

Ray O'Connell, President
Julio A. Guridy, Vice President
Joseph Davis
Jeanette Eichenwald
Jeff Glazier
Daryl Hendricks
Cynthia Y. Mota



Allentown City Council
435 Hamilton Street
Allentown, Pa. 18101
AllentownPa.Gov

Facebook: Allentown City Council

**COUNCIL MEETING
March 18, 2015
COUNCIL CHAMBERS**

Parks and Recreation Committee Meeting 6:00 PM

Bill 10

Amending the 2015 General Fund Budget by eliminating the position of Special Events Coordinator and replacing it with a Recreation and Events Coordinator.

Discussion: Golf Course Fund

Appointment Discussion: Ms. Taylor, Parks and Recreation Director

COUNCIL MEETING – 7:00 PM

1. Invocation: Pastor Nydia Ramos, Spanish Emmanuel Church

2. Pledge to the Flag

3. Roll Call

**4. Courtesy of the Floor
Courtesy and Privilege of the Floor Rules**

Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website or by email if you contact Council office.

There are multiple opportunities to address Council. Individuals can speak during Courtesy of the Floor (addressing items not on the agenda) and during Bills and Resolutions on Final Passage and Introduction. When given the Floor, please go to the podium and state your name and address. All remarks must be directed towards the presiding officer or council as a body; not a particular Council member or elected official, the audience or city staff. Unless otherwise determined, individuals shall have three minutes to address council and individuals representing a bona-fide group shall have five minutes. Privilege of the Floor will not be extended for personal insults or personal attacks on any individual, name calling or other behavior that is inconsistent with the purpose and intent of conducting official business. Please address council as a body. Refrain from using offensive language, cursing and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.

5. Approval of Minutes: March 4, 2015

6. Old Business

7. Communications

8. REPORTS FROM COMMITTEES:

Budget and Finance: Chairperson Glazier

The committee has not met since the last council meeting; the next meeting is scheduled for March 25 at 6 PM.

Public Safety: Chairperson Eichenwald

The Committee has not met since the last council meeting; a meeting will be scheduled for April 1.

Community and Economic Development: Chairperson Guridy

The Committee has not met since the last council meeting; the next has not been scheduled.

Parks and Recreation: Chairperson Mota

The Committee met this evening; the next meeting is not scheduled.

Public Works: Chairperson Davis

The Committee has not met since the last council meeting; the next meeting is scheduled for April 8 at 6 PM.

Human Resources, Administration and Appointments: Chairperson Hendricks

The Committee has not met since the last Council meeting, the next meeting is not yet scheduled.

Rules, Chambers, Intergovernmental Relations and Strategy: Chairperson O'Connell

The Committee has not met since the last council meeting. There are no future meetings scheduled as of this time.

OTHER COMMITTEE REPORTS

City Controller's Report

Managing Director's Report

9. APPOINTMENTS:

Debora Roberson

Arts Commission

01/03/2016

10. ORDINANCES FOR FINAL PASSAGE (To be Voted On):

Bill 10

Amending the 2015 General Fund Budget by eliminating the position of Special Events Coordinator and replacing it with a Recreation and Events Coordinator.

Bill 11

Amending the 2015 Capital Project Fund Budget to provide for a supplemental appropriation of Three Hundred Thousand Dollars (\$300,000) from the Multimodal Transportation Grant for the Sacred Heart Streetscape capital project.

11. RESOLUTIONS FOR FINAL PASSAGE (To be Voted On): None

12. ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)

Bill 13

Refer to CEDC, City and Lehigh Valley Planning Commission

Amends the Zoning Code by rezoning an area bounded by North 5th Street to the west, North Penn Street to the east, W. Turner Street to the south, and generally Oak Street extended to the north from Medium High Density Residential (R-MH) and Institutional and Government (I-G) District to High Density Residential (R-H) District 15-1(Z) requested by T&M Associates on behalf of Sacred Heart Housing, LP

Bill 14**Refer to Public Works**

Amending the 2015 Capital Fund Budget to provide for an appropriation of Four Hundred Thousand Dollars (\$400,000) reflecting receipt of funds from property owner reimbursement to install replacement and new curbing, sidewalks, crossovers in advance of the 2015 Streets Improvement Program. The Bureau of Engineering is supervising and monitoring the funds.

BILL 15**Refer to Public Works**

Amending the 2015 Capital Fund Budget to provide for a transfer of Forty-Thousand Dollars and No Cents (\$40,000.00) from the Union Street Bridge project to the Bridge Repairs Capital Account. Bureau of Engineering is supervising and monitoring the funds.

13. RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):**R10**

Sewage Planning Module for 90 South 9th Street – The Landmark

R11

Refer to HR, Administration and Appointments

Supports City's Employment applications procedures to remove any questions regarding criminal activity

R 12

To be Voted On

Authorizes the following properties to be acquired through eminent domain, if necessary, by the Redevelopment Authority of the City of Allentown:

395 W Gordon Street

635 Park Street Eminent Domain

R13

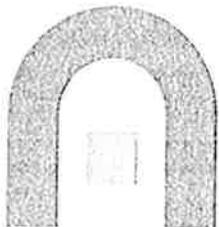
Refer to Rules and Chambers

Amends Council Rules on the Appointment Process

R-14

Certificates of Appropriateness for Work at 238 N. 8th Street, 340-1/2 North 9th Street, 31 N. 11th Street, and 411 N. 8th Street

14. NEW BUSINESS**15. GOOD AND WELFARE****16. ADJOURNED**



Allentown
City without limits.

Francis X. Dougherty

Managing Director

Office of the Mayor

435 Hamilton Street

Allentown, PA 18101-1699

Office 610.437.7781

fax 610.437.8730

Francis.Dougherty@allentownpa.gov

MEMO TO: The Honorable Ray O'Connell, Council President

FROM: F.X. Dougherty, Managing Director 

REGARDING: Parks and Recreation Director Nomination

DATE: February 27, 2015

This memorandum is to inform Allentown City Council that Ms. Lindsay Taylor will be the Administration's nominee to City Council to become Allentown's Parks and Recreation Director.

Ms. Taylor is currently the long term Director of Parks and Recreation for the Township of Lower Merion, in Ardmore Pennsylvania. In that capacity, Ms. Taylor has demonstrated her leadership and managerial skills both internally and externally in overseeing a workforce of 29 full-time and 138 part-time employees in a 725 acre park system.

Ms. Taylor's resume is impressive and is attached for your review and consideration. Ms. Taylor is no stranger to the Lehigh Valley, having served as Director of Parks and Recreation in Lower Providence Township, Eagleville and is currently Executive Director of the Lower Macungie Youth Association. Ms. Taylor holds two degrees from West Chester University.

Ms. Taylor's salary will be \$95,000.

It is the Administration's hope that City Council can act quickly to schedule a confirmation hearing.

Attachment

Lindsay L. Taylor, CPRP, CYSA
139 Clay Road
Mertztown, PA 19539
610-451-9491

JOB OBJECTIVE Parks and Recreation executive in a senior management position requiring leadership, management, operations, budgetary, planning, programming and public relations experience.

EXPERIENCE **Township of Lower Merion, Ardmore, PA**
Director of Parks & Recreation
June 1996 – Present

Responsible for providing Township residents with a variety of year-round recreational activities and events utilizing Township facilities, including natural areas, trails, playgrounds, parks, athletic fields, swimming pools and community centers. Duties include managing a workforce of 29 Full-Time and 138 Part-Time parks and recreation employees, developing and maintaining the Township's 725 acre park system, planning and evaluating the effectiveness of recreational programs and facilities, and overall direction and administration of department operations. Responsible for all departmental budgetary, planning, programming, personnel and marketing decisions. Reports to Township Manager.

- Managed multi-municipal project to determine the feasibility of a 15.5 mile multi-purpose trail through four municipalities, including 2 mile Cynwyd Heritage Trail that was constructed and opened in 2011.
- Managed development and implementation of master plans for thirteen Township parks.
- Applied for and received over \$1 million in state and federal grants for park planning and development.
- Completed feasibility study and began implementation of Township-Wide Bicycle and Pedestrian Network.
- Completed Township Swimming Pool Feasibility Study and subsequently managed \$1.8 million re-construction of Ardmore Pool and \$4.65 million renovation of Belmont Hills Pool.
- Responsible for a 55% increase in revenue generated through new and expanded recreation programming.

Lower Macungie Youth Association (LMYA)
Executive Director (Part-Time)
September 2011 – Present

New position; responsible for leadership and administration of non-profit youth sports organization that operates nine sports programs serving over 5,000 children annually, including acting as primary contact for members, primary source for organization's communications, developing and implementing capital and strategic plans, identifying

and securing sponsorships donations and grants and serving as liaison with outside and partner organizations.

Reports to President, LMYA Board of Directors

Township of Lower Providence, Eagleville, PA

Director of Parks & Recreation
January 1986 – June 1996

Responsible for providing Township residents with a variety of year-round recreational activities and events utilizing Township facilities, including playgrounds, parks, and athletic fields. Duties include planning, reviewing and evaluating the effectiveness of recreational programs and facilities and direction and administration of department operations. Responsible for departmental programming, personnel and marketing decisions. Reported to Township Manager.

EDUCATION

West Chester State College, 1975 – 1979
B.S., Health & Physical Education

West Chester University, 1992 – 2000
M.S.A. Public Administration

**PROFESSIONAL
AFFILIATIONS &
CERTIFICATIONS**

Member of Pennsylvania Recreation and Park Society since 1986

- Recording Secretary, Park Resource Branch Executive Committee, 2004 – 2008
- Multiple Excellence in Programming Awards

Member of National Recreation and Park Association since 1986.

Graduate of Main Line Leadership program sponsored by Main Line Chamber of Commerce, 2005

Graduate of ICMA Leading, Educating and Developing (LEAD) program, University of Virginia, Weldon Cooper Center for Public Service, 1997

Certified Parks & Recreation Professional

Certified Youth Sports Administrator

AWARDS

Outstanding Senior Manager, 1997

REFERENCES

Roseann McGrath, Director of Human Resources
Township of Lower Merion
610-645-6120
rmcgrath@lowermerion.org



Allentown
City without limits.

Ed Pawlowski, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ed.Pawlowski@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ed Pawlowski *EP*
Mayor

DATE: March 10, 2015

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following reappointments for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Debora Roberson	Arts Commission	01/03/2016

Ms. Roberson is replacing Mr. Rudy Ackerman who resigned from this commission in December, 2014. I have attached her resume for your review.

EP/kal

Attachments

REQUEST FOR APPOINTMENT

DATE 4-30-2014

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Arts Commission

NAME: Debora Roberson

HOME ADDRESS: 2930 West Liberty Street, Allentown, PA 18104

BUSINESS ADDRESS: 840 Hamilton Street, Suite 210, Allentown, PA 18101

TELEPHONE NO. (RESIDENCE) 610-351-9662 BUSINESS 610-391-0160

EMAIL: debora@robersonbutz.com

PRESENTLY EMPLOYED BY: Roberson Butz Architects

JOB TITLE: Principal and Architect

EMPLOYMENT (Prior): STV Architects, Ballinger Architects (refer to resume for complete list)

EDUCATION:

HIGH SCHOOL GRADUATE: x YES _____ NO
COLLEGE OR UNIVERSITY GRADUATE x YES _____ NO
DEGREE/FIELD OF STUDY Master of Architecture

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Allentown School District Foundation Board Member – President (through June 2014)
Allen Arts Academy Alliance Board – Board Member
Trexler Middle School PTA - Board Member
William Allen PTSA - Member

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:

Lehigh Valley Arts Council – Vice President of Board
Allentown YMCA/YWCA – Board Member

DO YOU LIVE IN THE CITY OF ALLENTOWN: X YES _____ NO

HAVE YOU EVER BEEN ARRESTED? No

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT “BUSINESS” OR “PROPERTY” INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

Yes, I am a business owner – Roberson Butz Architects.

ARE YOU A REGISTERED VOTER:

X YES _____ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I am an arts advocate and believe strongly that exposure to the arts improves the quality of life for individuals as well as impacting the entire community in many positive ways. I also believe that integration of arts in all aspects of education is critical to developing well-rounded and productive citizens.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES X NO

IF YES,
EXPLAIN: _____

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.



Signature

April 30, 2014

Date

Please forward this request for appointment, along with a resume to:

Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101

Debora Roberson

2930 West Liberty Street
Allentown, PA 18104
610-351-9662 (h) 610-391-0160 (o)
debora@robersonbutz.com

EXPERIENCE

Roberson Butz Architects, Allentown, Pennsylvania
Principal/Architect, 1998 - Present

STV Architects, Douglassville, Pennsylvania
Project Designer/Architect, 1994 -1997

Urban Design Group, Tulsa, Oklahoma
Project Designer/Architect, 1993 - 1994
Project Designer/Intern, 1985 - 1987

Ballinger, Philadelphia, Pennsylvania
Project Architect/Designer, 1991 - 1993

Debora Roberson Architects, Philadelphia, Pennsylvania
Principal/Architect, 1989 - 1991

David Beck Architects, Philadelphia, Pennsylvania
Project Designer/Architect, 1987 - 1989

School of Architecture, Oklahoma State University
Design Studio Teaching Assistant, 1981 - 1983

REGISTRATION

Architect, Commonwealth of Pennsylvania

EDUCATION

Oklahoma State University
Post Graduate Study - Urban History and Medieval Europe, 1984 - 1985
Master of Architecture, 1983
Bachelor of Science of Architectural Studies, 1981

