

**ANIZDA Board Meeting
Agenda
November 3, 2021
5:00 pm
America on Wheels
5 North Front Street, Allentown, PA**

1. Call to Order – Chairperson
2. Approval of October 6, 2021 meeting minutes
3. Public Comment on all matters to be acted upon
4. Old Business
5. New Business
 - A. Parking Facility Management Agreement with Global Spectrum L.P. d/b/a Spectra Venue Management – Resolution R2021-252
 - B. Reappointment of Goody Clancy for design review services for 2022 – Resolution R2021-253
 - C. Board Meeting Dates for 2022 – Resolution R2021-254
6. Executive Directors Report

Adjournment

ALLENTOWN NEIGHBORHOOD IMPROVEMENT ZONE
DEVELOPMENT AUTHORITY

RESOLUTION NO. R-2021-252

BE IT RESOLVED, that the Allentown Neighborhood Improvement Zone Development Authority (the "Authority") hereby approves entry into a Parking Facility Management Agreement (the "Agreement") with Global Spectrum L.P. d/b/a Spectra Venue Management to manage parking of motor vehicles in and maintenance of the Authority owned parking facilities that are part of the PPL Center Arena commencing as of January 1, 2022 for a term of 5 years in accordance with the terms of the Agreement.

BE IT FURTHER RESOLVED, that the Authority hereby authorizes the Chairperson or Vice Chairperson and the Secretary or Assistant Secretary, on behalf of the Authority to execute and deliver the Agreement as finally negotiated and approved by the Executive Director and counsel, so long as it is substantially consistent with the terms of the Agreement provided to the Authority prior to and discussed at this meeting.

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-2021-252 of the Board of Directors of the Authority passed at a duly convened meeting of said Board on the 3rd day of November, 2021. Authority members present and voting were as follows:

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

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 3rd day of November, 2021.

Secretary

ALLENTOWN NEIGHBORHOOD IMPROVEMENT ZONE
DEVELOPMENT AUTHORITY

RESOLUTION R-2021-253

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 a design review,

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

1. The Authority hereby approves re-appointment of the architectural and planning firm of Goody/Clancy & Associates, Inc., creators of the "Downtown Allentown Development and Urban Design Plan", to provide on an as needed basis the design review of Projects and to issue a report to the Authority under the Guidelines in accordance with the proposal provided to the Executive Director dated October 25, 2021, attached hereto, for calendar year 2022.

2. The cost of the design review and 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 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. 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-2021-253 of the Board of Directors of the Authority passed at a duly convened meeting of said Board on the 3rd day of November, 2021. Authority members present and voting were as follows:

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

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 3rd day of November, 2021.

Secretary

Design Review Services for Downtown Allentown

October 25, 2021

October 25, 2021

Steven Bamford
Executive Director, Allentown Neighborhood Improvement Zone Development Authority
5 North Front Street
Allentown, PA 18101
610.762.1633

Mr. Bamford,

Goody Clancy is pleased to submit this proposal for continued on-call design review services for Downtown Allentown. We have appreciated the opportunity to assist ANIZDA over the past six years by providing design review services for more than a dozen major projects, including private development and public improvement projects. These proposals have each presented the possibility for significant and near-term changes in Downtown, and we have aimed to ensure that these changes are overwhelmingly positive, in line with the vision and policies articulated in the Downtown Development and Urban Design Plan and other relevant plans and policies. We look forward to continuing these design review services for another year, and in doing so helping ANIZDA achieve its economic and community development goals.

This proposal is similar to previous versions submitted in 2016, 2017, 2018, 2019, and 2020. We assume our continued services will be covered by the same terms and conditions used previously, consistent with those outlined in the Design Review Agreement between Goody Clancy and ANIZDA dated October 22, 2015.

Over the last year, the majority of our design review services for ANIZDA have consisted of proposal review with a memorandum documenting our assessment and recommendations, completed as part of an application for board approval of NIZ funding. We also completed pre-application reviews at applicant request. A table of design reviews completed from 2016-2021 is included at the end of this proposal.

This proposal contains updated hourly personnel rates and four representative service/cost scenarios. We have identified the full range of staff who may participate in reviews in order to provide efficient service. We anticipate invoicing on an hourly basis for design review, but can propose a fixed budget for more specific work assignments that may arise. Please contact us with any questions you may have about these materials. We look forward to continuing to work with you to shape the future of downtown.

