

ANIZDA Board Meeting Agenda
February 1, 2023
5:00 pm
America on Wheels
5 North Front Street, Allentown, PA

1. Call to Order – Chairperson
2. Approval of December 7, 2022 meeting minutes
3. Public Comment on all matters to be acted upon
4. Old Business
5. New Business
 - A. Election of Officers
 - B. Reappointment of Goody Clancy for design review services for 2023 – Resolution R2023-285
6. Executive Directors Report

Adjournment

ALLENTOWN NEIGHBORHOOD IMPROVEMENT ZONE
DEVELOPMENT AUTHORITY

RESOLUTION R-2023-285

WHEREAS, the Allentown Neighborhood Improvement Zone Development Authority (the "Authority") Guidelines for Obtaining Financing for Projects ("Guidelines") sets forth that a design review report is required for each Project to come before the Authority, and

WHEREAS, the Guidelines call for the City Planning Director to review each Project, and

WHEREAS, to assist the City in its review, the Authority has engaged a third-party consultant to do design review,

NOW, THEREFORE, be it resolved by the Authority as follows that:

1. The Authority hereby approves re-appointment of the architectural, planning and preservation firm of Goody Clancy, creators of the "Downtown Allentown Development and Urban Design Plan", to provide, on an as needed basis, the design review of Projects proposed for approval by the Authority and to issue a report to the Authority under the Guidelines in accordance with the proposal provided to the Executive Director dated January 25, 2023, attached hereto, effective for calendar year 2023.
2. The cost of the design review and issuance of the report shall be absorbed by the Project developer and be a cost paid from the initial deposit by the developer and if no deposit is available the cost shall be billed to and paid by the developer as a reimbursement cost under the Reimbursement Agreement or Funding Agreement for the Project.
3. The Authority hereby ratifies any action taken heretofore and authorizes any action taken hereafter on behalf of the Authority to fulfill the Authority's obligations and rights hereunder with regard to the above.
4. Each of the Chairperson or Executive Director, is hereby authorized and directed to execute where deemed necessary any agreement and/or documents to complete this transaction and to take any and all such actions necessary in their opinion

with the advice of counsel to implement fulfillment of this Resolution and to consummate the transaction contemplated herein.

5. All Resolutions and orders or parts thereof in conflict with the provisions of this Resolution to the extent of such conflict are hereby repealed and this Resolution shall be in immediate effect from and after its adoption.

END OF RESOLUTION

DRAFT

CERTIFICATION

I, Pedro L Torres, Jr., Secretary of the Allentown Neighborhood Improvement Zone Development Authority, do hereby certify that the foregoing is a true and correct copy of the Resolution R-2023-285 of the Board of Directors of the Authority passed at a duly convened meeting of said Board on the 1st day of February, 2023. Authority members present and voting were as follows:

<u>Vote</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Seymour Traub, Esq.			
Eileen Aguilera			
Dr. Ann Bieber			
Stephen Breininger			
Nelson A. Diaz			
Lewis Edwards			
Tiffany Polek			
John Stanley, Esq.			
Pedro L. Torres, Jr.			

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 1st day of February, 2023.

Secretary

January 25, 2023

Steve Bamford
Executive Director
Allentown Neighborhood Improvement Zone
Development Authority (ANIZDA)
5 N. Front Street
Allentown, PA 18102

sbamford@allentownniz.com

RE: ANIZDA Design Review Services

Dear Steve,

Thank you for the opportunity to submit this proposal for on-call design review services for the Allentown Neighborhood Improvement Zone Development Authority (ANIZDA). In providing these services, Goody Clancy will be supported by Ben Carlson and his team at CH Planning. This team structure will enable you to benefit from Ben's past working relationships with ANIZDA and Goody Clancy. Ben will serve as the point person for our team and will draw on a range of capabilities at Goody Clancy and CH PLanning as needed to help address a wide range of urban design topics and technical skills, including zoning, multi-modal transportation, resilience, equity of impact, landscape design, and stakeholder engagement. Based on our previous assignments from ANIZDA, we anticipate that potential on-call tasks could include:

- Design review of proposed projects in ANIZDA's Downtown and Waterfront areas. In addition to urban design issues like scale, architectural character, public realm quality, and fit within mixed-use people-oriented contexts, we are prepared also to comment on proposed sustainability and resilience measures, potential transportation impacts, proposed zoning variances, and/or other related aspects. Review may involve identifying appropriate precedents to help illustrate urban design intentions and quality standards to guide development projects.
- Studies of potential public realm improvements, site redevelopment scenarios, policies supporting quality urban design outcomes, or other topics.
- Travel to Allentown to present and discuss design review findings with ANIZDA staff and board members, key stakeholders and/or the general public; for field visits of areas for study or design review; or other reasons. Allentown is especially accessible for our Philadelphia-based staff.

Proposed Budget

We will confirm with you an appropriate budget, level of effort and timeframe for each on-call task requested. We anticipate invoicing tasks on a time and materials basis to an upset limit, but are flexible to propose a fixed fee per task instead if preferred. The table on the next page lists hourly rates effective for the next 12 months and areas of expertise by staff member. We have listed staff with a wide range of expertise to have capacity to address a spectrum of potential on-call tasks, whether building design review, public realm design review, concept studies or other areas. For any actual task request, we anticipate utilizing a compact team of one to three people most appropriate to the assignment.

Example cost ranges for tasks:

- Basic project design review and comment: \$1,000-\$2,000
- Project design review and comment with diagrams and/or examples of recommended urban design approaches: \$950-\$5,000
- Site study tasks (development parcels and/or public realm): \$2,000 or more depending on scope
- Visit to Allentown for meetings or field observation: \$500-\$1,000

We look forward to confirming more specific tasks with you in response to requests from ANIZDA. Thank you for your interest in working with us on continued urban design services for Allentown. We look forward to working together on tasks soon.

Please let me know if you have any questions or if I can provide additional information.

Sincerely



David Spillane, FAICP, RIBA
President
Goody Clancy

ATTACHMENT: Schedule of hourly rates

ATTACHMENT TO PROPOSAL FOR DESIGN REVIEW SERVICES

Schedule of Hourly Rates for 2023

Staff Name and Position	Staff Expertise/Role	Hourly Rate
David Spillane, President (GC)	Urban design	\$300
Ben Carlson, Director of Urban Design (CHP)	Task leadership, urban design review, sustainability review	\$230
Charnelle Hicks, Principal (CHP)	Principal in charge, transportation	\$260
Jordan Exantus, Managing Associate (CHP)	Equity analysis, public realm, development regulation policy	\$200
Nancy Templeton, Managing Associate (CHP)	Zoning/development regulation policy, economic analysis	\$175
Laura Connelly, Managing Associate (CHP)	Landscape design, public realm	\$175
Leila Bahrami, Senior Planner (CHP)	GIS & equity analysis, resilience, urban design & illustration	\$150
Jannet Arevalo, Urban Designer (GC)	Urban design & illustration	\$150
Olivia Foster, Senior Planner (CHP)	Resilience & equity analysis	\$150
Kyle Wire, Senior Planner (CHP)	Urban design & illustration, graphic design	\$150
Patrick O'Connor, Support (GC)	Administrative	\$125
Travel		\$0.655 / mile
Other expenses		Direct cost with receipt