AFFILIATIONS

Allentown School District Foundation
Charter Board Member, 2009 – Present
Board President, 2012 – Present

Allen Arts Academy Alliance
Board Member, 2012 – Present

Lehigh Valley Arts Council
Board Member, 2009 – 2013
Member, Arts-in-Education Committee, 2009 – Present

William Allen Parent Teacher Student Association
Member, 2012 – Present

Trexler Middle School Parent Teacher Association
Member, 2008 - Present

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 10 - 2015

March 4, 2015

AN ORDINANCE

Amending the 2015 General Fund Budget by eliminating the position of Special Events Coordinator and replacing it with a Recreation and Events Coordinator.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: The Special Events Manager, page 176 of the adopted budget, be eliminated and replaced with the following position:

10N Special Event's Coordinator	\$50,648
13 N Recreation and Special Events Coordinator	\$56,000

SECTION TWO: That this Ordinance will take effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

What Department or bureau is Bill originating from? Where did the initiative for the bill originate?

The Department of Parks and Recreation is submitting the Bill to reorganize the department and better manage the special events held within the City.

- **Summary and Facts of the Bill**

The Bill eliminates the position of Special Events Coordinator and creates the position of a Recreation and Events Coordinator. Special events coordination will be shared by a team of individuals that are supervised by the newly created position.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City's Vision/Mission/Priorities**

The Bill will create a team approach to conducting special events and will allow the duties to be shared under one Coordinator. The benefits of doing this are that long term events (Lights in the Parkway) or events of large magnitude (July 4th) will no longer fall on one person. Two recreation specialists and the recreation and events coordinator will divide duties and can also enlist the assistance of other recreation program staff if need be. There doesn't appear to be a downside to the proposal. The Bill will insure that events are properly staffed and managed.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

The financial impact of the change is an additional \$5,352.00. This Manager will assign recreation programming work as well as special event coordination work to the two recreation specialists as well as maintain activities and responsibilities in both areas. Events can be rotated and shared between the three so that programs like Lights in the Parkway do not ask for a staff person to be available 7 days per week for over 6 weeks.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The funding for this exists due to the vacant recreation specialist position and the short term vacancy of the special events coordinator.

- **Priority status/Deadlines, if any**

This reorganization is a priority since the /springsummer months are the busiest for recreation and special events.

- **Why should Council unanimously support this bill?**

It will assist with staff retention and continuity with the coordination of special events. It will allow the department to expand recreational activities and programming and coordinate that programming with special events.

ORDINANCE NO.

BILL NO. 11 - 2015

March 4, 2015

AN ORDINANCE

Amending the 2015 Capital Project Fund Budget to provide for a supplemental appropriation of Three Hundred Thousand Dollars (\$300,000.00) from the Multimodal Transportation Grant to the Sacred Heart Streetscape capital project.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That City Council authorizes an increase to the unappropriated balance of the Capital Project Fund in the amount of Three Hundred Thousand Dollar (\$300,000.00).

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balance of the Capital Project Fund in the following manner:

<u>TO ACCOUNT</u>	<u>AMOUNT</u>
Public Works	
Sacred Heart Improvements	
001-03-1248-1510-76 Construction	\$ 300,000.00

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Public Works

- **Summary and Facts of the Bill**

This ordinance appropriates Multi Modal Transportation Grant funds to the Sacred Heart Streetscape Project.

Purpose – Please include the following in your explanation:

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City’s Vision/Mission/Priorities**

City continues the Sacred Heart Streetscape Project along the 500 and 600 blocks of Chew Street.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

This is an increase in funds due to a Multimodal Transportation Grant.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Multi Modal Transportation Grant for the Sacred Heart Streetscape Capital Project.

- **Priority status/Deadlines, if any**

Design work is in process and will go out to bid in the near future.

- **Why should Council unanimously support this bill?**

Council should support this bill because this grant continues the streetscape work in the Sacred Heart neighborhood.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 13 - 2015

MARCH 18, 2015

AN ORDINANCE

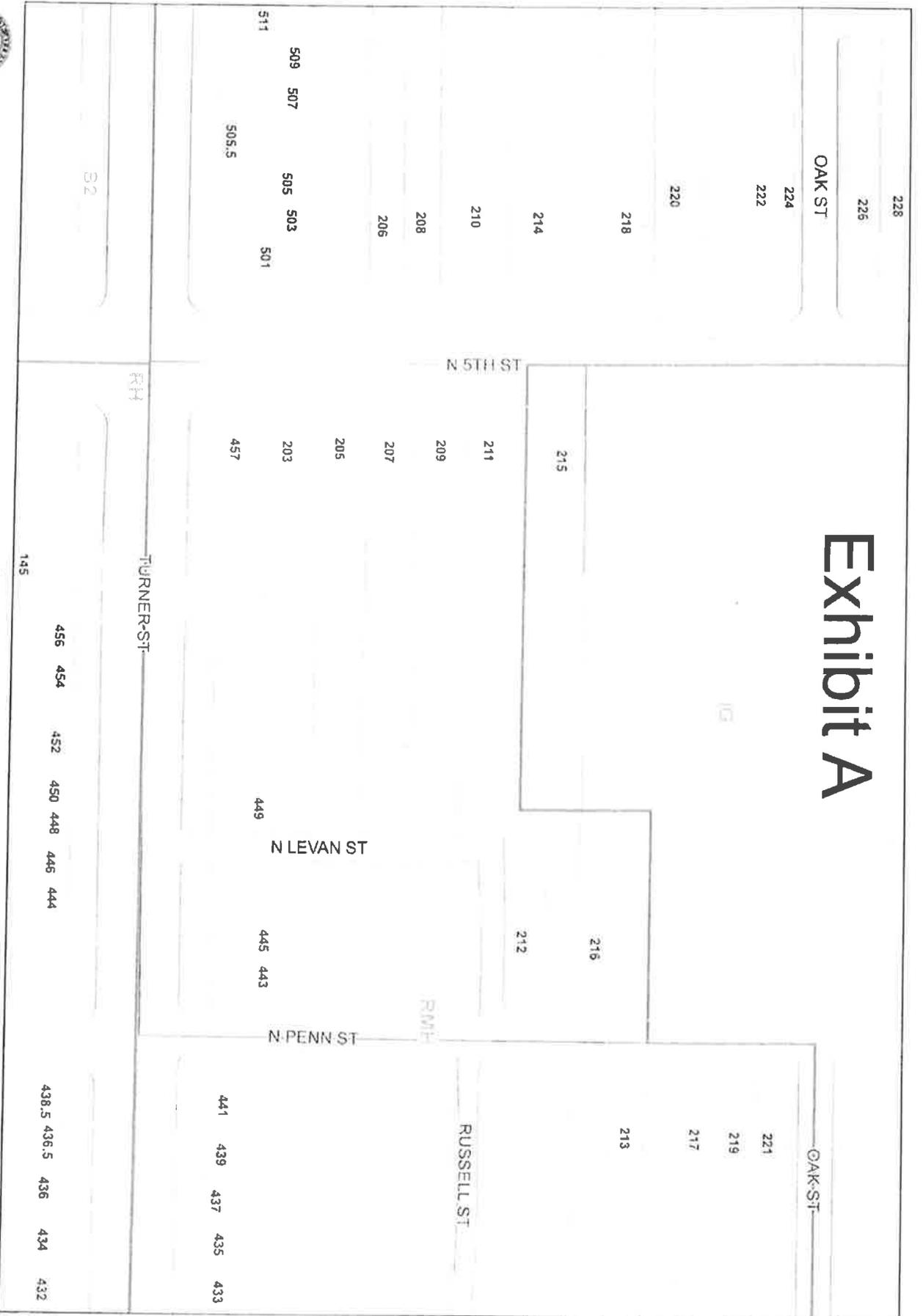
Amending the Zoning Code, Article 1301 – 1331, of the Codified Ordinance of the City of Allentown.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the area on the Zoning Map of the City of Allentown, depicted on Exhibit "A" attached hereto, be rezoned from Institutional and Government (I-G) and Medium High Density Residential (R-MH) to High Density residential (R-H).

