



Upper Uwchlan Township  
**Board of Supervisors Workshop**

February 11, 2014

4:00 p.m.

Minutes

Approved

In attendance:

Cathy Tomlinson, Chair  
Kevin Kerr, Vice-Chair  
Guy Donatelli, Supervisor

Cary Vargo, Township Manager  
Gwen Jonik, Township Secretary  
John DeMarco, Police Chief  
Mike Heckman, Director of Public Works  
Dave Leh, Township Engineer  
Mary Lou Farrow – Upland Farm Advisory Committee

Invited Guests:

Chad Petersen, Dan Russionello and Laura Wolford – Archer & Buchanan Architecture, Ltd  
Valerie Jones, CFRE, Principal - Valerie M. Jones Associates, Fundraising Consultant

Cathy Tomlinson called the Workshop to order at 4:03 p.m.

Cary Vargo asked the Board if they had any questions regarding the response to recent snow/ice storms, to which the Board members commended the Public Works Department and the utility companies for the great responses. Property damage from the storms can be reported by calling 2-1-1.

Open Session

No comments or questions were made by the residents in attendance.

Upland Farm: Barn – Adaptive Re-Use Project Status: Overall Property Update

Cary Vargo introduced the Archer & Buchanan personnel who are in attendance to present the architectural and construction drawings for the Upland Farm (UPF) barn adaptive re-use project.

Archer & Buchanan has been working on the concepts for adaptive reuse of the barn for over a year. The Upland Farm Advisory Committee has reviewed the concepts and selected those being presented today as the favored design.

Dan Russionello presented drawings depicting the barn in its current state, the Upland Farm site plans – by Ray Ott & Associates, and Gilmore & Associates, architectural drawings, model exterior views, and lighting fixture options. The project encompasses the barn, the attached lean-to shed, and the corncrib.

The lean-to shed are will be adapted for file storage, equipment storage, the barn will be for public use – meeting space, restrooms, etc.

The main barn floor will be fairly plain, with open floor space to accommodate various arrangements of tables and chairs, include a small catering kitchen (warming, not prep), a dumbwaiter to the lower level for caterer access, restrooms. The barn floor structural integrity was assessed and is fine as it was built to handle heavy hay bale storage and vehicles/equipment. Occupancy will be approximately 96 for a formal, sit-down function; educational/school style, 100+.

The lower level of the barn, where the Public Works office and shop were previously located, will house a small office area, perhaps for a Park Manager, a small meeting room, storage space - perhaps archival storage space, a restroom, and a mechanical room.

The lower level under the main barn floor will house a mechanical room for the main barn floor (3-season use), a 'warm-up' kitchen slightly larger than upstairs, public restrooms and the current garage area will be left as is to provide for covered catering vehicle access to the dumbwaiter. We're trying to keep this space flexible. There's the potential for multiple functions occurring simultaneously – one in the upper floor of the barn, one downstairs/outside. The restrooms downstairs will be positioned so they would be the only area accessible if the rest of the barn is closed for the winter or after hours. These restrooms will include mens, ladies, and family (or uni-sex) facilities. The current stalls (4) will be restored to look like stalls, and can be used for small meeting areas, or for 'booths' during events with vendors.

A deck will be added to the back side of the main floor to take advantage of the beautiful view. The deck will have its own occupancy rating.

The existing sliding front door will remain. It can be closed when the barn is out of use and over the winter as additional security. One small addition will be placed above the current "garage" area which will be used for storage and/or assist catering prep. All light fixtures will comply with Township Ordinances and reflect the historic characteristics of the barn. The barn will be for 3-season use, no heated or cooling other than the restrooms, however it will be fitted out so that HVAC can be added in the future if the Township so desires. There will be 2 ceiling fans in the main barn space, sized to circulate the air, not cool the space. The smaller office areas will have heating/cooling.

The barn renovation construction and completion estimate is \$ 1.8 million, which doesn't include in-ground utilities, the parking lot, lighting or landscaping. Architectural drawings/construction drawings are 85%-90% complete. Archer & Buchanan is scheduled to meet with Gilmore & Associates for Civil Engineering assistance and with Ray Ott for landscape architecture planning in order to avoid duplication of efforts while assuring nothing falls through the cracks. The drawings will be submitted to the Township shortly thereafter and the project can proceed to bid or fundraising efforts.

Cary Vargo advised that Ray Ott will provide an estimate for the landscaping design. Toll Brothers is constructing 50 parking spaces and building the trail on the Upland Farm site. Potential funding sources may be County and/or DCNR Grants, however both are capped at \$250,000.

Cary Vargo introduced Valerie Jones, fundraising consultant. The Upland Farm Advisory Committee had met several fundraising consultants and favored Ms. Jones, who is experienced with historic and open space project fundraising. She would provide a Scope of Work, or options, for a fee, and the Board of Supervisors would select the tasks they'd like her to accomplish. The Contract must be approved by the State and signed by 3 people: Ms. Jones, a Township employee, and a Township Supervisor. She suggested establishing a, or partnering with an established, 501(c)3 Non-Profit Organization. The Township or the Non-Profit Organization will need a vision/mission for the Upland Farm property to attract donations from philanthropists – what is the attraction of this "place", how is renovating the barn going to make a difference to the community, why should they donate to this particular project rather than another?

Discussion included using the barn for public meetings, renting the barn for special events, partner with Downingtown Area Recreation for educational/camp programs, etc. Some of these

activities would require contracts and/or leases, prompting the development of a business plan for the building/property. Perhaps a Management Company would be needed.

Other discussion included: fundraising typically costs \$0.20 or so to raise \$1.00; the typical length of consultant involvement is 18 months; how are potential donors identified; who might have a personal attachment to the property or this area; develop a small fundraising committee to work on the vision and business plan ideas -- perhaps UPFAC members, Staff, other volunteers -- with Ms. Jones' assistance. Make sure to include future care and maintenance of the buildings and property, either through Township budget or an endowment.

Ms. Jones will send a proposal to the Board of Supervisors by month's end for their consideration.

Mary Lou Farrow thanked the UPFAC members, and Archer & Buchanan, for their hard work

#### Adjournment

Mrs. Tomlinson adjourned the Workshop at 5:40 p.m. and the Board of Supervisors proceeded to hold an Executive Session regarding a legal matter.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary