

Code & License Appeals Board
Wednesday, April 30, 2025
3:00 pm
Hybrid Meeting
Council Chambers
Agenda

Public Comment Instructions:

- To comment at the meeting, citizens can register by calling or emailing the City Clerk's Office by noon on the day of the meeting. Instructions to access the virtual meeting app or dial-in will be provided upon registration. Call 610-655-6205 or e-mail council@readingpa.gov
- Public comment for meetings will also be accepted in writing by noon on the day of the meeting through an e-mail to council@readingpa.gov. The message must clearly be marked as Public Comment. The comment received in writing will be read into the record at the meeting.
- Those speaking should limit their comments to no longer than 5 minutes

Join from PC, Mac, iPad, or Android:

<https://readingpa.zoom.us/j/81121202471?pwd=2D6dw9k9BGrePQCjdBqZodufbtE3xu.1>

Passcode:944921

Join via audio: +1 305 224 1968

Webinar ID: 811 2120 2471

Passcode: 944921

- I. Call to Order – M. Cianciosi, Chair**
- II. Introduction of Board Members Present**
- III. Public Comment**
- IV. Appeal Hearing – 413 & 415 Woodward St
413-415 WOODWARD LLC aka Paul Hawthorne
225 4th Ave Suite 224 BRrooklyn NY 11215**
- V. Testimony from Property Maintenance**
- VI. Testimony from Mr. Hawthorne**
- VII. Information on Release of Decision**
- VIII. Adjourn**

MediaNews Group

PENNSYLVANIA GROUP

Date of proof: 04/14/26

Account:	133388
Name:	John
Company:	CITY OF READING - LINDA
Address:	615 WASHINGTON STREET READING, PA 19601
Telephone:	(610) 835-8075
Fax:	
Job ID:	2711273
Description:	City of Reading Code & License Appeal
Class:	1201
City User:	CRP/ERR
Words:	125
Lines:	33
Words/Line:	3.8
Columns/Line:	1
Depth:	3.857
Blank Lines:	
Total:	9102.59
Run Dates:	04/21/26 04/24/26
Publication:	Reading Eagle, Reading Eagle Digital

Article

**City of Reading
Code & License Appeal Board
Meeting
Publicly Maintenance Appeal
Wednesday, April 22nd,
at 3pm
413-15 Woodward St**

The City of Reading City Council Code & License Appeals Board will be meeting on Wednesday, April 22, 2025 at 3pm to consider the appeal of fines and penalties on citation number 413-15 Woodward St by the owner. The meeting will be held with the City information provided to the agenda posted on the City's website. The meeting will be in Council Chambers, City Hall, 413 Woodward St, Reading, PA for those who choose to attend in person. For additional information or to register for the meeting, please call 610-835-6204 or email readingpa.gov.

Linda A. Robinson, City Clerk
City Clerk
610-835-6204

We Appreciate Your Business!
Thank You John!

M:



CITY OF READING, PENNSYLVANIA

Property Maintenance Division
Code Enforcement
815 Washington Street
Reading, PA 19601-3690
(610) 655-6345

April 11, 2025

413-415 WOODWARD LLC
PAUL G HAWTHORNE
77 SANDS STREET FL-6
BROOKLYN NY 11201

RE: 413 WOODWARD ST READING, PA 19601
UPI/ Property ID 07530766723799

Dear Paul G. Hawthorne:

This is to advise you that the hearing on your appeal to the City of Reading Code and License Appeals Board is scheduled for Wednesday, April 30, at 3:00 PM in the Council Chambers of City Hall located at 815 Washington Street on the second floor.

To prepare for your upcoming appeal hearing with the Code & License Appeals Board, it's important to gather all relevant documents and evidence related to your property that support your case. Ensure that you arrive at the Council Chambers of City Hall, before the scheduled time of 3:00 P.M. on Wednesday, April 30. It may also be beneficial to review the procedures and any legal requirements beforehand to present your appeal effectively.

You should use the 8th St. entrance for access to City Hall. Proceed up the stairs to the first level and turn to the right and continue down the hallway to the elevators. Take the elevator to the 2nd floor and turn right. Please be prompt and ready to present your appeal.

If you will not be present your representative must have a signed authorization from you to present to the board. This document will grant them the power to act on your behalf before the board. It's a safeguard that ensures your appeal is heard, even in your absence.