SECTION TWO: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

Exhibit A



Rezoning from IG & RMH to RH



Legend
 Area to be Rezoned to RH
 Tax Parcel



1 inch = 50 feet
 0 25 50 100 Feet

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 14-2015

MARCH 18, 2015

AN ORDINANCE

Amending the 2015 Capital Fund Budget to provide for an appropriation of Four Hundred Thousand Dollars (\$400,000) reflecting receipt of funds from property owner reimbursement to install replacement and new curbing, sidewalks, crossovers in advance of the 2015 Streets Improvement Program. The Bureau of Engineering is supervising and monitoring the funds.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the City Council authorizes an increase to the unappropriated balance of the Capital Fund in the amount of Four Hundred Thousand Dollars (\$400,000) reflecting receipt of funds from property owner reimbursement to install replacement and new curbing, sidewalks, crossovers in advance of the 2015 Streets Improvement Program.

SECTION TWO: That City Council authorizes an appropriation from the unappropriated balance of the Capital Fund to the Capital Program Project Number 1731, Curb and Sidewalk Construction.

001-03-1731-1512-76	Construction Contracts	<u>\$ 400,000.00</u>
	Total	\$ 400,000.00

SECTION THREE: That this Ordinance takes effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works, Engineering Bureau

- **Summary and Facts of the Bill**

This Bill will place funds in the proper line item for Capital Improvement Program 1731, 2015 Curb and Sidewalk Construction program,

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

The Curb and Sidewalk Construction program is an on-going program to Install curb, sidewalk, and crossovers required on our street paving projects (expenditures are reimbursed from property owners). Our primary objective is to allow the City to eliminate hazardous conditions related to curb and sidewalk, making the public right-of-way safe for pedestrian traffic. The related curb work must be done in advance of the street paving program to prevent damage to the improved streets after they have been paved.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

We budgeted \$400,000 per year to maintain the program. The Contractor is paid from City funds and then the fund is replenished as property owners are billed to reimburse the expenses. The benefit is to provide new curbing to support our road beds, provide sufficient curb reveal to direct stormwater, and eliminate sidewalk related tripping hazards.

Funding Sources – Please include the following in your explanation:

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Establishes funds for Capital Account 1731.

- **Priority status/Deadlines, if any**

Passage in early March will enable the project to continue on schedule. Bids must be advertised, received and work done in advance of the streets crews in order for the entire 2015 street program to be completed before fall of 2015.

- **Why should Council unanimously support this bill?**

Allows the City to eliminate hazardous conditions related to curb and sidewalk for making the public right-of-way safe for pedestrian traffic, provides curbing to direct stormwater and support the roadbed.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 15 - 2015

 INTRODUCED BY THE ADMINISTRATION

 MARCH 18, 2015

AN ORDINANCE

Amending the 2015 Capital Fund Budget to provide for a transfer of Forty-Thousand Dollars and No Cents (\$40,000.00) from the Union Street Bridge project to the Bridge Repairs Capital Account. Bureau of Engineering is supervising and monitoring the funds.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the City Council authorizes a transfer of Forty-Thousand Dollars and No Cents (\$40,000.00) from the Union Street Bridge project to the Bridge Repairs Capital Account. Bureau of Engineering is supervising and monitoring the funds.

SECTION TWO: That City Council authorizes a transfer between of funds from the Union Street Bridge account 1710 to the Bridge Repairs account 1803 as follows:

Transfer from account:

001-03-1710-1201-76	Construction Contracts	\$	40,000.00
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Transfer to account:

001-03-1803-1201-76	Construction Contracts	\$	40,000.00
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Total transfer amount:	\$	40,000.00
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SECTION THREE: That this Ordinance takes effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Department of Public Works, Engineering Bureau

- **Summary and Facts of the Bill**

This Bill will provide for a transfer of funds from the Capital Improvement Program 1710 Union Street Bridge account to the Capital Improvement Program 1803 Bridge Repairs account.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do? – what are the specific goals/tasks the bill seek to accomplish?**
 - **What are the Benefits of doing this/Down-side of doing this?**
 - **How does this Bill relate to the City’s Vision/Mission/Priorities?**

The Bill allows for a transfer of funds which can then be used to complete repairs to Schreiber’s Bridge. The benefits of the transfer will allow the completion of an ongoing project and provide for a safely repaired bridge for the travelling public.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

The cost of the current remaining repairs at Schreiber’s Bridge are approximately \$40,000. A repair contract for Schreiber’s Bridge is still active and the funds transferred to the Bridge Repairs account from the Union Street Bridge account will allow the completion of the repair work and a safe remediated bridge.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The bill provides the specific account numbers and amount of transfer in the amount of \$40,000.00

- **Priority status/Deadlines, if any**

It is anticipated that the project will be completed in the spring of 2015 and the funds will need to be transferred in anticipation of this work.

- **Why should Council unanimously support this bill?**

Allows the City to utilize funds from the Union Street Bridge account to complete the repairs of the Schreiber’s stone arch masonry bridge. Specifically, the bridge wingwall adjacent to Martin Luther King, Jr. Drive must be replaced to complete the safety improvements to the bridge.



