

BOARD OF COMMISSIONERS

TODD M. SINAI, PRESIDENT

March 18, 2026 - 7:30 PM

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes

Minutes of a special meeting of the Board of Commissioners held on February 4, 2026 and a stated meeting held on February 18, 2026, as distributed.

4. Announcements

The Board met in Executive Session on Wednesday, March 11, 2026 and will meet on Wednesday, March 18, 2026 to receive reports from its professional staff.

Friday, April 3, 2026, Good Friday, is a legal holiday. The Township Administration Building and Libraries will be closed for business. Refuse and recycling will be collected.

Clean Up Weekend is being held Saturday, April 11 and Sunday, April 12, 2026, from 9:00 a.m. until 4:00 p.m. each day at the Township's Public Works Complex. Residents will be charged \$20 per vehicle for each entry. Payment will be collected at the gate. Proof of residency is required. Recycling must be separated from refuse. No household hazardous waste will be accepted.

The stated meeting of the Board of Commissioners for April will be held on the fourth Wednesday of the month, April 22, 2026.

5. Proclamations

National Library Week, April 19 - 25, 2026

6. Public Privilege of the Floor

The Floor is open to provide the opportunity for the public to address the Board on any non-agenda item or any other public matter in which the Township has jurisdiction or authority.

Response to Public Privilege of the Floor - Appropriate time for any member of the Board, the Township Manager, or designated staff person to address and correct any statement

made by a member of the public during the Public Privilege portion of the agenda.

7. Public Comment

The Floor is open to provide the opportunity for the public to address the Board on matters relating to agenda items which will be voted upon at this meeting.

Response to Public Comment - Appropriate time for any member of the Board, the Township Manager, or designated staff person to address or respond to any statement made by a member of the public during the Public Comment portion of the agenda.

8. Consent Calendar

Consent Calendar items are grouped together in the last section of the agenda which is marked "Consent Calendar." If there is a request from any member of the Board for separate discussion of any item listed on the Consent Calendar, the item will be removed from the Consent Calendar and considered during the appropriate Committee portion after non-consent items listed under that Committee are addressed.

- a. **AUTHORIZATION TO RELEASE FUNDS IN ESCROW**
- b. **APPROVAL OF CERTIFICATES OF APPROPRIATENESS**
- c. **APPROVAL OF HISTORICAL COMMISSION APPLICATIONS**
- d. **RESOLUTION - DISPOSITION OF PUBLIC RECORDS**
- e. **LETTER OF SUPPORT REQUEST - GLADWYNE FREE LIBRARY KEYSTONE HISTORIC PRESERVATION PLANNING GRANT SUBMISSION**
- f. **RESOLUTION - FEDERAL COMMUNITY PROJECT FUNDING GRANT FOR ARDMORE MULTI-MODAL TRANSIT CENTER PROJECT**
- g. **AUTHORIZATION TO ADVERTISE ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - RITTENHOUSE PLACE PARKING TIME LIMITS**
- h. **AUTHORIZATION TO ISSUE A CONDITIONAL OFFER OF EMPLOYMENT FOR OPEN POLICE POSITIONS**
- i. **RESOLUTION - CONFIRMING CONTINUITY OF EMERGENCY OPERATIONS PLAN**

9. Building and Planning Committee

The Consent Calendar contains items referred from the March 11, 2026 meeting of this Committee (items a - c).

- a. **RECEIPT OF DESIGN ALTERNATIVES FOR SCHAUFFELE PLAZA AND LOT 6 IN ARDMORE**

10. Finance Committee

A meeting of the Finance Committee will be held on Wednesday, March 18, 2026 at

approximately 7:15 p.m. at which time the following item may be referred to the Board of Commissioners for action: Award Of Contract - 2026 Milling And Paving Of Various Township Streets; Approval Of Eligibility List For The Real Estate Tax Credit For Volunteer Firefighter/Ambulance. Additional information may be found on the agenda for the aforementioned Finance Committee meeting.

11. Governance & Administration Committee

The Consent Calendar contains items referred from the March 11, 2026 meeting of this Committee (item d).

12. Grants & Community Development Committee

The Consent Calendar contains items referred from the March 11, 2026 meeting of this Committee (items e - f).

13. Police Committee

The Consent Calendar contains items referred from the March 11, 2026 meeting of this Committee (items g - i).

14. Adoption of Ordinances

- a. **ADOPTION OF ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - OLD LANCASTER ROAD LOADING ZONE**

15. Unfinished Business

16. New Business

17. Adjournment



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **AUTHORIZATION TO RELEASE FUNDS IN ESCROW**

Consider for approval to release funds held in escrow as Improvement Guarantees in accordance with §135-7 of the Township Code for the following:

115 Coulter Avenue (LOWM 254.38)
Suburban Square- Coulter Avenue Mixed-Use Development
Escrow Release No. 1
Amount \$ 2,138,059.00



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **APPROVAL OF CERTIFICATES OF APPROPRIATENESS**

Consider for approval the following certificates of appropriateness as recommended by the Building & Planning Committee at their meeting held on March 11, 2026:

a) 409 Berkley Road, Haverford Station Historic District, 26-02 - Approval to make various exterior alterations to this non-contributing resource, including replacement of a garage door and the enlargement of a side door opening to accommodate a new double-door, citing Secretary of the Interior's Standards 9 and 10.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **APPROVAL OF HISTORICAL COMMISSION APPLICATIONS**

Consider for approval the following applications as recommended by the Building & Planning Committee at their meeting held on March 11, 2026:

- a) 2026-R-03, 9 South Bryn Mawr Avenue, Bryn Mawr, Class II - Approval to demolish and reconstruct the concrete stairs and masonry retaining wall at the basement service entrance of the Bryn Mawr Community Center, citing Secretary of the Interior's Standard 9, with a subcommittee to review final fastener selection, final railing drawings, and other details or notable changes.
- b) 2025-R-18-A, 202 Bala Avenue, Bala Cynwyd, Class II - Approval to make modifications to the facades, replace windows and doors, and to install signage with a subcommittee to review final signage details and the result of exploration of original facade elements during demolition, citing Secretary of the Interior's Standards 9 and 10.
- c) 2026-R-04, 928 Summit Road, Penn Valley, Class II - Approval to remove a non-original one-story garage and construct a two-story addition in its place, with additional details to be submitted for staff review, citing Secretary of the Interior's Standards 9 and 10.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Governance & Administration

ITEM: **RESOLUTION - DISPOSITION OF PUBLIC RECORDS**

Consider for adoption a resolution authorizing the disposal of certain public records in accordance with the schedules and procedures as set forth in the Municipal Records Manual approved by the Pennsylvania Local Government Records Committee on December 16, 2008 and amended March 28, 2019.

ATTACHMENT(S):

[Records Disposal 03-2026 Resolution.docx](#)

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

WHEREAS, the Pennsylvania Local Government Records Committee approved a Municipal Records Manual on December 16, 2008 and amended March 28, 2019 that sets forth schedules and procedures for the disposition of municipal records, and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Lower Merion, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

RECORDS TO BE DESTROYED IN 2026

BUILDING & PLANNING DEPT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2021-2022	Receipts	3	N
2017-2018	Contractor Licenses	1	N
2019-2022	Resale Certs	5	N
2001-2007	CDBG Lead RFPS	1	N
2004-2015	CDBG Misc Files (below)	1	N
2007-2015	<i>HUD Correspondence</i>		N
	<i>Rehab Project File</i>		
	<i>Risk Assessment Proposals</i>		
2004-2008	<i>Declining Balance Lien (Already Forgiven)</i>		
2004-2008	<i>Lien Satisfaction Letters</i>		

TAX COLLECTOR'S OFFICE

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2021-2023	Tax Bills/Paid Receipts	4	Y
2021-2023	Notices Sent to Taxpayers	1	Y
2021-2023	Address Changes	1	Y

TOWNSHIP MANAGER'S OFFICE

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2015-2021	Verizon Invoices	3	N
2003-2010	RTK (Right to Knows)	1	N

POLICE DEPARTMENT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
2020, 2023-2024	Traffic, Moving, and Non-Traffic Citations; Faulty Equipment Notices (FEN's); Written Warnings (TVN's)	5	N
2021-2022	Scanned Police Reports/Files	8	Y
2021-2022	Right to Know/Subpoenas and Prisoner Logs	1	Y
2016-2019	Bi-Tech Cash Receipts	3	N

FINANCE DEPARTMENT

YEAR	DESCRIPTION OF BOXES	#	STORED ELECTRONICALLY
1998-2017	Office Files	1	N
2007-2018	Audit, Financial Statements, Back up, Budget Prep Work	2	N
2009-2015	Single Audit Reports	1	N
2010-2015	Pension Reports	1	N
2012-2018	Real Estate & Solid Waste Reconciliation, JW, Int	2	N
2014-2015	Special Meter, Solid Waste Subscriptions, Disability Wavers	1	N
2014-2016	Sewer, Solid Waste Payments, Sewer Adjustments, Mailings, Return to Sender, Delinquent Bills	1	N
2015-2017	Local Service Tax Exemptions	3	N
2015-2017	New Alarm Account Cards	1	N
2016-2017	Lien Satisfactions & Payments, Sewer & Solid Waste	3	N
2016-2018	Township Contribution Files	1	Y
2016-2018	P Card Information	7	N
2017	Closed Alarm Accounts	1	N
2017-2018	Payroll Timesheets	8	Y
2017-2018	Payroll Misc Files	2	Y
2017-2018	Business Licenses	1	N
2017-2019	Local Service Tax	14	N
2017-2019	Assessment Appeals	1	N
2017-2019	Accounts Payable Batches	29	N
2018	Cash Receipts	21	N
2018	Alarm Changes	1	N
2018	Local Service Tax, LM School District, Payroll, Accrual, Fringe, Wells Fargo Bank, Pension Reports	1	N
2018	Wells Fargo Bank Statements	2	N

RESOLVED, this day of , 2026.

