_  
Vetoed by Mayor: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Public Art or Place-making in Reading**

#### **Program Guidelines**

**What is Place Making?** Place Making is the use of colors, textures, and patterns to enliven city streets and neighborhoods and creating engaging and safe places for people. They can be designed to reflect the special character of a neighborhood, mark the gateway to a district, or otherwise create local identity and pride. They offer a playful, cost-efficient and low-maintenance tool to install art work on streets, sidewalks or street light poles. In addition to being fun, they raise awareness of pedestrian safety and enhance neighborhoods.

**What designs and materials are allowed?** Please see the design guidelines that follow. This program intends the installation to last for about two years. The applicant provides all materials and installation services. For Creative Crosswalks a special, highly durable road-marking paint is required. The project fee will allow the City to provide the proper type of paint in the colors approved and provide other services to assist during the installation of the enhancement.

**How do I make a request for an art installation?** Submit a proposal on the application form provided. City staff will contact you to discuss the proposed project and review your application. Applications are evaluated based on adherence to the design guidelines, creativity and artistic elements. They should reflect the culture and history of a neighborhood, serve as a gateway to denote a special area of the city and or recognize or raise awareness about an issue the community identifies with. The application review process includes a safety and design review by a City traffic engineer, and reviews by other City staff for maintenance and other issues.

**What is the fee for the project?** The project fee will cover the purchase of the paint (if applicable), and the need for Public Works, Police or other assistance for the installation such as barricade installation, street closures, traffic control, etc. Please see information about fees on the application form. The applicant is responsible for paying the fee and will be invoiced prior to the issuance of the permit.

Applicants are encouraged to pursue grants and other funding sources. A business association, business, or other entity may be interested in sponsoring the project. For a neighborhood fundraiser, consider using an online crowd-funding platform that allows many people to donate small amounts towards the project.

The goal of this program is to inspire Reading residents to reimagine, strengthen and beautify their communities in partnership with the city. Creative crosswalks, sidewalk art, banners, murals and other types of public artwork enliven city streets as engaging and safe places for people. They can be designed to reflect the special character of a neighborhood, the history of the neighborhood, mark the gateway to a neighborhood, or otherwise create local identity and pride.

### **Types of Place-making Projects**

1. Creative Crosswalks
2. Sidewalk Art
3. Banners for street light poles
4. Murals

### **Steps to obtaining project approval:**

1. **Identify a location -**
  - A. **Crosswalk painting.** The proposed intersection must meet the defined guidelines for approval. Creative Crosswalk treatments cannot obscure or interfere with regulatory crosswalk markings needed for safety. Where existing crosswalk markings have a continental style, decorative elements may be added only between the bars (10 feet wide x 2 feet deep, 4 feet between the bars). Chose a location that is:

1. Functionally classified as a residential street and not a collector or arterial road.
2. Under the city of Reading's jurisdiction (i.e., not a State, County, or private road).
3. Has no more than 4 travel through lanes.
4. Has a posted speed limit of 35 mph or less.
5. Intersection is not already painted.
6. If you're not sure whether your proposed intersection meets these guidelines, contact [pw.director@readingpa.gov](mailto:pw.director@readingpa.gov).

**B. Sidewalk.** Look for concrete (not asphalt) that is clean, without cracks and in an area with good foot traffic. We welcome your art on public sidewalks, as approved by the City, but if you plan to paint any private property, get permission from the owner before making application. Art should not be installed on or near corners or curb ramps as that could pose a safety concern.

**C. Area for Banners.** Wooden street light poles are owned by MetEd and metal street light poles are owned by the City. The City will assist the applicant with seeking MetEd's permission to install the banner(s) prior to the submission of the application. Contact [pw.director@readingpa.gov](mailto:pw.director@readingpa.gov) Banners cannot be installed across streets and/or intersections.

**D. A building/structure for a mural.** Look for a surface that is clean, without cracks and in an area with good foot and or vehicular traffic. We welcome your art on public buildings, as approved by the City, but if you plan to place a mural on private property, get permission from the property owner before making application.