CITY OF ALLENTOWN

10

RESOLUTION

2015

Introduced by the Administration on March 18, 2015

Sewage Planning Module for 90 South 9th Street – The Landmark

Resolved by the Council of the City of Allentown, That

WHEREAS, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, Ascot Circle Realty, LLC. has proposed the development of a parcel of land identified as a parcel at 90 South 9th Street – The Landmark and described in the Sewage Facilities Planning Module, and proposes that such subdivision be served by: Sewer tap-ins; and

WHEREAS, City of Allentown finds that the subdivision described in the Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Council members of the City of Allentown hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module.

Introduced by the Administration on March 18, 2015

Ban the Box – Fair Chance Policy to Increase Employment Opportunities

Resolved by the Council of the City of Allentown, That

WHEREAS, “Ban the Box” is a national initiative with the goal of increasing employment opportunities for individuals with previous criminal convictions by removing questions from the employment application regarding criminal history; and

WHEREAS, “Ban the Box” legislation has been adopted in 13 states and more than 70 jurisdictions and is an Equal Employment Opportunity Commission best practice; and

WHEREAS, the inability of people with criminal records to obtain jobs contributes to such problems as high unemployment, family trauma, recidivism and increased crime; and

WHEREAS, people of color are disproportionately arrested, convicted and incarcerated in contrast to their representation within our communities; and

WHEREAS, employers may fail to consider a person with a previous criminal conviction on the basis of his/her education, previous experience and work history, or other relevant qualifications; and

WHEREAS, “Ban the Box” policies provide people a fair opportunity to re-enter the economic mainstream and regain financial security and dignity; and

WHEREAS, this Resolution should not be construed to advocate for the special treatment of individuals with previous criminal convictions, nor should an employer be required to hire someone with a previous criminal conviction, nor should an employer’s ability to select the most qualified and appropriate applicant for the given employment opportunity at hand be diminished.

NOW, THEREFORE, BE IT RESOLVED,

1. The City Council of Allentown endorses the Administration’s new City employment application procedures effective May 1, 2015, (Appendix A) which effectively “bans the box.”
2. Further, the City Council of Allentown encourages Lehigh County, other County municipalities, and private businesses to “Ban the Box” as we collectively work to ensure individuals with previous criminal convictions are given a fair chance to be considered for a job.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Human Resources

- **Summary and Facts of the Bill**

Ban the Box legislation allows the City to judge applicants on their qualifications first without the stigma of a criminal record.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

According to www.NELP.org, conservative estimates indicate that roughly 70 million adults (1 in 4) in the United States have some sort of a criminal record, and nearly 700,000 people return to their communities from incarceration each year.

Ban the Box is the phrase coined for fair chance policies which remove the box on an employment application asking about the criminal history information of an applicant. By removing the conviction history question from the application, employers are attempting to judge applicants on their merits.

Banning the box from the application would not prohibit the City from running a background check, nor does it prevent employers from considering an applicant's criminal history when making an employment decision. Allowing people to work increases their tax contributions, boosts sales tax, and saves money by keeping people out of the criminal justice system.

Financial Impact – Please include the following in your explanation:

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

There is no financial impact or cost to the City.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Not applicable

- **Priority status/Deadlines, if any**

It is intended that Ban the Box will be implemented by the City of Allentown no later than May 1, 2015.

- **Why should Council unanimously support this bill?**

Council should support this resolution because research indicates that once an employer has the chance to examine the qualifications of an applicant without the bias which can be associated with knowledge of a conviction history, the employer would be more willing to hire the applicant. Employment has been found to be a significant factor in reducing re-offending.



ED PAWLOWSKI
MAYOR

City of Allentown
435 W. Hamilton Street
Allentown, PA 18101-1699
610.437.7547

Ed.Pawlowski@allentownpa.gov

INTEROFFICE MEMORANDUM

TO: ALL HIRING MANAGERS, DEPARTMENT DIRECTORS, BUREAU MANAGERS
FROM: ED PAWLOWSKI, MAYOR
CC: HUMAN RESOURCES, MANAGING DIRECTOR
SUBJECT: EMPLOYMENT APPLICATION PROCEDURES
DATE: MARCH 18, 2015

The City of Allentown will incorporate the following policy, practices, and procedures into the City employment application procedures effective May 1, 2015.

1. GENERAL POLICY

It is the general policy of the City of Allentown (hereinafter referred to as "City") to employ the highest caliber candidates for positions within the City. Further, the City wants to encourage the broadest group of potential applicants to apply for these positions.

2. PAST PRACTICES

The past practice has been to ask applicants if they have a criminal record at the time of application. Asking this question alone often discourages those with criminal convictions from applying. Many times the conviction which discourages applicants is no longer relevant when considering employment due to the time elapsed from its occurrence, the nature of the offense, or the age of the applicant when the conviction occurred. The effect of this practice is to discourage otherwise suitable applicants from applying for positions for which they would be qualified, thus reducing the pool of candidates from which the City may select.

3. NEW APPLICATION PROCEDURE

- a. Applicants for the positions of Firefighter, Police Officer, and Communications Center Dispatcher will be asked, at the time of application to provide any prior criminal record and sign an authorization allowing the City to do a criminal background check.
- b. Applicants for all other positions with the City will not be asked about a criminal record, but will be required to sign an authorization at the time of application to obtain a criminal record prior to hiring. The application shall clearly state, **"Background checks will only be performed for those applicants being considered as finalists for a position with the City. The background check will include a criminal background check for all positions; however, a criminal conviction does not automatically disqualify an applicant from employment. If you have a prior criminal conviction, the City will consider the nature of the conviction in accordance with the law and relative to position requirements when considering your application."**

4. EVALUATION OF A FINALIST CANDIDATE WITH A CRIMINAL CONVICTION

- a. After determination a candidate qualifies for a position with the City and a contingent offer has been made, a criminal background check shall be performed. The goal in performing such a background check is to mitigate risk to residents, visitors, children and the elderly and to exercise due diligence in safe guarding personal and financial data.
- b. If a criminal record is discovered, Human Resources shall evaluate the record based on the position for which the applicant is being considered and in accordance with the EEOC guidance on individualized assessments. The evaluation shall consider the following:
 1. The nature of the position applied for and the accessibility it allows to persons (young and elderly) and property.
 2. The nature of the offense in light of the duties which the position requires.
 3. The time which has elapsed since its occurrence.
 4. The age of the applicant at the time of the offense.
 5. The facts surrounding the offense.

5. FINAL AFFIRMATION

Whether the background check shows a criminal record or none, all applicants will be required to affirm that the information received from the background check is accurate and complete.