TOWNSHIP OF LOWER MERION
BOARD OF COMMISSIONERS

By: _____
Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Township Secretary



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Grants & Community Development

ITEM: **LETTER OF SUPPORT REQUEST - GLADWYNE FREE LIBRARY KEYSTONE HISTORIC PRESERVATION PLANNING GRANT SUBMISSION**

Consider for approval authorizing the issuance of a letter of support to the Gladwyne Free Library as part of an application to the Pennsylvania Historical and Museum Commission (PHMC) for a Keystone Historic Preservation Planning Grant.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Grants & Community Development

ITEM: **RESOLUTION - FEDERAL COMMUNITY PROJECT FUNDING GRANT FOR ARDMORE MULTI-MODAL TRANSIT CENTER PROJECT**

Consider for adoption a resolution authorizing the Township to submit an application to the Federal Community Project Funding Grant Program for Fiscal Year 2027 for the Ardmore Multi-Modal Transit Center Project in the amount of \$2.5 million.

ATTACHMENT(S):

[Resolution - Community Project Grant Ardmore Multi Modal Project](#)

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF LOWER MERION AUTHORIZING THE APPLICATION TO FEDERAL COMMUNITY PROJECT FUNDING PROGRAM FOR FISCAL YEAR 2027 FOR THE ARDMORE MULTI-MODAL TRANSIT CENTER PROJECT

WHEREAS, Lower Merion Township is a first-class Township of the Commonwealth of Pennsylvania committed to enhancing mobility, economic vitality, and infrastructure investment within its commercial districts; and

WHEREAS, the Township entered into a partnership with Amtrak to advance the planning for the Ardmore Multi-Modal Transit Center project (the “Project”) in downtown Ardmore, which will improve regional connectivity, enhance public access, and support economic development within one of the Township’s primary commercial corridors; and

WHEREAS, the Project is intended to modernize and integrate transit facilities serving residents, commuters, businesses, and visitors, including coordination with regional rail, structured parking, pedestrian access, and related site improvements; and

WHEREAS, the Project supports local, county, and regional planning objectives by strengthening transportation infrastructure, promoting economic competitiveness, and improving circulation within the Ardmore business district; and

WHEREAS, the United States House of Representatives administers the Congressional Community Project Funding (“CPF”) Program, which provides federal funding for eligible community-based capital projects; and

WHEREAS, the Township desires to submit a \$2.5 million request for Fiscal Year 2027 CPF funding to support the design, engineering, construction, and related capital costs of the Ardmore Multi-Modal Transit Center project; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Township of Lower Merion hereby authorizes the Township Manager to submit an application to the Congressional Community Project Funding Program for Fiscal Year 2027 for the Ardmore Multi-Modal Transit Center Project

RESOLVED, this day of , 2026

**BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF LOWER MERION**

Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Secretary



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **AUTHORIZATION TO ADVERTISE ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - RITTENHOUSE PLACE PARKING TIME LIMITS**

Consider for approval authorizing the Township Secretary to advertise notice of intent to adopt an ordinance to amend the Code of the Township of Lower Merion, Chapter 145 thereof entitled Vehicles and Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, by amending existing regulations to establish a 3-hour parking limitation on Rittenhouse Place, with exception.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **AUTHORIZATION TO ISSUE A CONDITIONAL OFFER OF EMPLOYMENT FOR OPEN POLICE POSITIONS**

Consider for approval authorizing the Township Manager to make a conditional offer of employment to one probationary police candidate who has fulfilled the Civil Service requirements for eligibility.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **RESOLUTION - CONFIRMING CONTINUITY OF EMERGENCY OPERATIONS PLAN**

Consider for adoption a resolution confirming the continuity of the Township's Emergency Operations Plan in conformance with the Commonwealth's Emergency Management Service Code.

ATTACHMENT(S):

[LMT Res #2026-XX EOP Adoption](#)

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

WHEREAS, the Commonwealth’s Emergency Management Service Code (35 PA C.S. 7101 et seq.), as amended, directs and authorizes each political subdivision of the Commonwealth to prepare, maintain and keep current a local emergency management plan for the prevention and minimization of injury and damage caused by disaster, and to provide for prompt and effective response to disaster and disaster emergency relief and recovery in consonance with the Pennsylvania Emergency Management Plan; and

WHEREAS, the 2026 Lower Merion Township Emergency Operations Plan (the “Plan”), outlines basic operations and procedures to be implemented in the event of an incident, either man-made, or natural that requires a coordinated response, and designates those individuals to serve in the event of an emergency as the Emergency Management Coordinator (“EMC”), the Deputy EMCs and the EMC Team Members; and

WHEREAS, the Plan has been reviewed by the Township Police Department, the Township Fire Department and the Narberth Volunteer Medical Service Corps and found to appropriately provide for the guidance of those providing services to the public in the event of an emergency caused by disaster.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Lower Merion hereby adopts the Plan, the Public Document of which is attached to this Resolution, as the Lower Merion Township Emergency Operations Plan.

BOARD OF COMMISSIONERS
TOWNSHIP OF LOWER MERION

By: _____
Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Secretary

Township of Lower Merion
Emergency Operations Plan
Public Document



2026



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PURPOSE

The purpose of this plan is to prescribe those activities to be taken by municipal government and other community officials to protect the lives and property of the citizens in the event of a technological or terroristic emergency or natural disaster and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq), as amended to have a disaster emergency management plan for the municipality and Homeland Security Presidential Directive 5 (National Incident Management System - NIMS).

To establish procedures to alert the public and provide information and protective action instructions, if necessary.

To provide for coordination and use of available municipal resources during an emergency.

To define the role and responsibilities of municipal officials and employees.

To define emergency functions and make assignments to municipal and volunteer staff.

To assure coordination and cooperation with county efforts in accordance with the Montgomery County Emergency Operations Plan.

To set forth procedures for various types of emergencies.

To provide for resources that may be needed during an emergency.

*Access rights to the Emergency Operations Plan (EOP) are based upon regulatory or functional “need to know.” This version of the EOP is available for public distribution. See Page 16 for additional information on distribution and access rights.

AUTHORITY

Through the authority of the Pennsylvania Emergency Management Services Code (35 Pa. C.S., as amended), and a Resolution of the Board of Commissioners of the Township of Lower Merion, this plan assigns functions necessary to support a comprehensive emergency management function.

SITUATION

Due to economic, manpower and equipment considerations, Lower Merion Township resources may not be adequate to deal with major disasters. Therefore, effective response to disasters must rely upon the development of plans, organizations, trained personnel and agreements for mutual aid that will enable the rapid mobilization and utilization of the total resource capabilities of government and the private sector.

OBJECTIVE

The objective of the emergency management plan is to handle all emergencies, whether natural or man-made, by expanding, not changing, individual departmental roles and by utilizing outside agencies, as needed.

ASSUMPTIONS

The community is subject to a variety of hazards. According to our Hazard Vulnerability Analysis, the most likely and damaging of these are working structure fires, tropical storms and associated flooding and hazardous materials incidents.

Historically, certain areas and populations are more vulnerable to the effects of these hazards. These populations include the elderly and those living in, or near, a flood plain.

Training, response procedures and other accompanying documents are based on the above stated assumptions.

Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.

When municipal resources are overwhelmed, Montgomery County Office of Emergency Management is available to coordinate assistance and help satisfy unmet needs. Similarly, if the County requires additional assistance, it can call on mutual aid from adjacent counties, its counter terrorism task force, or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

ACCESS RIGHTS

Department	Name	Full	Read Only	Notes
Township Manager's Office	McNeely	X		
	Ford	X		
Building and Planning	Leswing	X		
	Pendleton		X	
Township Secretary	Kelley		X	
Fire	McCoy	X		Deputy EMC
	Ingverson		X	
	Henderson		X	
	Waters		X	
	Gulliver		X	
	Murray		X	
EMS	Rowley		X	
Library	Williamson		X	
Parks & Recreation	Heller		X	
	DeAngelis		X	
	Block	X		EMC
	Pasternak	X		
Police	Tucci	X		Deputy EMC
	Judge		X	
	Clifford		X	
	Keenan		X	
	Sarama		X	
	Sharpe		X	
	All other members		X	
	Information Services	Zhou	X	
	Grant		X	
	Wright		X	
	Taylor		X	
	Patwary		X	
Public Information	Jennings		X	EMC Team Member
Public Works	McElhaney	X		EMC Team Member
Finance	Szumski		X	
	Lambert		X	
	Baylor-Caldwell		X	
	Santoleri		X	

BASIC PLAN

PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Code, (35 Pa. C.S. Section 7101 et seq.), as amended, to have a disaster emergency management plan for the municipality. The Plan consists of: a **Basic Plan**, which describes principles and doctrine; a **notification protocol**, a list of resources (providing means of contacting local and needed resources), and a series of procedures which provide detail for the accomplishment of the details of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, and response recovery phases. This plan is applicable to all response organizations acting for, or on behalf of, the government or citizens of the Township of Lower Merion, Montgomery County, Pennsylvania.

SITUATIONS AND ASSUMPTIONS

The Township of Lower Merion is located in Montgomery County, Pennsylvania. Its population is 64,151 as of July 2022 but swells during the day with over 200,000 employees and daily visitors to the Township. Terrain features that affect the emergency response include undulating hills and the presence of a number of watersheds.

The Township of Lower Merion is subject to a variety of hazards. The most likely and damaging of these are building fires and weather-related events.

Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated on the Risk Institutions Tab of this Plan.

Historically, certain areas and populations of this municipality are more vulnerable to the effects of these hazards. These include all properties within the 100-year flood plain.

Training, response procedures and other accompanying documents are based on the statements of this plan.

Adjacent municipalities and other governmental entities will render assistance in accordance with the provisions of intergovernmental and mutual-aid support agreements in place at the time of the emergency event.

When municipal resources are fully committed and mutual-aid from surrounding jurisdictions is exhausted, Montgomery County Office of Emergency Management (Montco OEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual-aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency event.

In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation, as appropriate.

Special facilities will develop, coordinate and furnish emergency plans to the Township of Lower Merion Building and Planning Department, the county and state emergency management organizations and agencies, as applicable and required by codes, laws, regulations or requirements.

Any regulated facility (SARA site, power plants, etc.), posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to those entities identified.

Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa. CS § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Blackboard Connect, or other technologies.

In the event of an evacuation, segments of the population will need to be transported from the identified affected areas to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

Emergency shelters will be activated by the Montgomery County Office of Emergency Management using public schools, or public colleges / universities per the provisions of the Pennsylvania Emergency Management Services Code. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD), such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care and maintain a registration of those housed in the shelter.

Critical facilities such as hospitals and extended care facilities will have some level of emergency power and alternate energy sources available for situations involving the loss of commercial power or other energy sources.

CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

The elected officials are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the township.

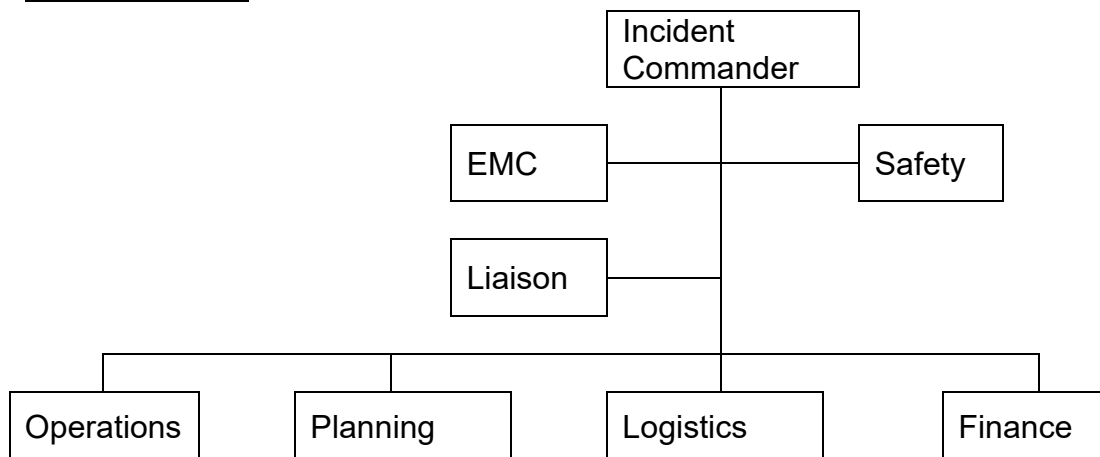
A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC), located in the Lower Merion Township Administration Board or Caucus room, may be activated by the Emergency Management Coordinator or the elected officials during an emergency. Two Deputy EMC's and Alternate EOC have been designated to function in case the primary EMC and / or EOC are not available.

This plan embraces an "**all-hazards**" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.

The EMC and elected officials will develop mutual-aid agreements with adjacent municipalities for reciprocal emergency assistance, as needed.

The Township of Lower Merion will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).

NIMS and EOC



The Incident Commander at the incident site will be trained according to NIMS requirements. In like manner, the EOC Staff will also be trained to NIMS requirements.

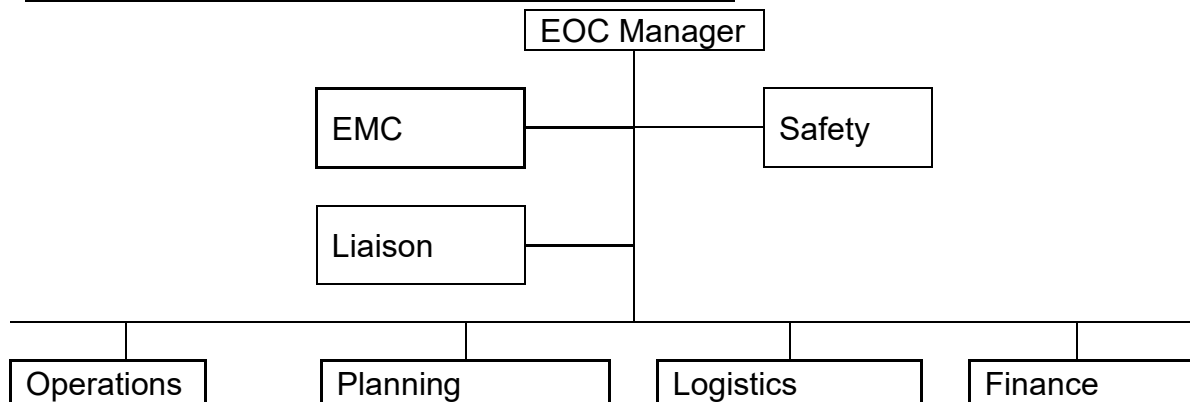
The Incident Command System should have:

A manageable span of control – 3 to 7 staff; optimum of 5

Personnel accountability (each person reports to only one person in the chain of command; and

Functional positions staffed only when needed -- responsibilities for any positions that are not staffed remain with the Incident Commander

EMERGENCY OPERATING CENTER EXAMPLE



When the EOC is activated, the EMC, or designee, will coordinate between the site Incident Command (IC) and EMC. To ensure consistency with operations at the incident site, the EOC will follow an Incident Command Structure (ICS). The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities withheld by the next higher echelon).

The diagram above aligns Emergency Support Functions with ICS staff sections. This alignment may be modified as required by the disaster situation.

Continuity of government procedures are outlined in the Township's Business Interruption Plan. When the EMC receives notice of a potential emergency from the Federal Homeland Security Advisory System, from the National Weather Service Watches and Warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.

Communications / Alerts and Warnings will be provided to the public via the Emergency Alert System. Other systems will be utilized as available.

During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be

provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, social media, etc.

In the event of an evacuation, the population will evacuate using their own vehicles, or be transported from the identified affected areas to safe havens. Depending on the hazard, the host areas may be located within or outside of the Township of Lower Merion. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators and other assigned emergency officials. Predesignated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

COMMAND

Elected officials.

Responsible for establishing a municipal emergency management organization.

Mitigates hazards through ordinance adoption and enforcement.

Provide for continuity of operations.

Establish lines of succession for key positions.

Designate emergency operations centers and alternates.

Establish, equip and staff an emergency operations center.

Recommend an emergency management coordinator to the governor.

Issue declarations for disaster emergencies.

Apply for post-disaster funds, as available.

EMERGENCY MANAGER

Responsible to prepare and maintain an emergency operations plan subject to the direction of the elected officials; mitigates hazards through ordinance adoption and enforcement.

Maintains coordination with the county and provides prompt information, as needed.

Identifies hazards and vulnerabilities within the community.

Identifies resources that may be needed during an emergency.

Develops and maintains trained staff and current emergency response procedures.

Mobilizes the emergency operations center and acts as the Command function.

Compiles cost figures for the conduct of emergency operations.

Attends training and workshops to keep current.

PUBLIC INFORMATION OFFICER

Develops and maintains checklists and procedures for the public information function.

Assists in the development and maintenance of the emergency operations plan.

Responds to the EOC or field, as needed.

Coordinates information to the media with the county PIO or joint information center.

Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations.

Advises elected officials and the EMC about public information activities.

Develops pre-scripted emergency announcements for use in time of an emergency.

Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up points, etc.

Operates as a part of the joint information center as established by the county, state or federal government.

SAFETY OFFICER

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

LIAISON OFFICER

Serves as primary contact for supporting agencies assisting with the incident.

OPERATIONS SECTION

Responsible for ensuring the accomplishment and responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

COMMUNICATIONS BRANCH

Develops and maintains checklists and procedures for communication and warning.

Assists in the development and maintenance of the emergency operations plan.

Trains staff members on the operation of the communication system.

Ensures ability to communicate between the EOC, field operations & county OEM.

Assists with notification of citizens and staff.

Responds to the EOC or the field, as needed.

Advises EMC about communications issues.

Performs other responsibilities as assigned.

FIRE AND RESCUE SERVICES

Develops and maintains checklists and procedures for fire and related emergency response.

Assists in the development and maintenance of the emergency operations plan.

Responds to the EOC or field, as needed.

Coordinates fire and search & rescue services.

Coordinates decontamination.

Assists with evacuation, especially those with special needs.

- Provides for emergency lighting and power.
- Assists in salvage operations and debris management.
- Coordinates emergency medical activities.
- Coordinates medical services as needed to support shelter operations.
- Assists in mortuary services.
- Assists in provision of inoculations, as needed.
- Advises the EMC about fire & rescue services issues.
- Coordinates with hazardous materials teams.

PUBLIC SAFETY AND SECURITY

- Develops and maintains checklists and procedures for police services function.
- Assists in the development and maintenance of the emergency operations plan.
- Responds to the EOC or field, as needed.
- Coordinates security and law enforcement services.
- Establishes security and protection for critical facilities, including the EOC.
- Provides for traffic and access control in and around affected areas.
- Assists with route alerting and notification of threatened populations.
- Assists with evacuation, especially those with special needs.
- Assists with the installation of emergency signs and other traffic movement devices.
- Assists with search and rescue operations, as needed.
- Advises the EMC about police services issues.
- Establishes and provides security services to any shelter location.
- Assists shelter operators with screening of clients with regard to criminal history background checks including sex offenders.
- Establishes security patrols for any evacuated areas, conditions permitting.
- Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.

PLANNING SECTION

Responsible for ensuring the accomplishment of responsibilities of the emergency management branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

EMERGENCY MANAGEMENT BRANCH

- Collects, evaluates and provides information about the incident.
- Determines status and tracking of resources.
- Prepares and documents incident action plans.
- Establishes information requirements and reporting schedules.
- Supervises preparation of an incident management plan.
- Assembles information on alternative strategies.
- Performs other duties as required.

LOGISTICS SECTION

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

TRANSPORTATION BRANCH

Responds to the EOC, or field, as needed.
Maintains listing of transportation resources.
Coordinates the supply of transportation resources.
Advises the EMC about transportation activities.
Performs other duties as required.

PUBLIC WORKS AND ENGINEERING BRANCH

Responds to the EOC, or field, as needed.
Maintains listing of public works assets and resources.
Coordinates the assignment of Public Works resources.
Provides information on water, sewerage, road construction and repair.
Advises the EMC about transportation activities.
Performs other duties as required.

