



STACKHOUSE BENSINGER INC.

330 Revere Boulevard, Sinking Spring, PA 19608

E-mail: ssainc@stseinc.com

Phone: (610) 777-8000

Fax: (610) 796-2983

August 31, 2021

Delivered/E-Mailed

City of Reading
Planning Department
815 Washington Street
Reading PA 19601-3690

Attention: David N. Peris, Zoning Administrator

Re: Alvernia University – Crime Scene Lab
Sketch Plan Submission
City of Reading
SBI File: 2021-086

Dear Dave:

Enclosed please find the following information regarding a Sketch Plan Submission for Alvernia University-Crime Scene Lab located at 323 Saint Bernardine Street:

1. Three (3) copies of the Sketch Plan – SBI Plan Drawing Number 2021-086, SK-1, dated August 31, 2021.
2. Three (3) copies of the City of Reading Application for Subdivision/Land Development Review.
3. A check in the amount of \$1,500.00 for the City of Reading Application fee.
4. Three (3) copies of Land Development Waiver Request dated August 31, 2021.
5. Three (3) copies of Zoning Permit Application.
6. A check in the amount of \$120.00 for the Zoning Permit Application
7. Three (3) copies of the BCPC Referral Application
8. A check in the amount of \$305.00 for BCPC review fee.

Alvernia University plans to use their existing single-family detached home, located at 323 Saint Bernardine Street as a Crime Scene Lab for a class in the City of Reading. This property resides within the R-2 Residential zoning district and is also within the Institutional Overlay District which lists the use as a by-right use. We would like to discuss the plan with the Planning Commission and are requesting a waiver of Land Development.

We plan to attend the Planning Commission meeting on September 21, 2021 to present and discuss the plan with the Commission.

If you have any questions concerning the project or the information submitted, please contact me.

Sincerely,

Aristides I. Otero, ASLA
Project Manager

AIO:aio

cc: Frank Watts, Burkey
Matt Boarder, Alvernia University
SBI File

Lancaster (717) 431-2114



Application Completeness Check for Subdivision and Land Development Review

Property Address 323 SAINT BERNARDINE ST. Date Received 9/2/21

The following documentation must be submitted with each Subdivision and Land Development application. Required items are to be checked off by the applicant as they are completed. Upon submission of an application, staff will review the application and notify the applicant of any deficient information. If an item is not applicable, a written request to waive that Section should be submitted.

Required Item (Applicant Use):	Staff Use:	Notes (if deficient)
1 Is the fee for Planning Commission review included with the application? Yes <input checked="" type="checkbox"/> Date of submission : <u>9/2/21</u> No <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
2 Was the plan submitted to Berks County Planning Commission for review? <i>For final or preliminary plans only.</i> Yes <input checked="" type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	We will submit to BCPC once we receive a formal submission
3 Have the necessary waiver requests been submitted in writing? Yes <input checked="" type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
4 Have the Erosion and Sedimentation Pollution Control Guide for Small Projects, and Flood Plain Plan Review applications and fees been submitted to Berks County Conservation District? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
5 Has a Shade Tree Work Permit Application been submitted to the city Arborist? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
6 Has a zoning permit application been submitted? Yes <input checked="" type="checkbox"/> Date of submission : <u>9/2/21</u> Permit number: <u>2021-531</u>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
7 Have the stormwater management drainage plan review application and fees been submitted? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	

Berks County now has a Commercial Property Assessed Clean Energy program (C-PACE). Commercial property owners can obtain low-cost, long-term financing for energy efficiency, water conservation, and renewable energy projects. Developers of new and existing commercial, agricultural, industrial, and non-profit properties are encouraged to take advantage of this program. For more information: <https://www.pacpaccounties.org/county/berks-county/>. **I acknowledge that I have received this information**

This application has been filed and is scheduled for review at the Planning Commission meeting on 9/28/21, Meeting location: via Zoom

This application has been determined to be incomplete and cannot be scheduled for Planning Commission review at this time.