CITY OF ALLENTOWN

No. 12

RESOLUTION

R ___ - 2015

Introduced by the Administration on March 18, 2015

**Properties to Be Acquired by Eminent Domain by the
Redevelopment Authority of the City of Allentown**

Resolved by the Council of the City of Allentown, That

WHEREAS, the Council of the City of Allentown by Ordinance No. 12323, dated September 20, 1978, created a Vacant Property Review Committee within the City of Allentown pursuant to Section 12.1(b) of Act No. 94 of 1978 and Section 401 of Ordinance No. 11787, as amended, known as the Administrative Code of the City of Allentown; and

WHEREAS, the City of Allentown Blighted Property Review Committee, on July 8, 2014, and the Allentown City Planning Commission, on August 12, 2014, made a determination that certain vacant properties were blighted pursuant to the provisions of Section 1712.1 of the Commonwealth of Pennsylvania Urban Redevelopment Law; and

WHEREAS, the City of Allentown Blighted Property Review Committee, on January 13, 2015, and the Allentown City Planning Commission, on February 10, 2015 certified that certain vacant properties were blighted pursuant to the provisions of Section 1712.1 of the Commonwealth of Pennsylvania Urban Redevelopment Law; and

WHEREAS, funds are being made available through previously programmed Allentown Community Development Block Grant Funds to provide for the acquisition of blighted properties as defined and identified in accordance with Section 1712.1 of the Commonwealth of Pennsylvania Urban Redevelopment Law; and

WHEREAS, the owners of the subject properties or agents designated by the owner for the receipt of services within the municipality have been served with notice of the determination that the property is blighted, together with an appropriate order to eliminate the conditions causing the blight and notification that failure to do so may render the property subject to condemnation in accordance with the provisions of the Commonwealth of Pennsylvania Urban Redevelopment Law; and

WHEREAS, owners of the subject properties were given the right to appeal the determination of blight and none of the subject properties were certified to the Redevelopment Authority as blighted until the time period for appeal had expired and no appeal had been taken or if taken, the appeal has been disposed of, and the owner or his or her agent failed to comply with the order to eliminate the conditions causing the blight.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Allentown that the following properties are to be acquired through eminent domain, if necessary, by the Redevelopment Authority of the City of Allentown:

**395 W Gordon Street
635 Park Street**



CITY OF ALLENTOWN

No. R13

RESOLUTION

R – 2015

Introduced by City Council on March 18, 2015

Appointment of the Director of Parks and Recreation

Resolved by the Council of the City of Allentown, That

WHEREAS, Council is desirous of amending their rules on the appointment process.

NOW, THEREFORE, BE IT RESOLVED that City Council hereby amends Rule XI, Committees, by adding the following:

F. The Council President shall appoint ex officio council members to other committees, authorities, boards and commissions after consultation with members of City Council.



CITY OF ALLENTOWN

14

RESOLUTION

R – 2015

Introduced by the Administration on March 18, 2015

Certificates of Appropriateness for work in the Historic Districts

Resolved by the Council of the City of Allentown, That

WHEREAS, Certificates of Appropriateness are required under the provisions of the Act of the General Assembly of the Commonwealth of Pennsylvania No. 167, June 13, 1961 (P.L. 282) and City of Allentown Ordinance No. 12314; and

WHEREAS, the following owners and/or applicants propose exterior alterations of the listed properties as indicated on the attached Case Reports:

Nicole Perez
238 N. 8th Street

Kevin Dolan
31 N. 11th Street

Habitat for Humanity
340-1/2 North 9th Street

Russell Jackson
411 N. 8th Street

WHEREAS, on March 2, 2015, the Allentown Historical Architectural Review Board recommended approval of the above applications or offered modifications, which were subsequently accepted by the property owners, to City Council; and

WHEREAS, after reviewing the above-mentioned HARB Case Reports, it is the opinion of City Council that the proposed work is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Allentown that Certificates of Appropriateness are hereby granted for the above referenced work.

**CITY OF ALLENTOWN
Historical Architectural Review Board
FINAL REVIEW SHEET
March 2, 2015**

Case # HDC-2015-00003- Proposal to rebuild low foundation wall under the side fence, install lions to either side of gate, and apply decorative window film in the transom above entry door, within the split window transom, and at the grocer's alley door and install a new rubber roof.

Property located at: 238 N. 8th Street

Agenda #1

Historic District: Old Allentown

Case #HDC-2015-00003

Meeting date: March 2, 2015

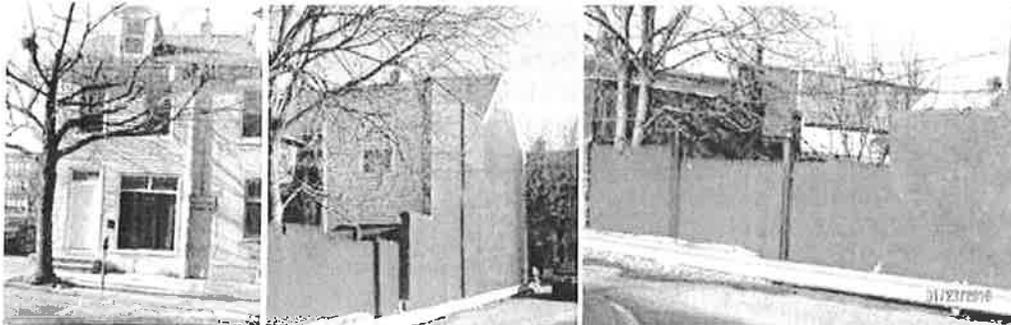
Property Owner: Nicole Perez

Address: 238 N. 8th St., Allentown, PA
18102

Applicant: Pinnacle Exteriors

Applicant's Address: 333 W Union St, Ste
2, Allentown, PA 18107

Building description, period, style, defining features: This structure is a 2-1/2 story, semi-attached residential frame building with a side gable roof, rear ell with a flat roof, and small rear addition with a shed roof. The gable roof has asphalt shingles, snow catchers, a single dormer and a shared single chimney. The entrance at the first floor, left-side facing, has a non-original six panel steel door with transom window above. There is a set of two concrete steps leading to the entry. To the right of the entry, there is a large picture window with a split transom above. The grocer's alley, to the right, has a three panel wood door with half-light above. The second story had two windows; both of these and the dormer window above, are all 1/1 replacement vinyl windows. A wood fence runs along the side of the property between the main structure and a garage at the rear; the side wall of the house, the fence, and the garage are painted bright red. The house has been remodeled but has Federal Revival style origins and dates from the mid to late 19th century.



Proposed alterations: It is proposed to rebuild low foundation wall under the side fence, install lions to either side of gate, and apply decorative window film in the transom above entry door, within the split window transom, and at the grocer's alley door. The lions will be 18" high and painted gold. It is also proposed to replace the roof. The front, back and "shed" will be replaced with architectural shingles in Pristine Sienna or Pristine Heather. A new rubber roof is proposed for the flat section of the house.

Background: 1985-27; heard on 6/19/1985

Applicant removed wire mesh stucco that was in poor condition and replaced with wood siding. Offering to paint over T-111 siding and create-stucco like appearance (not using stucco) to more closely match lower surface. HARB agreed to this suggestion.

