



*Board of Supervisors of Willistown Township  
Chester County*

688 Sugartown Road, Malvern, PA 19355  
Phone: 610.647.5300 Fax: 610.647.8156

Date: September 26, 2023

FOR IMMEDIATE RELEASE

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### **Willistown Township Lobby Renovation and Township Building Public Access**

Recent visitors to the Township may have noticed some construction work along the north side by the Administration Building parking area. Work on the porch and front lobby renovation is underway. Beginning Monday, October 2, the streetside front access to the Township Building will close. The Township Building will remain open for our standard hours, 9 AM – 5 PM. During the renovation, the only access will be at the rear of the building, the public meeting room entrance. A telephone posted in the rear lobby will connect visitors to staff who can assist them.

#### **Purpose of the Renovation**

Since the administrative staff moved into this building in the fall of 2015, our operations have grown, and we've realized that the building's lobby area is too small to accommodate the breadth and scope of the work that is conducted there. In addition, our front porch needs significant repair. At their July meeting, the Board of Supervisors approved a proposal from Gorski Engineering to renovate the building lobby and repair the front porch. The porch floor and stairs will be replaced, and a new ramp will make the front entrance ADA Accessible. An expanded lobby will provide a larger and more welcoming space for visitors. Lighting and security improvements are also planned.

#### **Conducting Township Business**

Residents are reminded that a lot of Township business can be conducted remotely.

- **Payments:** Sewer payments can be made [online](#) or deposited in the drop box on the back porch
- **Permit applications:** Applications for building and zoning permits are available for download on the Township website at [willistown.pa.us/permitapplications](http://willistown.pa.us/permitapplications).
- **Questions for staff:** Have a question for a Township staff member? You can find contact information for all our departments on the township website at [willistown.pa.us/directory](http://willistown.pa.us/directory). If you would like to speak to someone in person, you are encouraged to make an appointment.



**Parking and Directions**

Public parking will remain available along Sugartown Road in front of the Police Building. Additional spaces, including an ADA accessible space, are available by the rear access of the Administration building. Please be sure to follow the proper traffic flow, minding the directional arrows, and watch for departing police vehicles.