Reviewer name: Naomi Crimm Title: Planner
Signature: *Naomi Crimm* Date: 9/17/21
Contact phone: 610-655-6443 Email: planning@readingpa.gov

Staff Use: The 90-day review period for this application ends on _____, Date of extension request: _____, New deadline: _____

City of Reading Planning Commission

Application for Review of a Subdivision or Land Development Plan

The undersigned hereby applies for review by the Planning Commission of the subdivision or land development plan submitted herewith and described below:

(Please check one): Sketch plan

Preliminary subdivision/land development plan

Final subdivision/land development plan

Other: _____

1. Name of subdivision: _____ Plan Date: _____

Site Address: 323 SAINT BERNARDINE ST, READING, PA 19607

Parcel Number/UPI: 18530619625456

2. Property Owner

Name: ALVERNIA UNIVERSITY
Address: 400 SAINT BERNARDINE ST, READING, PA 19607
Daytime Phone: 610-796-8243
Email: mat.boarder@alvernia.edu

3. Applicant (if different than Owner)

Name: _____
Address: _____
Daytime Phone: _____
Email: _____

4. Applicant's interest if other than owner: _____

5. Other Representative

Name: STACKHOUSE BENSINGER, INC
Address: 330 REVERIE BLVD, SINKING SPRING, PA 19608
Daytime Phone: 610-777-8000
Email: ADT@STSEINC.COM

6. Total acreage: 0.20 Number of lots: 1

Number of building units (if land development plan): 1 - (EXISTING)

Square footage of impervious coverage: _____

7. Acreage if adjoining land in same ownership (if any): _____

8. Type of development planned: _____ Single family _____ New construction
_____ Two family _____ Redevelopment/reuse
_____ Row
_____ Multi-family
_____ Commercial
_____ Industrial
 Other (specify) INSTITUTIONAL

9. Who will construct proposed structures?

- Subdivider/developer
- Other developer(s)
- Purchaser(s) of individual lots

10. Type of sanitary sewage disposal proposed:

- Public (municipal) system
- Live
- Capped
- Individual on-site

11. Streets proposed for dedication: 0 linear feet
Other streets (exclude driveways): 0 linear feet

12. Are you intending to vacate or realign curbs? _____ YES NO

13. Area proposed for park or other public or semi-public use: N/A sq. ft.

14. If you anticipate requesting waivers of any section(s) of the Subdivision and Land Development Ordinance, indicate the affected section number(s) here. Written requests are required.

15. Please list the Zoning District this project is in: _____

16. Will you be appealing to the Zoning Hearing Board? _____ YES NO

_____ Use/Dimensional Variance

_____ Special Exception

_____ Conditional Use

If you anticipate requesting relief of any provision of the Zoning Ordinance, indicate the affected section numbers here: _____

17. Is this subdivision/land development located in a Historic District? _____ YES NO

18. Is this subdivision/land development located in the flood plain? _____ YES NO

19. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval.

	IMPROVEMENT:	INTENTION:	COST:
1.	<u>(SEE ATTACHED)</u>	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

20. List of maps and other material accompanying application and number of each.

	NUMBER:	ITEM:
a.		
b.	SEE ATTACHED	
c.		
d.		
e.		
f.		
g.		

The undersigned represents that to the best of their knowledge and belief all the above statements are true, correct, and complete.

The undersigned further represents that, except as otherwise specifically noted on the attached sheet, all proposed public improvements and facilities as shown on the final subdivision plan are to be improved, constructed, and completed, or a bond posted with the city in sufficient amount to cover full estimated cost of construction thereof, prior to sale, transfer, or agreement of sale of any subdivided parcels as shown on the plan.

Date: 8/30/21

Signature of Owner or Applicant: 

(By): Matthew Boarder



City of Reading Subdivision and Land Development Application:
Synopsis of Main Plan Requirements

The following is to be used as a reference. Please use it as a guide as you are submitting your plans and check off the required items before sending it to planning@readingpa.gov.