1995-27; heard on 8/2/1995

Replace grocer's door at the front of the building with three panel pressure treated door.

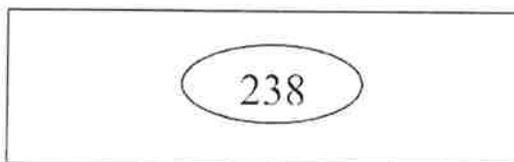
Motion denied. Applicant did not attend; therefore, no one presented the proposal. The style of the door and the pressure treated materials are not similar to the styles or materials listed in the Historic District Guidelines as being appropriate.

Violations: July, 2014 - Replaced the front door with an inappropriate steel door

Guideline Citation SIS 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures: 1. Repairs, Replacement and Alternate Materials; 3. Roofing **Evaluation, effect on historic district, recommendations:** Repairing the concrete ledge (low foundation wall) is historically appropriate, however more details and specifications need to be submitted to define how it will be repaired or "evened" out. (How with the concrete repairs be formed, how high and wide will the ledge be, etc.) The 18" tall gold lions, which are to flank the "gate" are not historically appropriate, however it is questionable whether the HARB should have jurisdiction over them since they are not alterations to a façade and are objects placed on a foundation wall. The applicant has referenced the property at 8th and Oak which does have larger lions, each on a prominent ledge flanking the stairs leading to the front entry. These lions appear to be cast iron or some other aged metal material; they are not gold. The lions are not historically appropriate for either residence, but to better guide the discussion a photograph of the proposed lions, their materials, and how they will sit on the low wall should be submitted. The low wall is a narrow ledge and there may not be room for the lions to sit on the low wall.

The design of the window film must be submitted to the HARB in order for the HARB to assess its historical appropriateness. The applicant has referenced a house across the street which appears to have original stained glass sashes and a completely different building style. This house is Italianate in style, a style that often had stained glass windows. This house is Federal Revival in style. A simpler leaded glass transom would be more appropriate and can be seen 2 houses north of this one at 242 N. 8th St. A film that gives the impression of this might be appropriate for the window transoms and the grocer alley door. An etched glass film with an oval cutout with street number might be appropriate for the entry door transom. See below

The front door is listed as a violation from July 2014. I have no record of this violation being addressed. A more historically appropriate wood door should be installed. A half light 2 panel door would be a possibility. A decorative film in the glass might be considered.



ADDED 2/20/15: For roofing, the proposed Pinnacle Pristine architectural shingles by Atlas are not historically appropriate. A flat 3-Tab shingle or slate-like asphalt shingles are required to meet Allentown's design guidelines for the historic districts. Atlas has a slate-like asphalt shingle called StormMaster Slate. This would be an appropriate shingle. The recommended colors are Blackstone Slate or Pewter Slate. Another option is GAF Slateline in the Antique Slate color. The rubber roofing proposed for the flat roof areas is historically appropriate.

Discussion: There was a lengthy discussion of the proposed work. It was concluded after review that work on the existing low wall was really maintenance work and did not need HARB review. The Historic Consultant pointed out the need to do the work with proper materials and techniques in order to have a lasting repair and agreed to make a site visit to give the applicant some direction on the repair work. It was also determined that the lion sculptures did not need

HARB approval since they were not attached to the buildings on the site simply sitting on the low wall. The work needing HARB review and approval were reduced to the roofing shingles and window film design. The HARB explained that the proposed shingle was not historically appropriate. The applicant did not think the proposed historically appropriate shingle was attractive, but the HARB explained that the basis for the decision was found in the City's Historic District Design Guidelines. Three different shingle manufacturers were suggested to the applicant. The HARB agreed that the installation of window film with stained glass or leaded glass design would be historically acceptable, but that the design would need to be submitted and reviewed by the Historic Consultant. Mr. Salinger informed the HARB that the door violation had be rectified and the originally existing door reinstalled.

Motion: The HARB upon motion by Mr. Brobst and seconded by Ms. Jackson adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to rebuild low foundation wall under the side fence, install lions to either side of gate, and apply decorative window film in the transom above entry door, within the split window transom, and at the grocer's alley door and install a new roofing at 238 N 8th Street was represented Nicole Perez.
2. It was determined that no COA was needed for the repair and maintenance for the wall, but a site visit by the Historic Consultant is required for assistance on how to repair the wall.
3. It was also determined that no COA was needed for the installation of the lion sculptures since they are attached to the building.
4. The existing shingle roof will be replaced with a slate-look asphalt shingle. The new shingle will be either Storm master Slate, GAF Slateline, or CertainTeed Hatteras, in a slate gray color.
5. A decorative window film may be applied in the transom above entry door, within the split window transom, and at the grocer's alley door, but the design of the film must be reviewed and approved by the Historic Consultant prior to installation.
6. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Huber, Jackson, Sell*)

**CITY OF ALLENTOWN
Historical Architectural Review Board
FINAL REVIEW SHEET
March 2, 2015**

Case # HDC-2015-00004- Proposal to repair and do alterations to exterior façade.

Property located at: 340 ½ N. 9th Street
Agenda #2
Historic District: Old Allentown
Case #HDC-2015-00004
Meeting date: March 2, 2015

Property Owner: Habitat for Humanity - Casey Gatchel
Address: 245 N. Graham Street, Allentown, PA 18109
Applicant: same
Applicant's Address: same

Building description, period, style, defining features: This structure is a 3-story brick masonry, attached residential dwelling with a mansard roof with scalloped slate shingles and a rear ell with a low sloped roof. Several concrete steps, with a metal railing, lead up to a porch at the first floor which is covered with a stone veneer. The brick façade is painted on the first floor and has a single entry to the left, containing a ¾ light wood door. There are 3 non-original casement windows set into a segmentally arched masonry opening. Below the porch there is a basement window with three lights. At the second floor, there is a three window bay; the flanking windows have 6/1 sashes and the center window has 12/1 sashes. There is a single panel above each window. At the third story, the mansard roof, which is missing slates and deteriorated, has a projecting cornice and a gabled dormer with three 1/1 sash windows. The rear of the property has a masonry ell with two bays. A former entry, to the left at the first floor, is boarded shut. A window to the right also appears to be boarded up, as well as the two windows at the second floor. To the left of the ell, and stepped back, the original structure contains a double-hung window at the first and second floors, each with a segmental arched opening. These windows are also along the ell's north wall. The mansard roof has two narrow dormers, with gabled roofs, each containing a double-hung window. The building, which dates from the late 19th century, is Queen Anne in style.



Proposed alterations: It is proposed to repair and do alterations to exterior façade.