HUMAN SERVICES BRANCH

Assists EMC in maintaining listing of mass care shelter facilities, including capacities.
Coordinates with American Red Cross and other appropriate agencies.
Requests mass care-shelter facilities from OEM.
Coordinates with transportation and resource management branches regarding evacuation issues.
Advises the EMC about mass care, evacuation and shelter activities.
Performs other duties as required.

RESOURCE SUPPORT BRANCH

Coordinates materials, services and facilities in support of operations.
Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use.
Participates in the preparation of the incident management plan.
Facilitates the acquisition of supplies and equipment for emergency workers and shelter operators.
Obtains, coordinates and tracks transportation resources.
Establishes staging areas.
Obtains and coordinates the delivery of fuel supplies for emergency vehicles, critical facilities and evacuees, as needed.
Advises the EMC about resource acquisition and tracking activities.
Coordinates local animal shelter activities with OEM and country animal response teams.
Performs other duties as required.

ENERGY BRANCH

Assists in development and maintenance of EOC.
Maintains a listing of energy and utility assets.
Serves as liaison between the EOC and the utilities.
Coordinates the dissemination of information to the utilities.
Advises the EMC about resource acquisition and tracking activities.
Performs other duties as required.

FINANCE AND ADMINISTRATION SECTION

Responsible for ensuring the accomplishment of responsibilities of long-term recovery and mitigation branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions. They also maintain the finance and personnel records of response activities.

LONG-TERM COMMUNITY RECOVERY AND MITIGATION BRANCH

Maintains oversight of all financial and cost analysis activities associated with emergency. Tracks costs and personnel time records.
Coordinates the conduct of damage assessment and reporting to the OEM.
Starts planning for recovery of vital community functions.
Performs other duties as required.

ADMINISTRATION AND LOGISTICS

ADMINISTRATION

Local governments will submit situation reports, requests for assistance and damage assessment reports to the OEM.

OEM will forward reports and requests for assistance to Pennsylvania Emergency Management Agency (PEMA).

The Township of Lower Merion will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

Narrative and log-type records of response actions will be kept by the Lower Merion Township. The logs and records will form the basis for status reports to the OEM and PEMA.

The Township of Lower Merion will make reports to the EMC by the most practical means and in a timely manner.

LOGISTICS - COORDINATION OF UNMET NEEDS:

When municipal resources are fully committed and mutual-aid from surrounding jurisdictions is exhausted, Montgomery County Office of Emergency Management (Montco OEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual-aid from adjacent counties, its Regional Task Force (RTF), or PEMA. Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency event.

TRAINING AND EXERCISES

TRAINING AUTHORITY

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the Township of Lower Merion.

EXERCISE REQUIREMENTS

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

TRAINING POLICY

PUBLIC OFFICIALS

Response and Recovery training: training programs for response and recovery will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by PEMA and the Montgomery County OEM.

Professional Development Training: Training programs will be provided to the emergency management coordinator and EOC staff in skills and techniques of writing plans, professional development skills and national security issues related to municipal emergency preparedness. Training programs are offered by PEMA and the Montgomery County OEM.

Damage Assessment and Reporting: annual training will be conducted in damage reporting procedures, and in damage assessment, for those who will work with damage assessment teams. Training programs are offered by PEMA and the Montgomery County OEM.

EMERGENCY SERVICES AND OTHER RESPONDING AGENCIES

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. The Township Emergency Management Team is responsible to ensure functional annexes are charged with ensuring skills training for personnel who implement provisions of their respective annexes.

STATE AND FEDERAL TRAINING

Township Emergency Management Team will participate in State and Federal training programs as prescribed internally and by PEMA.

PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

EMC RESPONSIBILITIES

Lower Merion's Emergency Management Coordinator will coordinate development and maintenance of this plan. Plan components will be reviewed and updated every two years, or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

ENFORCEABILITY

This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

EXECUTION

This plan will be executed upon order of the Board of Commissioners, the Emergency Management Coordinator, the Township Manager, the Assistant Township Manager, or the Superintendent of Police.

DISTRIBUTION

This plan and its supporting materials is a controlled document. While distribution of the Basic Plan is allowable, all other components contain potentially dangerous or personal information and are not considered to be available to the public. Access rights are based upon regulatory or functional "need to know." Access rights are granted according to an approved control list. Revisions or changes are documented by means of the "Record of Changes" tab in the plan.

CONCURRENCE DOCUMENT

The elected officials of the Township of Lower Merion have assigned the responsibility for the Municipal Emergency Operations Plan (EOP) to the Municipal Emergency Management Coordinator. The EOP will be reviewed and updated as necessary, but at

least bi-annually, by the Emergency Management Coordinator, who will coordinate with all parties, public or private, assigned responsibilities in this EOP.

Development, maintenance and implementation of this EOP will be in accordance with, and under the auspices of, the Montgomery County Emergency Operations Plan which is in conformance with Pennsylvania's Emergency Management Code, the Federal Civil Defense Act of 1950, the Robert R. Stafford Disaster Relief and Emergency Assistance Act, the Federal Superfund Amendments and Reauthorization Act of 1986 and applicable regulations of the Federal Emergency Management Agency.

In witness whereof, we the undersigned adopt, accept, concur with and support the provisions of the Emergency Operations Plan for the Township of Lower Merion. It has been reviewed with appropriate changes being made and recorded on the "Record of Changes" page, indicating that this review has been accomplished:

Andrew J. Block
Emergency Management Coordinator

Ernie B. McNeely
Township Manager

Todd M. Sinai
President, Board of Commissioners

Attest: _____
Jody Kelley, Township Secretary



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **RECEIPT OF DESIGN ALTERNATIVES FOR SCHAUFFELE PLAZA AND LOT 6 IN ARDMORE**

Consider for approval receiving conceptual design alternatives for improvements to Schaufele Plaza and the adjacent Lot 6 in Ardmore.

ATTACHMENT(S):

[Issue Briefing - Schaufele Redesign Alternatives 03-06-2026.docx](#)

[Schauffele Plaza Phasing Studies 01-30-2026.pdf](#)

TOWNSHIP OF LOWER MERION
Building & Planning Committee

Issue Briefing

Topic: Receipt of Design Alternatives for Schaufefe Plaza and Lot 6 in Ardmore

Prepared By: Brandon Ford, Assistant Township Manager
Charles Doyle, Assistant Director for Planning

Date: March 6, 2026

I. Action To Be Considered by the Board:

Receive conceptual design alternatives for improvements to Schaufefe Plaza and the adjacent Lot 6 in Ardmore.

II. Why This Issue Requires Board Consideration:

Plans and studies undertaken by Township staff must be received by the Board of Commissioners.

III. Current Policy or Practice (If Applicable):

It has been past practice of the Board of Commissioners to receive completed plans and studies.

IV. Other Relevant Background Information:

Schauffefe Plaza and Lot 6 are centrally located within Ardmore’s business district, adjacent to Lancaster Avenue and within walking distance of the Ardmore Train Station, Suburban Square, Ardmore Music Hall, and numerous other prominent community destinations as well as the surrounding residential neighborhoods. The site functions as both a civic gathering space and as a public surface parking facility that supports nearby retail, dining, office, and transit uses. Given its prominent location in the heart of Ardmore, the site has long been viewed as a strategic community asset.

The Ardmore Master Plan, completed in July 2023, presented a long-term strategic vision to guide the continued revitalization and economic vitality of Ardmore’s business district. The Plan identified Schaufefe Plaza and the adjacent Lot 6 parking lot as a prominent opportunity for public investment. The recommendation was to explore a potential redesign of the site into an enhanced public green space that would strengthen Ardmore’s role as a vibrant, walkable community and regional destination for dining, retail, and entertainment.

Planning Process & Community Outreach:

The Township began collaborating with a consultant, Omnes design studio, in January 2024 on a potential redesign of Schauffele Plaza. Over the course of 2024, a robust public engagement process took place to ensure meaningful community participation. Events included a February 20, public workshop at the Living Room & Cricket Café, a pre-recorded presentation and online survey that was available through March 24, a virtual design presentation on May 16, a informal open house with the business community on May 29, a family game night at Twenty-One Pips on Cricket Avenue on May 30, an open house meeting before the Planning Commission on June 3, a meeting with the Ardwood and Ardmore Progressive Civic Associations on June 6, and a second community survey on the preliminary design that ran from May 16 to June 9.

The six-month design process also included regular touchpoints with a Steering Committee of business owners and community leaders, including but not limited to Ardmore Initiative (now know as Downtown Ardmore District), the Ardmore Business Association, Ardwood & Ardmore Progressive Civic Associations, and prominent local businesses such as Tired Hands, American Trench, and Jack Burns Architecture.

In October 2024, the final design for Schauffele Plaza was presented to the Board of Commissioners. A significant amount of public comment was received at the meeting. Advocates of the design supported the concept of transforming the site into a more walkable, pedestrian friendly green civic space. Opponents of the design, including many businesses that surround the site, voiced concern over decreasing the parking supply in downtown Ardmore and the potential impact it may have on their businesses. In light of the strong public reaction to the design, the Board tasked Township staff to (1) work with the design consultant to explore alternatives that would lessen the impact on the parking supply, and (2) develop a deeper understanding of parking supply and demand in downtown Ardmore in order to inform the Board's decision on the future design of Schauffele Plaza.

Parking Considerations:

Lot 6 currently operates as a 72-space Township-owned public parking lot and is one of eleven public parking lots located in the Ardmore Commercial District. Throughout the Schauffele design process, one of the primary concerns raised was the proposed reduction in parking at Lot 6 (the original Plaza redesign suggested reducing the number of parking spots by 56 spaces).

In response to this concern, Township staff worked closely with the business community to acquire a deeper understanding of parking supply and demand in Downtown Ardmore. The Downtown Ardmore Parking Management Plan was developed over the course of 2025 to develop that understanding. The plan included a summary of existing public parking as well as anticipated changes in Ardmore's parking supply over the near term. According to the Plan, there

are currently 846 public parking spaces available during the day in the Ardmore Business District, consisting of 654 public parking lot spaces and 192 on-street metered parking spaces. The total parking supply in Ardmore increases to 968 public parking spaces after 5 PM daily once the 122 parking spaces at the Township Building are open to the public.