**2. Define the Design for a Crosswalk, Sidewalk, Mural Project** – All design proposals should: • Be colorful, with simple patterns. Show specific colors. These will be reviewed by the City's Review Committee for availability and appropriateness. • Do not include shapes such as octagons, triangles, or any text, logos, or colors that can be confused with standard traffic control devices or legends. • Do not include commercial advertising or logos. • Anticipate the need to create stencils for placement of the design. To ensure a quality installation, freehand painting is not allowed. • Can only be installed where street pavement, sidewalk and/or structure is in good condition, allowing the materials to bond well.

**a. Crosswalk Project** - Always include the reflective white parallel bars, in continental or standard crosswalk layout, in your proposal.

**b. Mural Project** - No part of a mural shall exceed the height of the structure to which it is tiled, painted or affixed. • No part of a mural shall extend more than six (6) inches from the plane of the wall upon which it is tiled, painted or affixed. • No part of a mural shall

exceed a height of 60 feet above grade. • No mural may consist of, or contain, electrical or mechanical components, or changing images (moving structural elements, flashing or sequential lights, lighting elements, or other automated methods that result in movement, the appearance of movement, or change of mural image or message, not including static illumination turned off and back on not more than once every 24 hours). • No mural shall be placed over the exterior surface of any building opening, including, but not limited to, windows, doors, and vents. • No mural shall be placed on a lot that is improved with only one single-family residential structure and accessory structures. • No mural shall be arranged and illuminated in a manner that will produce a light intensity of greater than three foot candles above ambient lighting, as measured at the property line of the nearest residentially zoned property. • Digitally printed image murals shall receive approval of the Reading Police Department, Fire Department and the Community Development Building Trades Division.

**3. Organize pre-application meeting** - Contact the city of Reading's [council@readingpa.gov](mailto:council@readingpa.gov) or 610 655 6204 to coordinate a pre-application meeting to discuss the plan, application process, guidelines, timeline, initial design concept, and any other preliminary issues. The City's Public Art Review Committee will determine if the proposed location is appropriate for design enhancements and will notify the applicant.

**4. Form a project team** - Form a project team that involves as many neighbors as possible through open workshops, design competitions, door-to-door canvassing, and volunteering. The project team will be responsible for organizing neighborhood participation and overseeing the maintenance of the installation.

**5. Select an artist** - Ask around, you never know if someone in your neighborhood is an artist! However, if you need help identifying an artist, contact the Berks Arts Council at [info@BerksArts.org](mailto:info@BerksArts.org) or 610 898 1930 for help finding a local artist.

**6. Draft a design** - The most important step in creating the design for installation is collaborating with your neighborhood on an idea or theme that will be meaningful to your community. Consider the name of your neighborhood, its history and the various cultures that influence it. Select a theme that speaks to your neighborhood identity and will serve as a source of neighborhood pride. Creating a design that's truly reflective of the neighborhood is a process involving community organizing, neighborhood meetings, and listening. Community visioning sessions with the artist are not only a great way to ensure a collaborative design, they're also a great opportunity to garner support from your neighborhood, meet your neighbors, and learn about your neighborhood's history. Make sure to give your neighborhood opportunities for input both before and after the design is created. The draft design should be drawn to scale on an overhead view of the intersection or sidewalk. The design shall not contain advertisements, logos, words, pornography, anything overtly political, or anything which imitates traffic signage. The design may not include any painting of the crosswalk markings.

**6. Gather support** - Because your installation creates a semi-permanent change in a neighborhood, gathering support from your neighbors is important, especially from the homes or businesses closest to the planned installation. It is also strongly recommended that you obtain a letter of support from your neighborhood association if one exists. If not, we recommend obtaining support letters from property owners closest to the installation area.

**7. Apply** - Complete the application at **(insert link)**. The City's Public Art Review Committee will review the applications and support material provided and issue a decision within three weeks of receiving applications. If approved, the applicant will receive a two-year permit for the project after the payment of the permit fee. The applicant is responsible for maintaining the installation within this time period and repainting or completely removing the paint at the end of the two-year permit period.