Hybrid meeting options can be requested for flexibility in attendance. If you desire to participate via hybrid, kindly advise the Board Solicitor at mmayfield@hvmllaw.com at least one week prior to the scheduled hearing to ensure you receive an invite for the meeting. Should you plan to attend electronically, please note 1. Proper documentation is required to be submitted in advance if this option is utilized and 2. Documentation should be readily available for display or provision to the solicitor at least three (3) business days prior to the scheduled hearing.

Information for the appeals board can be found in the City of Reading Code of Ordinances Section 339-211.

Sincerely,
Rudy Estrada
Manager
Property Maintenance Division
610-655-6345



CITY OF READING, PENNSYLVANIA

Property Maintenance Division
Code Enforcement
815 Washington Street
Reading, PA 19601-3690
(610) 655-6345

April 11, 2025

413-415 WOODWARD LLC
PAUL G HAWTHORNE
77 SANDS STREET FL-6
BROOKLYN NY 11201

RE: 415 WOODWARD ST READING, PA 19601
UPI/ Property ID 07530766724821

Dear Paul G. Hawthorne:

This is to advise you that the hearing on your appeal to the City of Reading Code and License Appeals Board is scheduled for Wednesday, April 30, at 3:00 PM in the Council Chambers of City Hall located at 815 Washington Street on the second floor.

To prepare for your upcoming appeal hearing with the Code & License Appeals Board, it's important to gather all relevant documents and evidence related to your property that support your case. Ensure that you arrive at the Council Chambers of City Hall, before the scheduled time of 3:00 P.M. on Wednesday, April 30. It may also be beneficial to review the procedures and any legal requirements beforehand to present your appeal effectively.

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Information for the appeals board can be found in the City of Reading Code of Ordinances Section 339-211.

Sincerely,
Rudy Estrada
Manager
Property Maintenance Division
610-655-6345

Fax: (610) 655-6525 TTD: (610) 655-6442

Guido Marte

From: 413-415 Woodward LLC <noreply@jotform.com>
Sent: Monday, February 3, 2025 9:28 AM
To: PMI Supervisors
Subject: Re: Property Maintenance Enforcement Appeal Form - 413-415 Woodward LLC

WARNING: This email originated from outside the system

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



Property Maintenance Enforcement Appeal Form

Property Address of Appeal 413 & 415 Woodward Street, Reading PA 19601
Owner Name 413-415 Woodward LLC
Owner Address Street Address: 77 Sands Street
Street Address Line 2: 6th Floor
City: Brooklyn
State / Province: NY
Postal / Zip Code: 11233
Country: United States
Owner Phone Number (347) 6839276
Subject of Appeal Other
Reason(s) for Appeal I am writing to formally request the removal of fines and penalty amounts assessed against the properties located at 413 and 415 Woodward Street. We respectfully ask that only the outstanding registration and quality of life fees be charged, as we were not aware of any outstanding amounts owed to the city.

Since 2018, we have remained in full compliance with all registration requirements for these properties, maintaining our commitment to meeting the city's standards. However, no notice of outstanding fees was delivered to us after 2017 by the city or Arcadia Recovery Bureau, and we were under the good-faith belief that all obligations had been satisfied. Had we been made aware of any remaining and outstanding balance, we would

have addressed the matter promptly to prevent any accumulation of penalties or additional fines.

Given our consistent compliance over the past seven years and the lack of notice regarding any outstanding amounts, we kindly request that the assessed penalties and fines be waived and that we be charged only for the actual fees incurred since 2017. We appreciate your time and consideration of this request and look forward to working collaboratively to resolve this matter.

Please let us know if you require any further information or documentation to process this appeal. Thank you for your attention to this matter. We appreciate your cooperation and look forward to your response.

Signature



Print Name

Paul G. Hawthorne

Date

12/3/25

You can edit this submission and view all your submissions easily.

Appeal denied. Both properties have multiple outstanding fees from housing and inspections. If reappeal is needed, an appeal fee of \$100 is required.

*Guido Marte
3/10/25*



Property Maintenance Enforcement Appeal Form

Purpose: A property owner may make a written request for appeal.