It should be noted that the 968-parking space total does not include an additional 282 permitted parking spaces located in the Ardmore Business District.

The total number of public parking spaces in downtown Ardmore is expected to increase by 195 spaces over the next two years once the SEPTA lot (+89 spaces) and Lot 2 (+6) reopen. The Piazza development, which includes approximately 100 public parking spaces (+100) in addition to the required parking for future residential tenants, will further increase the parking supply in the Ardmore Business District. With these anticipated increases, the public parking supply in Ardmore is projected to total 1,075 parking spaces by 2028.

The Downtown Ardmore Parking Plan and its recommendations were based on data collected by the Township's Parking Services Department at three different times on multiple days across several weeks in Spring 2025. The Plan found that parking space occupancy rate ranged from 49% to 72% with the greatest demand occurring on Thursday through Saturday evenings. While this period was identified as a peak parking period, the data shows the between 273 spaces (28%) and 370 spaces (38%) were available district-wide during this purported height in parking demand (Thursday through Saturday evenings). The primary driver of this parking availability was the underutilization of the public parking garage on Cricket Avenue. During the identified peak parking demand, staff concluded that approximately 52-99 parking spaces were available in the garage on Thursday through Saturday evenings.

Design Option A: The original redesign of Schuffele Plaza, presented in October 2024 and entitled "Option A", envisions four distinct yet visually integrated areas within the site. An entry archway with a bus shelter and seating nooks along Lancaster Avenue leads into an expanded Schuffele plaza featuring movable chairs for flexible seating, overhead lighting, café-style tables with shade umbrellas for public dining, landscaped trees, and a moonlight garden with colorful accents. The space then opens into a flexible oblong lawn area with lounge chairs, framed by overhead lighting and seating nooks that face a performance gazebo. The gazebo is designed to support both everyday use and larger community events, including a holiday tree and winter garden.

The design also includes a vehicular throughway, referred to as Trolley Way, from Lancaster Avenue to Cricket Terrace with new parallel parking that is capable of being partially closed off to accommodate tents and other programming elements for hosting events and business markets. The fourth area envisioned in the design was Cricket Terrace from Rittenhouse Place to Cricket

Avenue. The design narrows the roadway, adds pedestrian improvements, enhances the streetscape, and enlarges the public parking lot (Lot 5) on the southern side of Cricket Terrace.

Option A would be undertaken in five (5) phases, which would be timed to minimize local impact & maximize financing options. This option results in a net reduction of 56 parking spaces in Downtown Ardmore, reducing the overall parking supply at project site from 112 to 56 public parking spaces.

Design Option B: In conjunction with the 2025 Downtown Ardmore Parking Plan, Township staff worked with the consultant for Schaufele to develop an alternative design that would respond to public parking concerns by preserving more of the existing seventy-two (72) public parking spaces at Lot 6. The result was the creation of “Option B.” This new design contains the same elements as the original design (Option A) for Trolley Way and Cricket Terrace. The crucial difference in the design of Option B is the smaller expansion of Schaufele Plaza and a reduced oval lawn area. These features were revised to incorporate a small parking lot consisting of approximately eighteen (18) public parking spaces.

Option B would be undertaken in three (3) phases, which would be timed to minimize local impact & maximize financing options. This option results in a net reduction of 38 parking spaces in Downtown Ardmore, reducing the overall parking supply at project site from 112 to 74 public parking spaces.

V. Impact On Township Finance:

The total cost of a redesign for Schaufele Plaza and Lot 6 is estimated below.

	<u>OPTION A</u>	<u>OPTION B</u>
Cricket Terrace Improvements	\$2.45 Million	\$2.45 Million
Trolley Way	\$1.39 Million	\$1.39 Million
<u>Schauffele Plaza Enlargement</u>	<u>\$5.54 Million</u>	<u>\$5.44 Million</u>
TOTAL COST	\$9.38 Million	\$9.28 Million

The cost estimate for improvements on Cricket Terrace and Trolley Way are the same in both design options. The consultants reduced scope of Option B for the enlargement of Schaufele Plaza generates a net savings of approximately \$101,000 once the added cost of repaving the smaller parking lot is incorporated into the revised estimate for Option B.

It is important to note that improvements to Cricket Terrace, identified as the first phase in both options and can be pursued independently from any changes to Schaufele Plaza and Lot 6, is budgeted in the Township Capital

Improvements Program (CIP) under Project #4072. A total of \$2.6 Million, inclusive of engineering costs, is budgeted over the course of 2026-2027 for exclusive use of improving Cricket Terrace. The Township aims to offset the out-of-pocket costs for the Cricket Terrace Improvements with several pending state and county grants for the project.

Given that this presentation is only informational, there is no funding request or decision to be made at this time. Any funding requests would take place during the Township's Capital Improvement Program Budget Workshop at a future point in time.

VI. Staff Recommendation:

Staff recommends the Board receive the designs for Schaufele Plaza and Lot 6, with no action on a preferred design or funding allocations.