**8. Schedule a site visit** – The City's Public Art Review Committee will perform a site visit with applicant to confirm details of application and discuss any project specific logistical details and other project outcomes.

#### **Steps to painting the intersection, sidewalk or mural:**

**Supplies to be provided by the applicant:** Chalk to outline design, stencils of the design for crosswalk and sidewalk projects, paint brushes and/or paint rollers, brooms, containers to hold paint, extra containers for mixing paint (if mixing), several buckets of water for emergency clean up or to clean used brushes, rags for emergency clean up, stir sticks (if mixing), nametags and markers for volunteers, tarp(s) to set paint on, wet paint signs, measuring tape, and painter's tape (if stenciling).

#### **Supplies to be provided by Public Works upon payment of the permit fee:**

**For crosswalks and sidewalks** - water-based fast dry latex paint from a city-approved traffic marking paint line, Shark Grip anti-skid additive. There are only a few traffic marking paint colors to choose from white, yellow, red, green, blue and black but you may mix to create other colors.

**For murals** – paint appropriate for the surface and an anti-graffiti coating.

1. Plan to paint on a day with no wind or rain. Ensure that the surface you'll be painting is completely dry before you start. Don't paint if it's likely to rain the following day. Note that if you paint on a particularly hot day, you are likely to need more paint than if you painted on a cooler day because the paint will dry much faster, leaving you less time to spread it out with your brush.

2. Post flyers and signs notifying the neighborhood of your community paint date.

3. One week prior to the pre-determined paint date, clean your site by thoroughly sweeping the area twice and then hosing it down to remove any remaining particles, thereby increasing the longevity and vibrancy of your work. Allow the site to dry for a couple of days before installation as the surface needs to be entirely dry before painting can begin.
4. On the day of installation, prepare your site by setting up barricades and any required detour signage consistent with the approved permit and then conducting a final sweep of the area. No street may be blocked for more than 24 hours.
5. Outline your design with chalk and consider labeling each section of the design by the color it will be painted. To outline circles, use string, two people, and chalk.
6. Add one 3.2-ounce container of Shark Grip anti-skid additive to each gallon of paint you plan to use. Mix thoroughly.
7. Traffic paint only comes in white, yellow, red, green, blue and black but you may mix to achieve desired colors.
8. To avoid walking on the paint, make sure to start painting at the center of your design, progressively working your way to the outer edges.
9. Be careful not to apply too much paint. Only one coat of traffic paint should be necessary to hold up well in your intersection. Thick layers of paint are likely to crack and pop off in the winter. Brushes are better than rollers for applying thin coats of paint, but narrow rollers may be used to make consistent borders. One gallon should cover between 100 and 150 square feet.
10. Allow sufficient time for the installation to dry. It should take less than an hour to be dry to the touch but wait a few hours to walk or drive on it.
11. Take down the barricades and make sure to thoroughly clean your work site, leaving no litter or waste behind. It is critical that wastewater is dumped down a sink and not down a storm drain. Storm drain water flows directly to the river without treatment.
12. Send photos of your completed design to [council@readingpa.gov](mailto:council@readingpa.gov) so that the city can celebrate your work. If you have any suggestions for improvement to this process, please let us know.
13. Continue being an excellent steward of your painted installation by retouching your design as necessary and reporting any issues that may arise to the city of Reading at [pw.director@readingpa.gov](mailto:pw.director@readingpa.gov) If our Public Works crews notice that the painted installation is looking a little worse for the wear, we'll email the project team to request that installation be retouched. Installations that are not appropriately maintained during the two-year permit period must be removed by the applicant on order of the Public Works Director.