Preliminary and Final Plans

	Required Items	Complete?
1	§ 402(D)(1) Name of proposed subdivision or other identifying title	
2	§ 402 (D)(2) North point, graphic scale, written scale, date (including all dates of revision)	
3	§ 402(D)(3) Name and address of the record owner	
4	§ 402(D)(4) Name and address of the subdivider (if different than owner)	
5	§ 402(D)(5) Name, address, license number, and seal of surveyor	
6	§ 402(D)(6) Names of all abutting subdivisions or developments or adjacent unplotted land, with the deed book, volume, and page numbers	
7	§ 402(D)(7) County tax map P.I.N.	
8	§ 402(D)(8) Key map of one inch (1") equals 800 feet, showing the relation of the subdivision, differentiated by tone or pattern	
9	§ 402(D)(11) Tract boundaries, showing bearings, distances, and total acreage	
10	§ 402(D)(11)(a & b) Existing and proposed zoning district lines	
11	§ 402(D)(12)(c) Requirement for lot size and front, rear, and side yards	
12	§ 402(D)(13) Existing and proposed (finished) contour lines	
13	§ 402(D)(14) Location and elevation of datum	
14	§ 402(D)(15) All existing and proposed utility lines (including: gas, water, electric, telephone, and storm and sanitary sewers) and other constructed or natural features	
15	§ 402(D)(16) All existing and proposed structures and tree masses, including individual trees greater than eight inches (8") in diameter	
16	§ 402(D)(17) All existing streets, including streets of record (on topographic survey but not improved) abutting the parcel, including names, right-of-way widths, and grades	
17	§ 402(D)(18)(a) Location and width of all proposed streets and rights-of-way, with a statement of any condition governing their use	

18	§ 402(D)(18)(b) Suggested street names and public utility and private easement locations	
19	§ 402(D)(18)(c) Proposed building reserve (setback) lines	
20	§ 402(D)(18)(d) Lot lines with dimensions	
21	§ 402(D)(18)(e) Statement of intended use for all non-residential parcels	
22	§ 402(D)(18)(f) Statement of total lots and parcels	
23	§ 402(D)(18)(g) Existing and proposed sanitary and storm sewers and other drainage facilities, indicating sizing, materials, and connections	
24	§ 402(D)(18)(h) Areas for public use, with any conditions governing such use	
25	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets and culverts	
26	§ 402(D)(19) Location of soil percolation test holes	

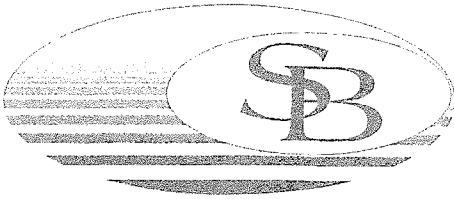
Final Plans Only

	Required Items	Complete?
27	§ 403(A)(1) Source(s) of title as shown by records of County Recorder of Deeds	
28	§ 403(A)(2) Tract boundary lines with accurate distances to hundredths of a foot bearings to (1/4) of a minute	
29	§ 403(A)(3)(a & b) Data for cartway edges (curb lines)	
30	§ 403(A)(4) Lot lines completely dimensioned in feet if straight and if curved by designing length of arc and radius (in feet) and central angle in degrees, minutes, and seconds	
31	§ 403(A)(5) Lot numbers, numbered consecutively	
32	§ 403(A)(6) Statement of intended use of all non-residential lots, with reference to any covenants recorded in the deed	
33	§ 403(A)(7) Location and elevation of existing or proposed street monuments	
34	§ 403(A)(8) All easements and rights-of-way where provided or owned by public services or by private agreement, noting any limitations	
35	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets, and culverts	
36	§ 403(A)(10) Location and widths of all private driveways	
37	§ 403(A)(11) Location and types of erosion and sediment control measures	
38	§ 403(A)(13) Certificate of ownership, signed by owner(s) and notarized	
39	§ 403(A)(14) A certificate of approval of plan by City Planning Commission	

40	§ 403(A)(15) County Planning Commission receipt - 3 1/2" x 5 1/2" blank space	
41	§ 403(A)(16) County Recorder of Deeds receipt - 3" square blank space	