SCHAUFFELE PLAZA

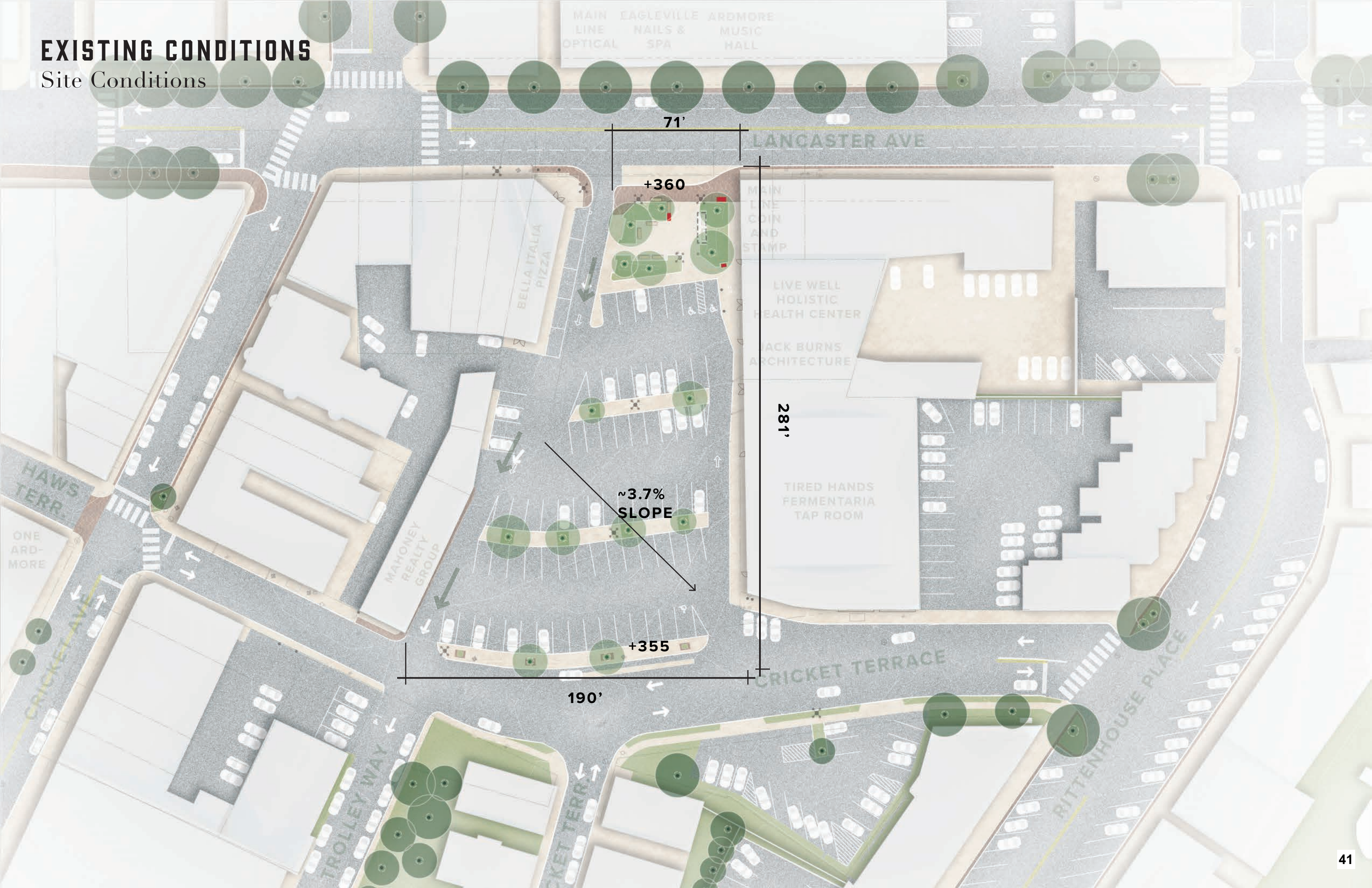
PHASING STUDIES

January 30, 2026



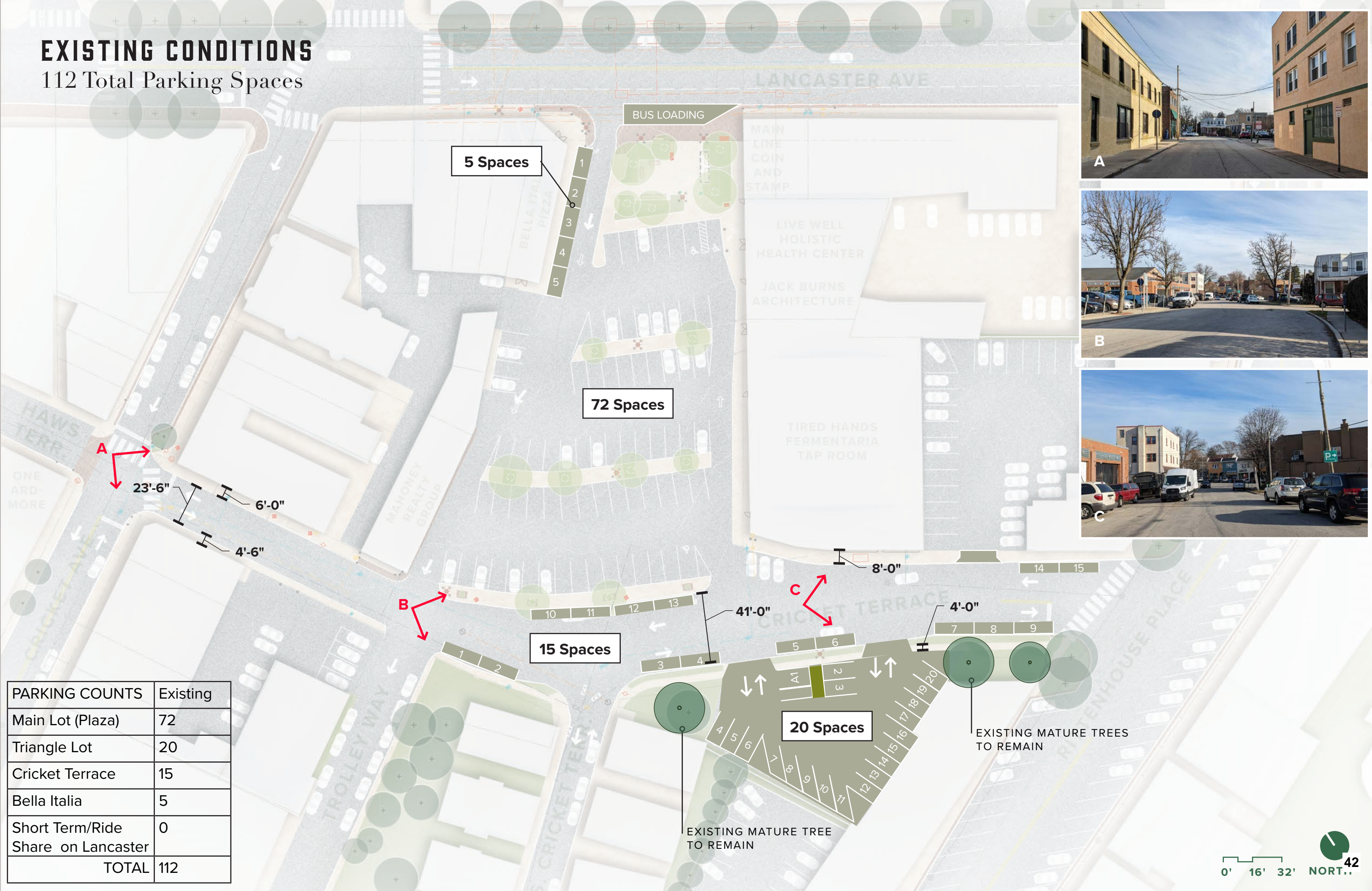
EXISTING CONDITIONS

Site Conditions



EXISTING CONDITIONS

112 Total Parking Spaces



PARKING COUNTS	Existing
Main Lot (Plaza)	72
Triangle Lot	20
Cricket Terrace	15
Bella Italia	5
Short Term/Ride Share on Lancaster	0
TOTAL	112

PLANNING PROCESS

Design Iterations

4/2024 CRICKET TERRACE SCHEMES



Baseline Improvements



One-way with Amenity Strip



One-way Full Woonerf



Partial Woonerf

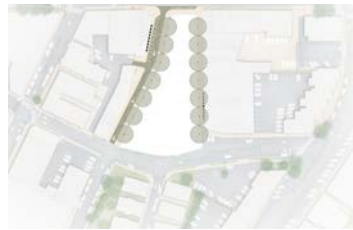


Partial Parking Lot

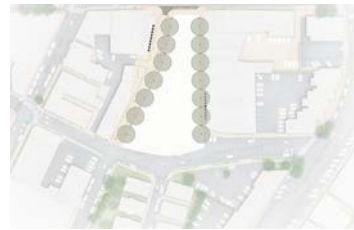


45 Degree On Street

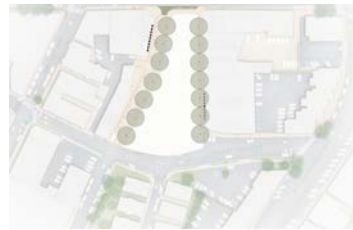
4/2024 CIRCULATION FRAMEWORK SCHEMES



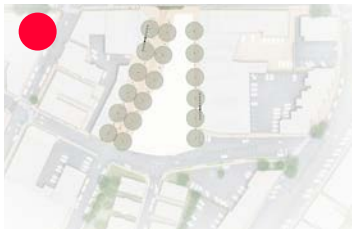
Baseline



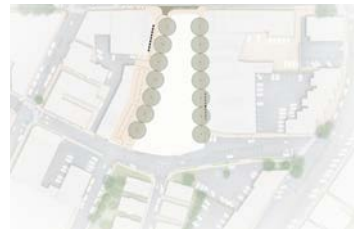
Baseline as Woonerf



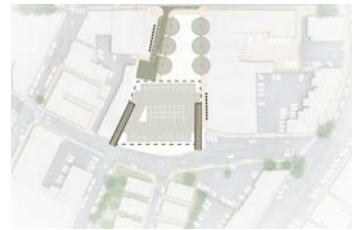
Woonerf & Parallel One Side



Woonerf & Parallel Both



Woonerf & 90 ° Parking



Turnaround + Garage

5/2024 FULL SITE DESIGN SCHEMES



Scheme A



Scheme B



Scheme C



Scheme D



Scheme E

7/2024 FINAL 3 DESIGN SCHEMES



Scheme A

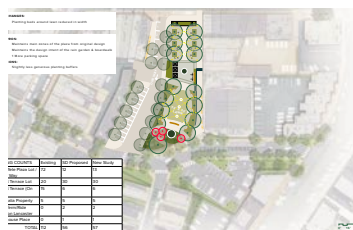


Scheme B

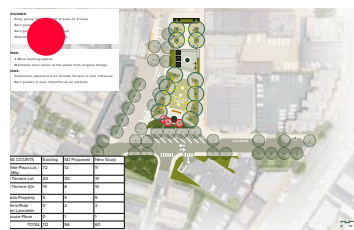


Scheme C

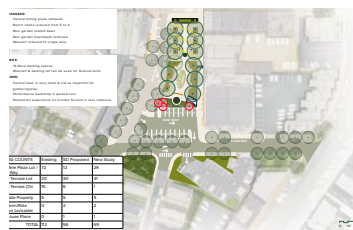
3/2025 PARKING STUDIES



Scheme A



Scheme B



Scheme C

PHASING PLAN A

SCHAUFFELE PLAZA: PHASING PLAN A



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	12
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	56

SCHAUFFELE PLAZA: PHASING PLAN A

Phase 1 (5 spaces removed)

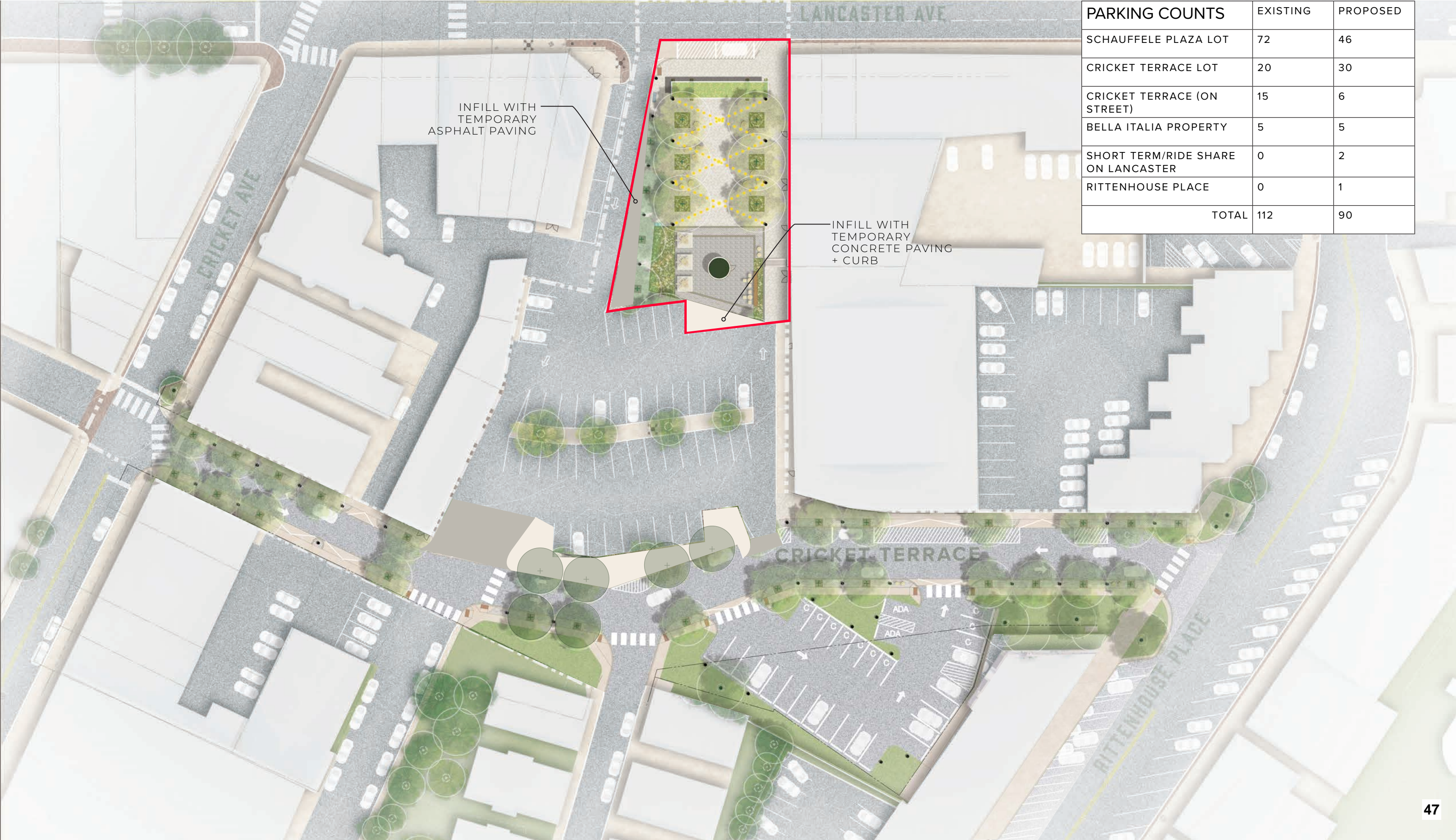


PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	65
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	0
RITTENHOUSE PLACE	0	1
TOTAL	112	107