**Maintenance:**

1. Paintings in the public right-of-way become City property immediately upon completion; however, the maintenance and repair of the painting is the responsibility of the applicant.
2. The applicant is responsible for all ongoing maintenance of the painted work, including touch-ups, graffiti removal and repainting due to street maintenance. Every time the intersection needs to be closed for touch ups or general maintenance the maintenance application available at **(insert link)** must be submitted.
3. The applicant is responsible for repainting or completely removing the paint at the end of the two-year permit period.
4. The applicant will bear the cost of all maintenance, repair and removal.
5. Street repair, maintenance, or construction may cause damage to the project. Any costs to repair or replace the design is the responsibility of the applicant and any associated costs will not be borne by the city of Reading.

Date & Time Received: \_\_\_\_\_ By: \_\_\_\_\_



## City of Reading Place-making Application

This application must be submitted and approved by review team and City Council prior to the installation any project

### Applicant Information

Please print

Organization Name: \_\_\_\_\_

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

Organization Telephone Number: \_\_\_\_\_

1<sup>st</sup> Project Lead: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: (please include City, State, and Zip) \_\_\_\_\_

2<sup>nd</sup> Project Lead: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: (please include City, State, and Zip) \_\_\_\_\_

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### **Place-making Project Information**

Please print

What type of project would you like to install (creative crosswalk, creative sidewalk, banner or mural)?

Where will the installation be located \_\_\_\_\_  
Why \_\_\_\_\_ did \_\_\_\_\_ you \_\_\_\_\_ choose \_\_\_\_\_ this location? \_\_\_\_\_

If a crosswalk, what streets form the intersection? \_\_\_\_\_

*Have you checked with [planning@readingpa.gov](mailto:planning@readingpa.gov) to find out if the selected intersection is eligible? If not, please do not go any further with this application until doing so. Remember, the proposed intersection must meet the following guidelines for approval: Functionally classified as a residential street and not a collector or arterial road, under the city of Reading's jurisdiction (i.e., not a State, County, or private road), no more than 4 travel through lanes, posted speed limit of 35 mph or less, intersection is not already painted or reserved to be painted.*

- Provide a photo of the preferred location and neighborhood
- For sidewalk or mural projects on private property that is not owned by the applicant, provide written permission from the property owner
- Provide a scaled drawing of your design or a sample banner

*The design shall not contain advertisements, logos, words, pornography, anything overtly political, or anything which imitates traffic signage. The design may not include any painting of the crosswalk markings.*

- Provide recommendation letters from impacted neighbors, businesses, neighborhood organizations

Describe how you included the impacted neighbors to get their input on the project design? \_\_\_\_\_

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- If you are working with an artist that is not associated with your organization, please provide a letter from the artist indicating their willingness to assist with the project

What \_\_\_\_\_ is \_\_\_\_\_ your \_\_\_\_\_ plan \_\_\_\_\_ for \_\_\_\_\_ project maintenance? \_\_\_\_\_

Is the project being sponsored by an individual, business, non-profit or community group? If so please list. \_\_\_\_\_

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How many people are involved on your project team? \_\_\_\_\_

How many volunteers do you expect on the date of installation? \_\_\_\_\_

Are funds available to install and maintain the project for the required 2 year period?

How will the installation be insured? \_\_\_\_\_

Requested date of installation and rain date \_\_\_\_\_

**Agreement**

- I understand that following the completion of this project, I am required to submit photos of the finished project to [council@readingpa.gov](mailto:council@readingpa.gov)
- I understand that by submitting this application, I give the City of Reading the right to use images of my project for promotional purposes.
- I understand that I am responsible for all ongoing maintenance, including touch-ups, repair work and graffiti removal for a 2 year permit period.
- I understand that if my project is not properly maintenance it will be removed at my expense.
- I understand that street repair, maintenance or construction may cause damage to the project and that the costs to repair or replace the project will not be borne by the City of Reading.
- I understand that my project permit is active for 2 years at which point I must either repaint or replace the project in kind
- I understand that I am only permitted to use the paint provided by the City of Reading with the Shark Grip anti-skid additive

*I declare under penalty of perjury that to the best of my knowledge these statements are true and correct.*