Sincerely,



David Spillane, AICP, RBA
President
Principal, Planning and Urban Design

Service and Cost Scenarios

SERVICE	COST
<p>Basic review of a proposal, with summary comments provided via email or phone call.</p> <p>THIS SERVICE PROVIDED FOR SIMPLE, PRE-APPLICATION REVIEW.</p>	<p>Approximately 1–4 hours labor, \$190–\$800.</p>
<p>Proposal review with memorandum documenting our assessment and recommendations, including phone communications with City of Allentown to discuss findings prior to writing draft memorandum; and to discuss draft memorandum to confirm final memorandum content.</p> <p>THIS IS THE CURRENT LEVEL OF DESIGN REVIEW FOR MOST PROJECTS</p>	<p>Approximately 5–30 hours labor depending on level of background review needed, \$950–\$5,000.</p> <p>A table of completed design review fees over the last few years are provided on the following page.</p>
<p>Sequential proposal review over three phases, with memorandum documenting our assessment and recommendations, including phone communications with City of Allentown to discuss findings prior to writing draft memorandum; and to discuss draft memorandum to confirm final memorandum content.</p>	<p>Approximately 8-60 hours labor, depending on the level of background review needed and extent of design changes from phase to phase, \$1,500-\$11,000.</p> <p>Phase 1: Application to Project Review Committee Phase 2: Review by ANIZDA Board Phase 3: Application to City of Allentown for Site Plan Review or another appropriate time to monitor for material design changes made after ANIZDA approval.</p>
<p>A more detailed study of design alternatives including stakeholder interviews, analysis diagrams, visualization of alternate concepts, attendance at developer meeting/press conference, and/or other deeper levels of effort.</p>	<p>This would require additional hours and fee. A memo on the scale of our stadium review for the City of Providence or Binney Street Corridor peer review for the City of Cambridge would cost \$15,000–\$25,000.</p>

SERVICE	COST
<p>In-person attendance at meetings in Allentown.</p>	<p>Hourly rates would apply to time in Allentown and at least 50% of travel time; travel expenses could range from approximately \$500 for day trips (meetings scheduled between 10am and 6pm) to approximately \$750 for trips requiring an overnight stay.</p>

Hourly Rates

2022

Goody Clancy

David Spillane, Principal	\$230
Kathleen Onufer, Senior Urban Planner	\$155
Architect.....	\$140
Jannet, Arevalo, Urban Designer.....	\$135
Junior Designer.....	\$110

Selected Previous Design Review Services

Date of Invoice & Project	Hours of Labor	Cost
August 2021 - DaVinci Science Center Design Review	5.5	\$1,015
March 2021 - 207 and 249 N Front St Design Review	12.5	\$2,055
December 2020 - Walnut Heights Deck Design Review	8	\$1,350
December 2020 - 932 Hamilton Design Review	7.5	\$1,272.50
November 2020 - DaVinci Science Center Pre-Application	5	\$905
May 2020 - Walnut Heights Deck Pre-Application	12	\$2,218
March 2020 - 932 Hamilton	6.5	\$1,105
March 2020 - 950 Hamilton	6.5	\$1,105
March 2020 - LanTA Commons	11	\$1,900
March 2020 - Linden Commons	20	\$3,360
February 2020 - Brewer's Hill	3	\$498
December 2019 - Grand Plaza Design Review	26.50	\$3,598
November 2019 - 702 Hamilton	20	\$2,653
December 2018 - Hamilton Streetscape Improvements	20	\$2,768
October 2018 - 5 City Center Review	25	\$3,531
September 2018 - Allentown Parking Authority	3	\$411
September 2018 - ACR Streetscape	3.5	\$509
March 2018 - Arts Alley Public Improvement	11.5	\$1,613
March 2018 - Hamilton Connection Public Improvement	8	\$1,140
November 2017 - 900 Hamilton	4	\$500
November 2017 - 702 Hamilton Tower	10.5	\$1,503
October 2017 - 5 City Center Innovation Campus	39	\$5,505
March 2017 - Vault 634	21	\$3,065
October 2016 - Strata III (two rounds of review comments)	43	\$6,350
July 2016 - Tower 6 (two rounds of comments)	7.5	\$1,360
March 2016 - 5 City Center projects	49	\$7,543

ALLENTOWN NEIGHBORHOOD IMPROVEMENT
ZONE DEVELOPMENT AUTHORITY

RESOLUTION R-2021-254

BE IT RESOLVED, that the Allentown Neighborhood Improvement Zone Development Authority (the "Authority") hereby approves holding the Authority monthly public meeting at 5:00 pm in the America on Wheels Museum at 5 N Front Street, Allentown, Pennsylvania for the calendar year 2022 on the dates set forth on the attachment hereto.

BE IT FURTHER RESOLVED that the dates shall be publicly advertised as required by law.

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-2021-254 of the Board of Directors of the Authority passed at a duly convened meeting of said Board on the 3rd day of November, 2021. Authority members present and voting were as follows:

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

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 3rd day of November, 2021.

Secretary

PUBLIC NOTICE

Allentown Neighborhood Improvement Zone Development Authority (ANIZDA)
2022 Board Meeting Schedule

The regular public meetings of the Allentown Neighborhood Improvement Zone Development Authority (ANIZDA) for the calendar year 2022, will be held in the America on Wheels Museum located at 5 N. Front Street, Allentown, Pennsylvania, at 5:00 P.M.

Dates are: January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7.

Draft