INFILL WITH TEMPORARY ASPHALT

SCHAUFFELE PLAZA: PHASING PLAN A

Phase 2 (17 spaces removed)



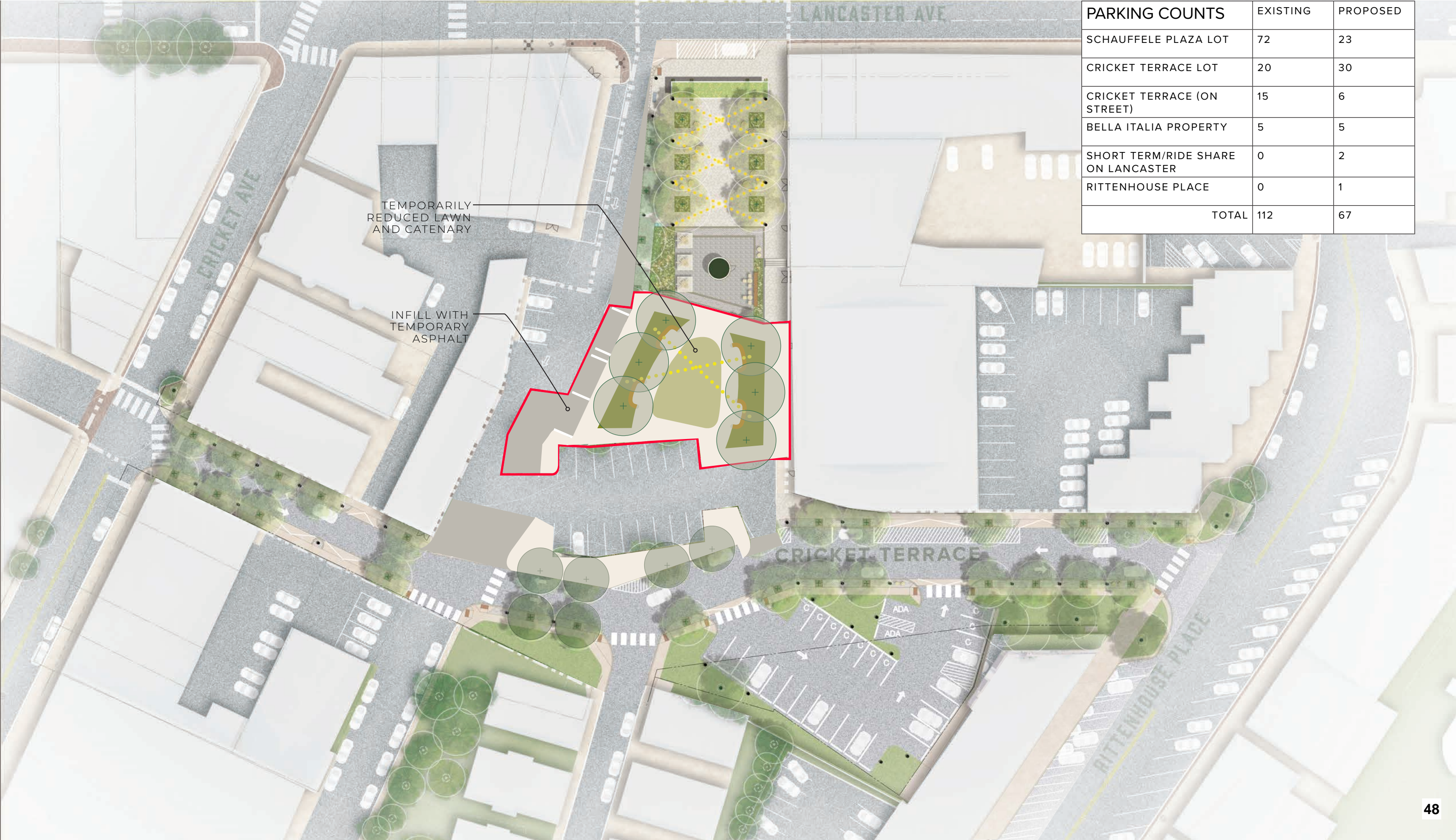
PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	46
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	90

INFILL WITH TEMPORARY ASPHALT PAVING

INFILL WITH TEMPORARY CONCRETE PAVING + CURB

SCHAUFFELE PLAZA: PHASING PLAN A

Phase 3 (23 spaces removed)



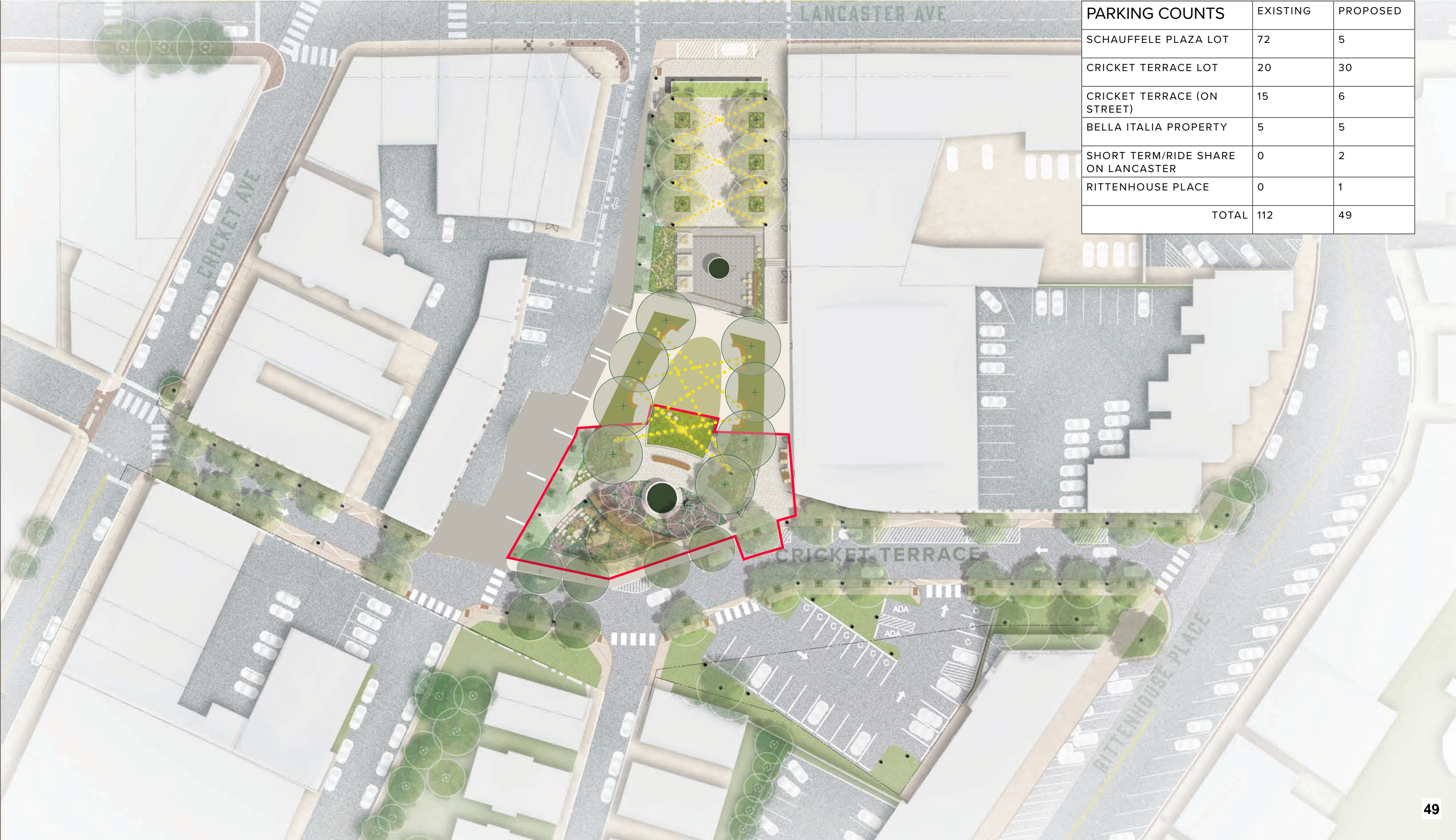
PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	23
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	67

TEMPORARILY REDUCED LAWN AND CATENARY

INFILL WITH TEMPORARY ASPHALT

SCHAUFFELE PLAZA: PHASING PLAN A

Phase 4 (19 spaces removed)



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	5
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	49

