





**13) Notification to Neighbors:** The City of Philadelphia requires applicants for variances and special exceptions to notify neighbors within a specified radius of your property. This notification must state that you will be presenting your plans to the community and include the property address, date, time and location of the meeting. Instructions and a list of specific addresses for notification are provided to applicants by the Philadelphia City Planning Commission. (You will first need to file an Appeal with the Philadelphia Zoning Board of Adjustment in order to obtain these instructions and addresses.) Directions on how to proceed with notifications can be found at:

<https://www.phila.gov/rconotification/>

IMPORTANT: We ask that you contact us prior to sending out neighbor notices so we can confirm the meeting date with you.

**14) Please provide the addresses of neighbors adjoining and across from your proposed development. Before a recommendation can be made by the DRC to the CHCA Board, signed letters or petitions indicating the responses of the adjoining neighbors are requested.**

\_\_\_Neighbor notification is pending receipt of L&I Zoning refusal

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**15) Operational Impacts:** Please check the items below that may cause the proposed development to have operational impacts on immediate neighbors, businesses, and the surrounding community.

change in off-street parking demand  fencing or landscaping along adjoining properties

change in on-street parking demand  increased noise levels

change in pedestrian circulation  increased odors

change in vehicular circulation

hours of operation\_10 AM to 5 PM, closed Monday & Tuesday; cafe proposed hours Weds-Sunday until 10:00 PM

increased outdoor lighting  blocked views

access and timing of goods delivery  party walls

access and timing of waste removal  change in utility demand

number of customers/day \_\_\_100\_\_\_  number of employees 10

other impacts (please specify)\_\_\_\_\_

**Please attach statements or diagrams of how you plan to address each of these items.**

*See documents submitted separately. Items to be discussed in our presentation.*



- 20) **Business Context:** If this is a business, please describe how your proposal will contribute to the business community, e.g., how does it complement or duplicate existing businesses?

\_\_\_ *The expansion of the Woodmere will bring additional local and out-of-town visitors to Chestnut Hill, where it is hoped that they will shop, dine, and stay at local businesses.*

Are you a member of the Chestnut Hill Business Association?  Yes  No

Please indicate any partner(s) in the proposed development.

\_\_\_ *NA*

- 21) **Parking:** A Parking Plan is requisite to any business project. Please provide a parking plan if your business will impact or use any parking facilities, lots, residential streets, driveways or public thoroughfares, due to customers, employees or deliveries.

If your parking needs will impact or use any of Chestnut Hill's parking lots you must consult with the Executive Director of the Chestnut Hill Parking Foundation as part of this process. Call 215-247-6696 to reach the Parking Foundation.

*No impact on existing lots. Refer to site plan for proposed parking layout.*

**Statement of Use and Size:** Please briefly state the intended use and size of the development.

\_\_\_ *St. Michael's Hall is to be renovated for use as additional gallery and educational spaces. A modest addition will house a cafe/restaurant. A 2,500 GSF detached auditorium is to be used for lectures, speakers, and movies with below-grade art storage. An elevator is being added to provide ADA compliant access.*

**Users / Customers:** Please describe the demographics and geographic origins of the users / customers of the proposed development. What is your target market?

\_\_\_ *Visitors are expected to come from northwest Philadelphia, the city at large, suburban communities, and out-of-towners.*

- 24) **Schedule:** Please provide the proposed schedule. \_\_\_\_\_

\_\_\_ *Construction start is anticipated to be in the first quarter of 2023, with completion during the 4th quarter of 2024.*

**25) Physical Features:** Please briefly describe the physical features of the proposed project in quantitative and qualitative terms, for example:  
Building floor area – total (sq. ft.) 14,693 GSF  
Ground floor area (sq. ft.) 7,966 GSF  
Number of stories and height (feet) Main building three stories plus a basement, main building is 44'-4" to roof and elevator peak; auditorium is one story above grade, 19'-6" to mid-point of roof  
Size of parcel and percent covered by building Lot area 171,541 SF; 7.2% lot coverage  
Proposed off-street parking capacity 60 spaces  
Plans for Employee Parking On-site during regular museum hours; off-site during special events  
Number of units or separate rentable spaces NA  
Proposed architectural and landscape character, including materials and colors:  
Existing historic character of existing building to be maintained, including restoration of porches. Proposed additions to follow US Department of the Interior guidelines for rehabilitation.  
**Please provide scale plans and elevations of the proposed project and surrounding properties.**  
*See uploaded documents.*

**26) Signage\*:** Number of signs TBD  
Color(s) \_\_\_\_\_ Material(s) \_\_\_\_\_  
Total dimensions of signs \_\_\_\_\_  
Placement \_\_\_\_\_  
Source of lighting \_\_\_\_\_

**27) Exterior Lighting\*:** Number of light fixtures TBD - information will be provided at DRC meeting  
Design(s) and size of light fixtures \_\_\_\_\_  
Material \_\_\_\_\_  
Location \_\_\_\_\_

**28) Exterior Color(s):** Use of historic palette is preferred. Please provide paint chips of color(s) TBD - information will be provided at DRC or subcommittee meetings