Property Address of Appeal

413 & 415 Woodward Street, Reading PA 19601

Owner Name

413-415 Woodward LL

First NameLast Name

Owner Address

77 Sands Street

Street Address

6th Floor

Street Address Line 2

Brooklyn

City

NY

State / Province

11233

Postal / Zip Code

United States

Country

Owner Phone Number

347

Area Code

- 6839276

Phone Number

Subject of Appeal

Inspection Penalty

Bill/Inspection Number

Reason(s) for Appeal

Pursuant to the attached correspondence, our 2/3/25 appeal of of certain fees and penalties was denied. This appeal is being submitted with the appropriate fees to have a hearing scheduled before the Code & License Appeals Board to further plead our request.

I hereby verify that the information provided on this application is true and correct to the best of my knowledge, information, and belief.

I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. 4904, relating to unsworn falsification to authorities.

Signature

Print Name

Paul G. Hawthorne

Date

3/29/25



Statement of Account

SWORN AFFIDAVIT

413 WOODWARD ST, READING, PA 19601

Owned By: HAWTHORNE PAUL G

BROOKLYN, NY 11201

State of Pennsylvania
County of Berks

I *Guido Monte* am employed by the City of Reading. In my capacity as an employee of, and custodian of, records for the City of Reading, the following information regarding violations and fees for **413 WOODWARD ST, READING, PA 19601** is true and correct to the best of my knowledge.

Total Number of Work Order: 0

Amount Unpaid: \$0.00

Total Number of Quality of Life Violations: 1

Amount Unpaid: \$35.00

Inspection Fees/Fines Unpaid: \$1,300.00

Housing Fees/Fines Unpaid: \$9,336.40

Total Fees/Fines Unpaid: \$10,671.40

If there are fees due, some of them may be in collections. Any fees in collections must be paid directly to the collection agency. Please contact our office at CertificateofTransfer@readingpa.gov for more information.

Copy of bills can be requested by sending an email to: CertificateofTransfer@readingpa.gov

Checks and money orders can be made out to: The City of Reading

Checks and money order can be mailed to: 815 Washington St, Reading PA 19601

Signature of Affiant:

Date:

Guido Monte

7/11/25

413 WOODWARD ST

FEE SUMMARY

INSPECTION STATUS

NO SHOW FEES	250.00
RESCHEDULING FEES	400.00
QUALITY OF LIVE VIOLATIONS	35.00
INSPECTION FEES	300.00
NONCOMPLIANANCE PENALTY FEES	350.00
HOUSING FEES	240.00
ILLEGAL UNIT PENALTY FEES	9,096.40

TOTAL AMOUNT DUE:	10,671.40
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INITIAL INSPECTION	2/13/2018
PASSED INSPECTION	10/31/2019



Statement of Account

SWORN AFFIDAVIT

415 WOODWARD ST, READING, PA 19601

Owned By: HAWTHORNE PAUL G

BROOKLYN, NY 11201

State of Pennsylvania
County of Berks

I Quintia M. White am employed by the City of Reading. In my capacity as an employee of, and custodian of, records for the City of Reading, the following information regarding violations and fees for **415 WOODWARD ST, READING, PA 19601** is true and correct to the best of my knowledge.

Total Number of Work Order: 0

Amount Unpaid: \$0.00

Total Number of Quality of Life Violations: 1

Amount Unpaid: \$35.00

Inspection Fees/Fines Unpaid: \$583.58

Housing Fees/Fines Unpaid: \$7,750.00

Total Fees/Fines Unpaid: \$8,368.58

If there are fees due, some of them may be in collections. Any fees in collections must be paid directly to the collection agency. Please contact our office at CertificateofTransfer@readingpa.gov for more information.

Copy of bills can be requested by sending an email to: CertificateofTransfer@readingpa.gov

Checks and money orders can be made out to: The City of Reading

Checks and money order can be mailed to: 815 Washington St, Reading PA 19601

Signature of Affiant:

Date:

Quintia M. White

4/11/25

415 WOODWARD ST

FEE SUMMARY

INSPECTION STATUS

QUALITY OF LIVE VIOLATIONS	35.00
INSPECTION FEES	195.00
NONCOMPLIANANCE PENALTY FEES	350.00
EXTENSION INSPECTION FEE	38.58
HOUSING FEES	150
ILLEGAL UNIT PENALTY FEES	7600.58

TOTAL AMOUNT DUE:	8,368.00
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INITIAL INSPECTION	1/16/2018
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PASSED INSPECTION	10/30/2019
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