SCHAUFFELE PLAZA: PHASING PLAN A

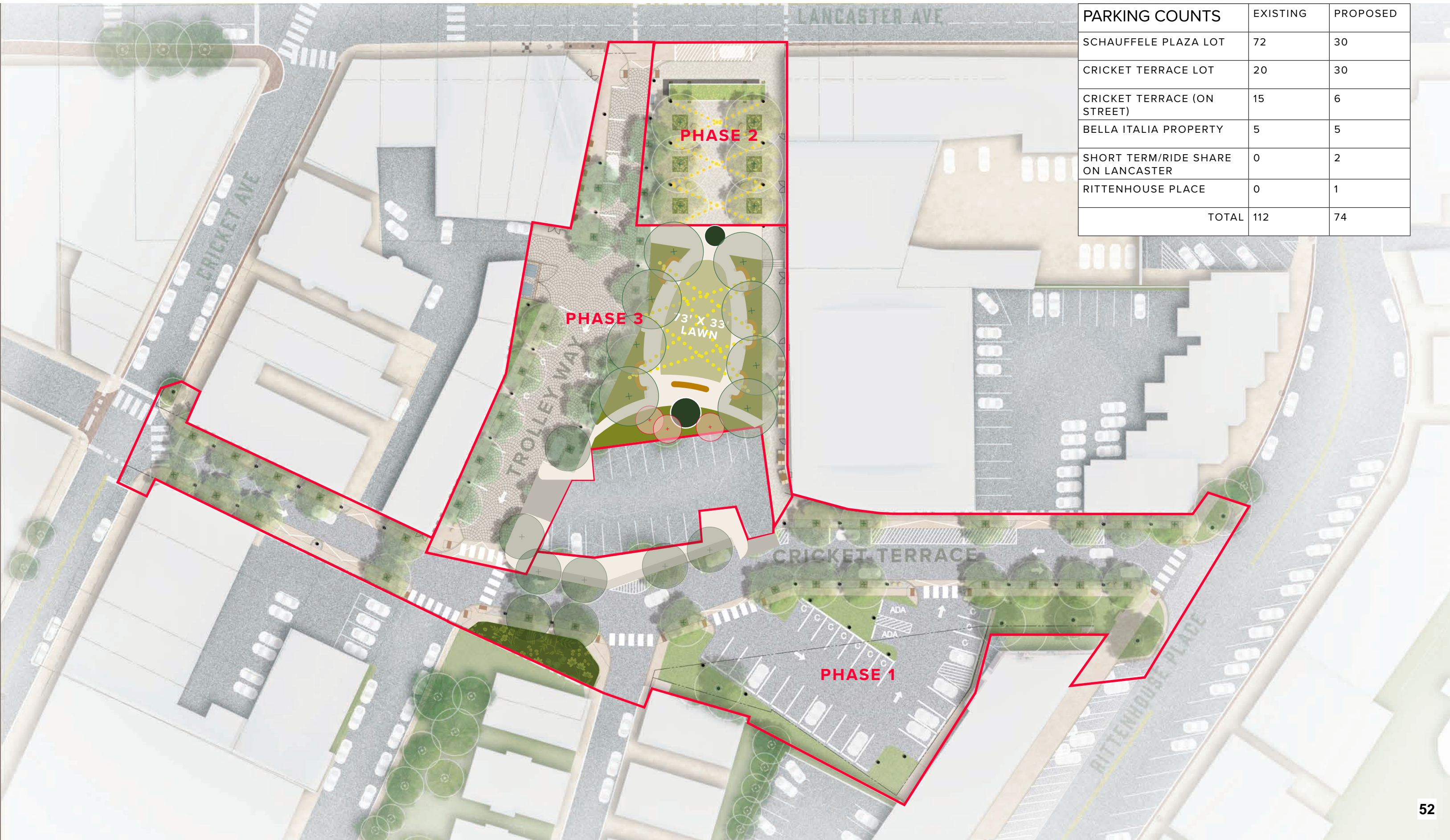
Phase 5 (7 spaces added)



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	12
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	56

PHASING PLAN B

SCHAUFFELE PLAZA: PHASING PLAN B



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	30
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	74

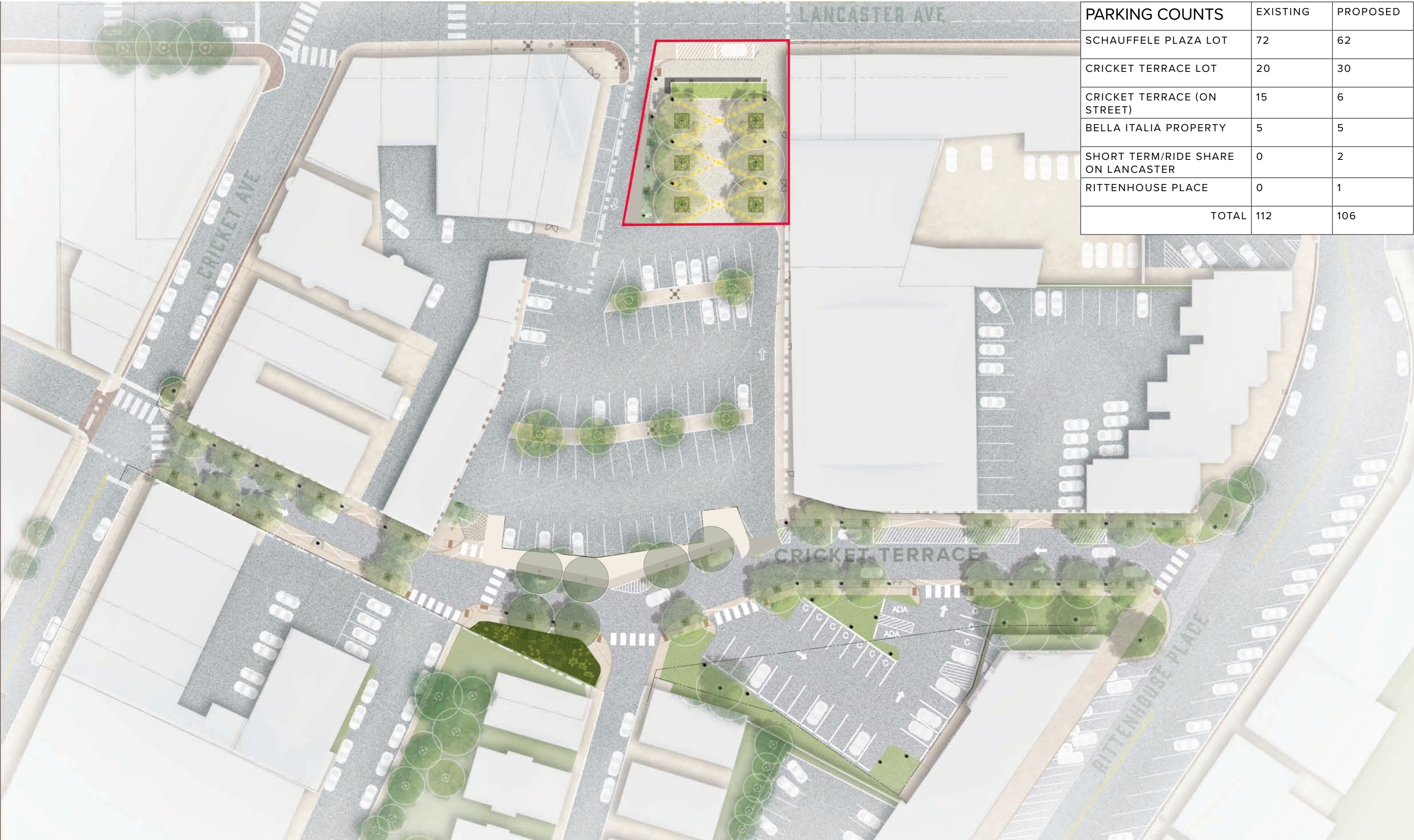
SCHAUFFELE PLAZA: PHASING PLAN B

Phase 1 (1 spaces removed)



SCHAUFFELE PLAZA: PHASING PLAN B

Phase 2 (5 spaces removed)



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	62
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	106

SCHAUFFELE PLAZA: PHASING PLAN B

Phase 3 (33 spaces removed)



PARKING COUNTS	EXISTING	PROPOSED
SCHAUFFELE PLAZA LOT	72	29
CRICKET TERRACE LOT	20	30
CRICKET TERRACE (ON STREET)	15	6
BELLA ITALIA PROPERTY	5	5
SHORT TERM/RIDE SHARE ON LANCASTER	0	2
RITTENHOUSE PLACE	0	1
TOTAL	112	73



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **ADOPTION OF ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - OLD LANCASTER ROAD LOADING ZONE**

An Ordinance to amend the Code of the Township of Lower Merion, Chapter 145 thereof entitled Vehicles and Traffic, Article XV, Schedules, Section 145-119, Schedule XIX: "Special Purpose Parking Zones," by adding a No Parking Loading Zone, Trucks Only on the south side of Old Lancaster Road, Haverford, from a point starting 176 feet west of West Montgomery Avenue and extending westerly the distance of 94 feet.

This Ordinance was authorized for advertisement at a stated meeting of the Board of Commissioners held February 18, 2026 and was duly advertised in February 8, 2026 edition of the Main Line Times & Suburban.

ATTACHMENT(S):

[Proposed Ordinance - Old Lancaster Road Loading Zone](#)

AN ORDINANCE

NO. _____

AN ORDINANCE To Amend The Code Of The Township Of Lower Merion, Chapter 145 Thereof, Entitled Vehicles And Traffic, Article XV, Schedules, Section 145-119, Schedule XIX: “Special Purpose Parking Zones,” By Adding A No Parking Loading Zone, Trucks Only On The South Side Of Old Lancaster Road, Haverford, From A Point Starting 176 Feet West Of West Montgomery Avenue And Extending Westerly The Distance Of 94 Feet.

Section 1. The Code of the Township of Lower Merion, Chapter 145, entitled Vehicles and Traffic, Article XV, Schedules, §145-119, Schedule XIX: Special Purpose Parking Zones, is hereby amended by adding thereto in alphabetical order the following regulations:

§145-119. Schedule XIX: Special Purpose Parking Zones

<u>Name of Highway</u>	<u>Side</u>	<u>Authorized Purpose or Vehicle</u>	<u>Location</u>
Old Lancaster Road, Haverford	South	Loading Zone, Trucks Only	From a point starting 176 feet West of West Montgomery Avenue extending westerly 94 feet.

Section 2. Nothing in this Ordinance or in Chapter 145 of the Code of the Township of Lower Merion, as hereby amended, shall be construed to affect any suit or proceeding in any Court, any rights acquired or liability incurred, any permit issued, or any cause or causes of action existing under the said Chapter 145 prior to the adoption of this amendment.

Section 3. The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any Court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared to be the intent of the Board that this Ordinance would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

Section 4 This Ordinance shall take effect and be in force from and after its approval as required by law.

Approved by the Board this _____ day of _____, 2026.

BOARD OF COMMISSIONERS OF THE TOWNSHIP OF LOWER MERION

Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Secretary