APPLICANT'S SIGNATURE: \_\_\_\_\_

Please print name: \_\_\_\_\_

DATE: \_\_\_\_\_

- Historic Preservation Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Planner Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Operations Division Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- County Veterans Affairs Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide a copy of the signed application form and photograph/design plan/drawing of the monument with the formal recommendation for City Council consideration.**

Drafted by: City Clerk  
Referred by: Police Civil Service Bd  
Introduced on: April 12, 2021  
Advertised on: N/A

**BILL \_\_\_\_\_-2021  
AN ORDINANCE**

AN ORDINANCE AMENDING CITY CODE CHAPTER 77 POLICE DEPARTMENT, PART 1 PROMOTIONS, SECTION 104 BY AMENDING THE EXPERIENCE REQUIRED FOR THE POSITION OF CAPTAIN

**THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Amending City Code Chapter 77 Police Department, Part 1 Promotions, Section 104 by amending the experience requirements for the position of Captain as follows:

**Part 1  
Promotions**

[Adopted 11-24-1982 by Ord. No. 49-1982 (Ch. 1, Part 8, of the 2001 Code of Ordinances)]

**§ 77-101. Promotions according to eligibility.**

[Amended 5-29-2001 by Ord. No. 14-2001]

The Mayor of the City of Reading shall promote members of the Police Department to the positions of sergeant, lieutenant, captain and inspector only from among the three highest on eligibility lists for each such position certified by the Civil Service Board who meet the following qualifications with respect to each position.

**§ 77-102. Sergeant.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010; 2-27-2017 by Ord. No. 15-2017]

A. An applicant desiring to take the test for the position of sergeant in the Reading Department of Police must be a sworn member of the Reading Department of Police with five years' experience, who shall have attained the required five years' experience prior to the closing date fixed by the Civil Service Board. [Amended 11-28-2011 by Ord. No. 63-2011; 2-27-2017 by Ord. No. 15-2017]

B. Where more than one member of the Department is qualified by virtue of this section to submit application to take the test for the position of sergeant, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process. The respective final scores of the candidates for the position of sergeant shall include points acquired for years of experience, as provided for in § 77-106 hereof, ~~and points acquired for college credits as provided for in § 77-110, hereof,~~ shall be added to the composite score to determine the final score.

C. Where more than one member qualifies for an appointment to the position of sergeant as a result of the sergeants examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in the order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of sergeant. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

**§ 77-103. Lieutenant.**

[Amended 5-23-1990 by Ord. No. 52-1990; 10-3-1990 by Ord. No. 121-1990; 2-11-1992 by Ord. No. 13-1992; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010; 2-27-2017 by Ord. No. 15-2017]

A. An applicant desiring to take the test for the position of lieutenant shall be a sergeant who has held that position for at least three years prior to the closing date fixed by the Civil Service Board for the receipt of applications or one who held the position of detective on June 11, 1978, and who obtained such rank pursuant to Ord. No. 31-1968, as amended. **[Amended 11-28-2011 by Ord. No. 63-2011; 2-27-2017 by Ord. No. 15-2017]**

B. Where more than three members of the Department are qualified by virtue of this section to submit an application to take the test for the position of lieutenant, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process. In determining the respective final scores of the candidates for the position of lieutenant, points acquired for years of experience as provided for in [§ 77-106](#) hereof, ~~and points acquired for college credits as provided in [§ 77-110](#) hereof,~~ shall be added to the composite scores to determine the final score.

C. Where more than three members qualify for an appointment to the position of lieutenant as a result of the examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in the order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of lieutenant. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

**§ 77-104. Captain.**

[Amended 5-23-1990 by Ord. No. 52-1990; 3-11-1932 by Ord. No. 13-1992; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010]

A. An applicant desiring to take the test for the position of captain shall be a ~~sergeant~~ *lieutenant* who has held that position for at least five years prior to the closing date fixed by the Civil Service Board for the receipt of applications or a lieutenant who has a combination of *at least five years of experience between the rank of sergeant and lieutenant with at least two years in patrol as a sergeant or lieutenant* ~~at least five years in the position of sergeant and/or lieutenant~~ prior to the closing date fixed by the Civil Service Board for the receipt of applications.