Supplementary Data

	Required Item	Complete?
42	§ 403(B)(1) Street cross-section drawings for all proposed streets	
43	§ 403(A)(10) Location and width of all private driveways, alleys, streets	
44	§ 402(E)(2) Tentative profiles along top of cartway edges or along top of curb for both sides of proposed street(s)	
45	§ 403(B)(5) Offers of dedication and covenants	
46	§ 403(B)(6) Existing or proposed private deed restrictions, as may be imposed on any lot as a condition for sale	
47	§ 403(B)(9) Solid waste management plan and dumpster location with screening	
48	§ 509(A) Landscape plan, showing the location, number, size and species of all landscaping	
49	§ 309 Performance and Maintenance Guarantees - bonding of public and non-public improvements as required	
50	Architectural elevations	
51	§ 704 All waivers requested of the Planning Commission from the terms of the Subdivision and Land Development Ordinance, including section number, date of action by the Planning Commission, and the nature of action.	
52	All variances and special exceptions requested of the Zoning Hearing Board from the terms of the Zoning Ordinance, including section number, date of action by the Board, and the nature of the action.	
53	All conditional uses requested of the City Council pursuant to the Zoning Ordinance, including section number, date of action by Council, and the nature of the action.	



STACKHOUSE BENSINGER INC.

330 Revere Boulevard, Sinking Spring, PA 19608

E-mail: ssainc@stseinc.com

Phone: (610) 777-8000

Fax: (610) 796-2983

August 31, 2021

City of Reading Planning Commission
815 Washington Street
Reading, PA 19601

Re: Alvernia University – Crime Scene Lab
SALDO Waiver Request
SBI File: 2021-086

Dear Planning Commission Members:

As Agent for the Applicant, we are requesting a waiver from the procedure within the City of Reading Subdivision and Land Development Ordinance:

§ 515-301. Review and approval. [Amended 2-27-2017 by Ord. No. 11-2017]

Hereafter, all plans for the subdivision, resubdivision and development of land within the corporate limits of the City of Reading shall be reviewed by the Planning Commission and other City, county and state officials as deemed necessary and shall be approved or disapproved by the Planning Commission in accordance with the procedures specified in this chapter. Any approval not processed as required hereafter shall be null and void unless it occurred prior to the adoption of this chapter.

This proposed project does not meet nor qualify for the Land Development process as defined within the Pennsylvania Municipalities Planning Code. There are no proposed buildings and no proposed changes to the site coverages.

Thank you very much for your consideration of these waivers. If you have any questions, please do not hesitate to contact me.

Sincerely,

Aristides I. Otero
Project Manager

cc: Frank Watts, Burkey
Alvernia University
SBI File

Lancaster (717) 431-2114



CITY OF READING ZONING PERMIT

TAX PARCEL ID # _____

PERMIT # _____

THIS BOXED AREA TO BE COMPLETED BY APPLICANT

Be aware PA crimes codes CC4904 provides for penalties for false statements or misrepresentations

SUBJECT ADDRESS 323 SAINT BERNARDINE ST. 19607
NUMBER STREET ZIP CODE

RECORDED DEED PROPERTY OWNER NAME(S): ALVERNIA UNIVERSITY

400 SAINT BERNARDINE ST. 19607
TELEPHONE # NUMBER STREET ZIP CODE

APPLICANT MUST HAVE PROPER LEGAL STANDING TO SUBMIT THIS PERMIT APPLICATION

Matthew Boarder 610 796 8243 mgt.boarder@alvernia.edu
APPLICANT NAME TELEPHONE # EMAIL

400 St. Bernardine St. 19607
APPLICANT'S ADDRESS NUMBER STREET ZIP CODE

APPLICANT IS: OWNER TENANT _____ CONTRACTOR _____ BUSINESS PRIVILEGE LICENSE Y/N? _____
IF APPLICANT IS A CONTRACTOR, PROVIDE BUSIENSS PRIVILEGE LICENSE NUMBER _____

APPLICANT SIGNATURE: [Signature] 8/30/21
NAME DATE SUBMITTED

DESCRIBE EXISTING CONDITIONS: SINGLE FAMILY HOME - ALVERNIA OWNED

DESCRIBE PROPOSAL: USE EXISTING SINGLE FAMILY DETACHED HOUSE FOR CRIME SCENE LAB CLASS

LAST APPR'D USE: _____ PROPOSED USE: _____

PURPOSE: A NEW, RELOCATED, OR EXPANDED STRUCTURE, PARKING AREA OR SIGN CREATION OF A USE
CHANGE OF USE (INCL TO NUMBER OF DWELLING UNITS) NON-CONFORMING USE, BLDG OR LOT

