

**November 3, 2021
America On Wheels
2nd Floor Meeting Room
5 North Front Street, Allentown, PA**

Attendees: Sy Traub, Esq., Pedro Torres, Stephen Breininger, Nelson Diaz, and Tiffany Polek in person. Dr. Ann Bieber, Lewis Edwards, and John Stanley, Esq. by phone.

Board Staff: Jerome B. Frank (Solicitor), Steve Bamford (Executive Director), and Michelle Reid (Executive Assistant)

Members of the public were present.

1. **Call to Order - The meeting was called to order by Sy Traub, Chairperson, at 5:00 p.m. - A quorum was met.**
2. **Approval of October 6, 2021 Meeting Minutes – A motion to approve the October 6, 2021 meeting minutes was made by P. Torres, seconded by S. Breininger, and approved.**
3. **Public Comment on all Matters to be Acted Upon – Members of the public were present, but comments were deferred until matters were to be acted upon.**
4. **Parking Facility Management Agreement with Global Spectrum L.P. d/b/a Spectra Venue Management – Resolution R2021-252**
 - a. ANIZDA owns the two parking garages serving PPL Center, the One City Center office building, and the Renaissance Hotel totaling 860 spaces. Allentown Parking Authority (APA) has managed the facilities on behalf of ANIZDA since they were opened. Pursuant to the terms of the agreement between ANIZDA and APA, APA is currently paid management and maintenance fees totaling \$9,420 per month and is also reimbursed for expenses. ANIZDA passes 100% of the costs onto City Center Investment Corporation which is the owner of the office building and hotel and BDH which is the operator of the arena.
 - b. APA has declined to extend the agreement unless their fees could be increased as APA believes the fees do not adequately compensate for their time and effort. As an alternative to APA management, S. Bamford sought a proposal for professional services from Spectra Venue Management which manages the arena on behalf of BDH as there would likely be efficiencies to be realized in having the same entity manage both the arena and the parking. Spectra has proposed a fee arrangement starting at approximately \$1,600 less per month and is well positioned to meet the Authority's needs. Spectra will respond to the customer call button 24/7, staff the attendant booth as necessary, clean and maintain the facility and equipment, and collect parking revenues.

- c. The resolution authorizes execution of an agreement with Spectra for a 5-year term commencing January 1, 2022 to be negotiated by the Executive Director and Counsel.
- d. N. Diaz moved to approve and P. Torres seconded Resolution R2021-252. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

5. Reappointment of Goody Clancy for design review services for 2022 – Resolution R2021-253

- a. S. Bamford stated that Goody Clancy is the author of the Downtown Allentown Development and Urban Design Plan. He explained that ANIZDA contracts with Goody Clancy to provide design review services to support the Project Review Committee and the board in evaluation of development proposals and supplements the review by City of Allentown staff. The cost of the design review services are passed on to developers. Their proposal for 2022 is the same scope of services and same hourly rates as 2021. The principal in charge, David Spillane has not changed although there have been some other personnel changes at the firm that will be monitored. If at any point, the personnel changes affect their ability to service ANIZDA, the arrangement can be terminated at any time. S. Bamford recommends the reappointment of Goody Clancy.
- b. P. Torres moved to approve and S. Breininger seconded Resolution R2021-253. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

6. Board Meeting Dates for 2022 – Resolution R2021-254

- a. S. Traub indicated that the Authority's regular monthly meeting is the first Wednesday of each month. In October of 2022 Yom Kippur falls on the first Wednesday. After discussion it was determined to move the October 2022 board meeting date to the second Wednesday of the month, October 12.
- b. S. Breininger moved to approve and P. Torres seconded Resolution R2021-254 modified to include the October 12 date. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

7. Executive Directors Report

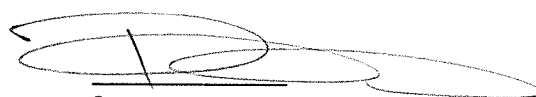
S. Bamford reported:

- a. Riverside Drive is under construction. It is expected to be completed from The Waterfront south to Hamilton Street by year end. The 615 Waterfront Drive office building is on track to be completed by October 2022.
- b. Manhattan Building Company is working with the City of Allentown on finalizing and recording the land development plan for 207 N. Front Street. The developer expects to have loan documents signed by developer and Peoples Security Bank and Trust to ANIZDA later this week for execution.

The meeting was adjourned at 5:20 pm.

Next ANIZDA Board Meeting: Wednesday, December 1, 2021 at 5:00 pm.

Respectfully Submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a vertical line, positioned above the title 'Secretary'.

Secretary

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.

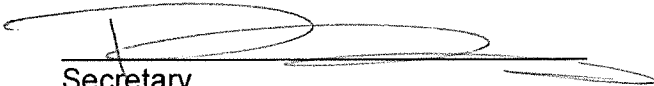
BE IT FURTHER RESOLVED, that the Authority hereby authorizes the Chairperson or Vice Chairperson and the Secretary or Assistant Secretary, on behalf of the Authority to execute and deliver the Agreement as finally negotiated and approved by the Executive Director and counsel, so long as it is substantially 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

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

GOODYCLANCY

ARCHITECTURE / PLANNING / PRESERVATION

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

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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 12, November 2, December 7.