B. Where more than one member of the Department is qualified by virtue of this section to submit an application to take the test for the position of captain, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process consisting of a written and oral examination. In determining the respective final scores of the candidates for the position of captain, points acquired for years of experience as provided for in § 77-106, hereof, ~~and points for college credits as provided for in § 77-110 hereof,~~ shall be added to the composite scores to determine the final score.

C. Where more than one member qualifies for an appointment to the position of captain as a result of the examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of captain. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

**§ 77-105. Inspector.**

[Amended 5-13-1990 by Ord. No. 52-1990; 10-3-1990 by Ord. No. 121-1990]

An applicant for the position of inspector shall be a lieutenant who has held that position for at least three years or a captain who has held that position for at least one year or the position of lieutenant for at least three years. Applicant names shall be reviewed by the police executive staff with recommendations forwarded to the Chief of Police, who shall then either approve or disapprove such recommendations and submit his recommendations along with the staff's to the Mayor who shall appoint from those submitted.

**§ 77-106. Service time.**

[Amended 5-29-2001 by Ord. No. 14-2001]

Those candidates for positions covered under this Part who shall have completed 20 years of service from the time of appointment to the Department of Police to the closing date fixed by the Civil Service Board for the receipt of applications for the respective examinations, shall receive the maximum of five points allowed for service. Those who have not completed 20 years of service as aforesaid shall receive 1/4 point for each whole year of service completed as aforesaid.

**§ 77-107. Probationary period.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001]

Each member of the Police Department receiving a promotion to the aforementioned ranks, at the successful conclusion of a probationary period of one year from the date of the promotion, shall be subject to demotion by the Mayor only for cause, i.e., misconduct, failure to competently perform required duties, violation of Department-written directives or laws of the commonwealth or City ordinances. Reasons for demotions shall be set forth in writing and served on the member. In the event of a demotion, the member may appeal to Council by written notice to the Mayor within 15 days of the demotion. Council shall set a hearing date on such appeal which shall be held within a reasonable time in accordance with the local agency law.

**§ 77-108. Score determination.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001]

The Civil Service Board shall determine passing scores for all tests and examinations in conference with the administrators of such authorized tests or examinations and Police Department representatives. Passing scores shall be determined by Police Department personnel needs for each particular position being tested for and/or test criteria for adequate knowledge to perform in the tested position. Such determination shall be known, in writing, to all candidates before each portion of a testing or examination process occurs.

**§ 77-109. Eligibility lists.**

[Amended 5-29-2001 by Ord. No. 14-2001; 2-12-2007 by Ord. No. 11-2007]

Members of the Department whose names appear on the eligibility list as certified by the Civil Service Board shall, if passed over in the appointment, remain on the eligibility list in the position as indicated by their total score for a period of two years after the date the list is officially certified. If a member of the Department is passed over three times, his or her name shall be removed from the list. A member is considered to be passed over on each separate occasion when a person(s) whose name(s) appear(s) below him or her on the eligibility list is appointed before he or she is appointed. If at any time three or fewer names appear on the eligibility list in effect under this Part, the Mayor may terminate the list and require the Civil Service Board to conduct retesting.

**SECTION 2.** This ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted \_\_\_\_\_, 2021

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Submitted to Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Received by the Mayor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Drafted by: City Clerk  
Referred by: Police Civil Service Bd  
Introduced on: April 12, 2021  
Advertised on: N/A

**BILL \_\_\_\_\_-2021  
AN ORDINANCE**

AN ORDINANCE AMENDING CITY CODE CHAPTER 77 POLICE DEPARTMENT, STRIKING SECTION 110 COLLEGE CREDITS AND MAKING THE REQUIRED ADJUSTMENTS TO THE REMAINING SECTIONS AS REQUIRED.

**THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Amending City Code Chapter 77 Police Department, Part 1 Promotions by amending the experience requirements striking Section 110 College Credits and making the required adjustments to the remaining sections as required as follows:

**Part 1  
Promotions**

[Adopted 11-24-1982 by Ord. No. 49-1982 (Ch. 1, Part 8, of the 2001 Code of Ordinances)]

**§ 77-101. Promotions according to eligibility.**

[Amended 5-29-2001 by Ord. No. 14-2001]



The Mayor of the City of Reading shall promote members of the Police Department to the positions of sergeant, lieutenant, captain and inspector only from among the three highest on eligibility lists for each such position certified by the Civil Service Board who meet the following qualifications with respect to each position.

**§ 77-102. Sergeant.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010; 2-27-2017 by Ord. No. 15-2017]

A. An applicant desiring to take the test for the position of sergeant in the Reading Department of Police must be a sworn member of the Reading Department of Police with five years' experience, who shall have attained the required five years' experience prior to the closing date fixed by the Civil Service Board. **[Amended 11-28-2011 by Ord. No. 63-2011; 2-27-2017 by Ord. No. 15-2017]**

B. Where more than one member of the Department is qualified by virtue of this section to submit application to take the test for the position of sergeant, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process. The respective final scores of the candidates for the position of sergeant shall include points acquired for years of experience, as provided for in § [77-106](#) hereof, ~~and points acquired for college credits as provided for in § [77-110](#), hereof,~~ shall be added to the composite score to determine the final score.

C. Where more than one member qualifies for an appointment to the position of sergeant as a result of the sergeants examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in the order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of sergeant. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

**§ 77-103. Lieutenant.**

[Amended 5-23-1990 by Ord. No. 52-1990; 10-3-1990 by Ord. No. 121-1990; 2-11-1992 by Ord. No. 13-1992; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010; 2-27-2017 by Ord. No. 15-2017]

A. An applicant desiring to take the test for the position of lieutenant shall be a sergeant who has held that position for at least three years prior to the closing date fixed by the Civil Service Board for the receipt of applications or one who held the position of detective on June 11, 1978, and who obtained such rank pursuant to Ord. No. 31-1968, as amended. **[Amended 11-28-2011 by Ord. No. 63-2011; 2-27-2017 by Ord. No. 15-2017]**

B. Where more than three members of the Department are qualified by virtue of this section to submit an application to take the test for the position of lieutenant, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process. In determining the respective final scores of the candidates for the position of lieutenant, points acquired for years of experience as provided for in § [77-](#)

106 hereof, and points acquired for college credits as provided in ~~§ 77-110~~ hereof, shall be added to the composite scores to determine the final score.

C. Where more than three members qualify for an appointment to the position of lieutenant as a result of the examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in the order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of lieutenant. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

#### **§ 77-104. Captain.**

[Amended 5-23-1990 by Ord. No. 52-1990; 3-11-1932 by Ord. No. 13-1992; 5-29-2001 by Ord. No. 14-2001; 2-8-2010 by Ord. No. 3-2010]

A. An applicant desiring to take the test for the position of captain shall be a ~~sergeant lieutenant~~ who has held that position for at least five years prior to the closing date fixed by the Civil Service Board for the receipt of applications or a lieutenant who has a combination of *at least five years of experience between the rank of sergeant and lieutenant with at least two years in patrol as a sergeant or lieutenant* ~~at least five years in the position of sergeant and/or lieutenant~~ prior to the closing date fixed by the Civil Service Board for the receipt of applications.

B. Where more than one member of the Department is qualified by virtue of this section to submit an application to take the test for the position of captain, the Civil Service Board shall select the type of testing, set the weights of all parts of the testing process and conduct an examination process consisting of a written and oral examination. In determining the respective final scores of the candidates for the position of captain, points acquired for years of experience as provided for in § 77-106, hereof, and points for college credits as provided for in ~~§ 77-110~~ hereof, shall be added to the composite scores to determine the final score.