APPROVED: _____ ZONING DISTRICT: _____
ZONING OFFICIAL DATE

COMMENTS: _____

DENIED: _____ REASON(S) FOR DENIAL: _____
ZONING OFFICIAL DATE

ZHB: DATE: _____ GRANTED _____ DENIED _____ PC: PLAN RECORDED Y/N _____ N/A _____

ATTN: ADDITIONAL PERMITS AND/OR APPROVALS MAY ALSO BE REQUIRED BY THE CITY DEPARTMENTS BELOW:

BLDG CODES _____ HEALTH/HOUSING _____ FIRE _____ PUBLIC WORKS _____ HISTORIC _____ PLANNING _____

This permit applies to ZONING ONLY and shall not relieve the applicant from obtaining other such permits as may be required by law. Violation of any provision of this ordinance, including falsification of information on this permit shall be punishable by a fine not to exceed \$500.00 or by imprisonment not to exceed 60 days

DATE STAMP RECEIVED _____

County Referral – Land Subdivision & Land Development Review Application

TO: Berks County Planning Commission, Berks County Services Center, 633 Court Street, 14th Floor, Reading, PA 19601
Tel: 610-478-6300 FAX: 610-478-6316

SUBJ: Request for review of a subdivision or land development proposal pursuant to the Pennsylvania Municipalities Planning Code, Act 247, of 1968, as amended. This application must be completed by the applicant or his agent and submitted by the municipality along with the required number of plans and the required fee (see fee schedule).

******(To be completed by the Municipality)******

FROM: Municipality _____ E-mail _____

Municipal Official's Name _____ Position _____

Name of Proposal _____

(Check appropriate level of Submission)

Type of Plan: Sketch Plan
 Sketch Plan for Record
 Preliminary
 Final
 Revision to Plan of Record

Type of Submission: New Proposal
 Revision to a Prior Proposal
 Phase or Section of a Prior Proposal

******(To be completed by the Applicant)******

Applicant/Equitable Owner Alvernia University Telephone 610-796-8243

Address 400 St. Bernardine Street, Reading, PA 19607

E-mail mat.boarder@alvernia.edu

Record Owner Alvernia University Telephone _____

Address 400 St. Bernardine Street, Reading, PA 19607

E-mail _____

Engineer or Surveyor Stackhouse Bensinger, Inc. Telephone 610-777-8000

Address 330 Revere Boulevard, Sinking Spring, PA 19608

E-mail aotero@stseinc.com

Location of Proposal 323 St. Bernardine Street, Reading, PA

Total Acreage .20 Area to be subdivided 0 Disturbed Area for Development 0
(Non-Residential Land Development Only)

Description of intent of proposal [including land use(s)] Conversion of existing home into a crime scene lab for University

Type of Land Use Proposed: (No. of Lots or Units)

Residential: Single Family **Non-Residential:** Commercial **Misc.:** Annex
 Semi Detached Industrial Open Space/Rec.
 Townhouse Public Residue
 Apartment Agriculture
 Manufactured Home Other (Explain) Institutional
 Other (Explain) _____

Linear Feet of New Streets Proposed for Dedication: N/A

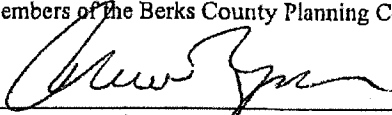
OVER

Linear Feet of New Street Proposed for Private Use: N/A

Water Supply: Public
 Community
 On-lot

Sewage Disposal: Public
 Community
 On-lot
 Other (explain) _____

Members of the Berks County Planning Commission and staff are authorized to enter land for site inspection, if necessary.



Signature of Applicant

8/30/21

Date

BCPC USE ONLY

BCPC File No. _____ Fee Paid _____ Check No. _____ Date Received _____

Payee _____

Submission Discrepancy(s) No Yes

Explain Any Discrepancy(s) _____

Date Discrepancy(s) Resolved _____