C. Where more than one member qualifies for an appointment to the position of captain as a result of the examination, the Civil Service Board shall enter the names of such persons on a list of eligibles in order of their respective total scores, the highest coming first. The Mayor shall choose from the three names at the top of the list for appointment to the rank of captain. Whenever any name is removed from the list, in accordance with this Part, all names on the list lower than that removed shall be moved up in position on the list accordingly.

#### **§ 77-105. Inspector.**

[Amended 5-13-1990 by Ord. No. 52-1990; 10-3-1990 by Ord. No. 121-1990]

An applicant for the position of inspector shall be a lieutenant who has held that position for at least three years or a captain who has held that position for at least one year or the position of lieutenant for at least three years. Applicant names shall be reviewed by the police executive staff with recommendations forwarded to the Chief of Police, who shall then either approve or disapprove such recommendations and submit his recommendations along with the staff's to the Mayor who shall appoint from those submitted.

**§ 77-106. Service time.**

[Amended 5-29-2001 by Ord. No. 14-2001]

Those candidates for positions covered under this Part who shall have completed 20 years of service from the time of appointment to the Department of Police to the closing date fixed by the Civil Service Board for the receipt of applications for the respective examinations, shall receive the maximum of five points allowed for service. Those who have not completed 20 years of service as aforesaid shall receive 1/4 point for each whole year of service completed as aforesaid.

**§ 77-107. Probationary period.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001]

Each member of the Police Department receiving a promotion to the aforementioned ranks, at the successful conclusion of a probationary period of one year from the date of the promotion, shall be subject to demotion by the Mayor only for cause, i.e., misconduct, failure to competently perform required duties, violation of Department-written directives or laws of the commonwealth or City ordinances. Reasons for demotions shall be set forth in writing and served on the member. In the event of a demotion, the member may appeal to Council by written notice to the Mayor within 15 days of the demotion. Council shall set a hearing date on such appeal which shall be held within a reasonable time in accordance with the local agency law.

**§ 77-108. Score determination.**

[Amended 5-23-1990 by Ord. No. 52-1990; 5-29-2001 by Ord. No. 14-2001]

The Civil Service Board shall determine passing scores for all tests and examinations in conference with the administrators of such authorized tests or examinations and Police Department representatives. Passing scores shall be determined by Police Department personnel needs for each particular position being tested for and/or test criteria for adequate knowledge to perform in the tested position. Such determination shall be known, in writing, to all candidates before each portion of a testing or examination process occurs.

**§ 77-109. Eligibility lists.**

[Amended 5-29-2001 by Ord. No. 14-2001; 2-12-2007 by Ord. No. 11-2007]

Members of the Department whose names appear on the eligibility list as certified by the Civil Service Board shall, if passed over in the appointment, remain on the eligibility list in the position as indicated by their total score for a period of two years after the date the list is officially certified. If a member of the Department is passed over three times, his or her name shall be removed from the list. A member is considered to be passed over on each separate occasion when a person(s) whose name(s) appear(s) below him or her on the eligibility list is appointed before he or she is appointed. If at any time three or fewer names appear on the eligibility list in effect under this Part, the Mayor may terminate the list and require the Civil Service Board to conduct retesting.

**§ 77-110. College credits. Reserved**

[Amended 3-11-1992 by Ord. No. 13-1992]

~~A. Those candidates for positions covered under this Part who have at least 30 or more college credit hours, shall receive 1/2 point for each 15 completed hours to a maximum total of five points for 150 credit hours in accordance with the following scale:~~

<b>Credit Hours</b>	<b>Points</b>
30 to 44	1.0
45 to 59	1.5
60 to 74	2.0
75 to 89	2.5
90 to 104	3.0
105 to 119	3.5
120 to 134	4.0
135 to 149	4.5
150 and over	5.0

~~B. College credit hours shall be earned at an accredited college or university. Only those credits earned before the closing date fixed by the Civil Service Board for the receipt of applications shall be considered.~~

**SECTION 2.** This ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted \_\_\_\_\_, 2021

\_\_\_\_\_  
President of Council

Attest:

\_\_\_\_\_  
City Clerk

Submitted to Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Received by the Mayor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_