1. Repair/repaint wood fascia and box gutter
2. Replace Mansard roof – prefer standard black asphalt shingles- option of new GAF or CertainTeed “slate-like” shingles.
3. Replace EPDM rubber main roof

4. Replace existing front windows with prefer- Jeld-wen or Anderson Silverline or similar vinyl; Options: – 3rd floor double hung, 2nd floor double hung 8 or 12 lite at center, 1st floor casement/awning fixed clear 1pc awning on top with grills
5. Repair, repaint dormer, in-kind
6. Prep and repaint brick façade at front porch to match upper brick.
7. Completely rebuild front porch roof. New beam, new painted rafters with painted bead board at underside, roof sheathing, EPDM roof with "Tinner's Red" sealer or option of standing metal seam roof.
8. Install new front porch railing and column system painted Perma Post system with 6" colonial HD column, railing type 1 "savannah", "sun ray" corner brackets and "seaside" center piece.
9. Refurbish existing front door.
10. Replace front porch roof gutter with a half round gutter
11. Replace concrete front steps with bull nose treads. Reuse the existing handrails.
12. Remove and replace front sidewalks from front of house to curb.
13. Repair parge coating in the basement area below front porch and replace window.
14. Install new siding on rear elevation using Hardie-Plank Lap siding or Wolverine Restoration Smooth siding or similar.
15. Replace rear/side windows with Jeld-wen or Anderson Silverline or similar vinyl replacement windows.
16. The rear/side brick will be touched up with appropriate mortar.

Background: HARB case #2008-40 Heard on January 5, 2009

Approved Alterations: Demolition of the 2nd floor rear wood porch, stairs and roof; and construction of a small side porch with turned spindle railing and posts, flush with the side of the house, outside the existing door.

Violations: n/a

Guideline Citation: SIS 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures, 1. Repairs, Replacement and Alternate Materials; 2. Historic Masonry 3. Roofing 4. Walls, Siding and Trim 5. Windows 6. Doors 7. Porches and Stoops

Evaluation, effect on historic district, recommendations: The majority of the proposed alterations are appropriate with the following comments:

- Mansard roof- it would be best to replace the deteriorated scalloped slate shingles with similar slate shingles; a price should be gotten since the area to be covered is small. If the slate is not affordable, CertainTeed Carriagehouse shingles are recommended as the asphalt shingle closest to the original slate in appearance.
- A standing metal seam roof is would be more appropriate than a new EPDM roof system, however, the HARB has approved EPDM with a Tinner's red coating in previous cases.
- It is recommended that the Secretary of the Interior's Standards for the Treatment of Historic Properties, Preservation Brief #1 should be consulted for the prep for painting the first floor brick façade.
- Windows - are any of the original windows of the bay salvageable/repairable? They should be repaired, sanded, and repainted if possible. The same should go for the basement window and the rear dormers, if the multi-light upper sashes still exist. Front replacement windows may be wood or aluminum clad wood. If the windows in the bay are replacement the muntin pattern should match the existing. Vinyl windows are

permitted at the rear of a property and the proposed new size for the second floor windows and the removal of the first floor small window are historically acceptable.

- The porch posts and railings are historically appropriate. The scale of the posts and balusters should be discussed. The posts should be turned from a 6 x6 and the balusters should be at least 2".
- The entry at the rear ell was not discussed, however plans indicate a new pair of single light (material not indicated) doors. The French doors are historically appropriate, but it is recommended that the doors be alumni clad wood doors.
- Most of the north wall of the rear ell is brick; is there brick beneath existing siding at the west wall that can be exposed and repaired instead of installing new siding? If not, the proposed Hardie-Plank lap siding or Wolverine Restoration Smooth vinyl siding would be appropriate. Hardie-Plank is recommended as more durable and fire resistant.

Discussion: The discussion focused on the proposed details of the renovation, in particular the divided light configuration of the bay windows, the porch posts, balusters, and brackets, and the front porch roof and gutter detail. The applicant explained that the old wood windows in the building were in very poor condition. They did not think it was possible to save them. It was decided after some thought and discussion that the 12 light upper sash of the center front bay window should be maintained in the new window. There was also some discussion of the configuration of the new living room window and it was decided that the proposed 5 light awning over a fixed single light sash would be historically appropriate. The front porch reconstruction was reviewed in depth. Many of the proposed details were found to be appropriate, but alternates to the proposed brackets and balustrade recommended. It was suggested that the balustrade be PermaPorch railing system #5 (Pennington) which had straight balusters and two upper horizontals. The adjacent home had brackets that the HARB thought would be appropriate for this house and suggested that the applicant refer to them for the final design of porch brackets. The proposed half round gutter was questioned for the porch roof since it appeared that the existing roof had built in gutter. The built in gutter would also be needed if the roof slopes were to align. The proposed EPDM roofing with the Tinner's Red coating was agreed to be historically appropriate and probably a better, more appropriate roofing than the standing seam roof option.

Motion: The HARB upon motion by Mr. Huber and seconded by Mr. Sell adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to repair and do alterations to exterior façade at 340 ½ N. 9th Street was represented Casey Gatchel and Susan Karper.
2. The wood fascia and box gutters will be repaired and repainted.
3. The Mansard roof will be replaced with asphalt scallop shingles, CertainTeed Carriagehouse in a slate gray color.
4. The existing front windows will be replaced with aluminum clad wood windows. The front first floor will have a 5 light awning over single light fixed sash. The second floor center bay window will have 12 over 1 muntin pattern.
5. The rear windows will be replaced with Jeld-wen or Anderson Silverline or similar vinyl replacement windows. The windows must fit the size of the existing openings.
6. The dormer will be repaired and repainted in-kind.
7. The brick façade on the first floor front will be repaired and painted to match upper brick. (Preservation Briefs #1 and #2)
8. The front porch roof will be rebuilt with the following materials and details.
 - a. 1x6 beaded board roof sheathing and exposed rafters.
 - b. Perma Post Colonial 6" heavy duty turned wood or composite railings
 - c. Straight balusters, #5, with upper horizontals
 - d. EPDM roof with "Tinner's Red" sealer.
 - e. The roof slope of the porch will match the adjacent roof and the box gutter will be reconstructed.
9. The existing front door will be refurbished.

10. The front concrete steps will be replaced with new concrete steps with bull nose treads. The existing handrails will be reused.
11. The existing parging on the foundation wall will be repaired.
12. New Hardie-Plank Lap siding or Wolverine Restoration smooth vinyl siding will be installed on rear of the building.
13. The rear/side brick will patch pointed using an appropriate soft, lime-based mortar.
(Preservation Brief #2)
14. The proposal to recommend a COA was unanimously approved. (6-0; motion carried;
Berner, Brobst, Fillman, Huber, Jackson, Sell)

**CITY OF ALLENTOWN
Historical Architectural Review Board
FINAL REVIEW SHEET
March 2, 2015**

Case # HDC-2015-00006 - Proposal to remove the rear exterior door and install a window and remove the existing stair and landing.

Property located at: 31 N 11th Street

Agenda #4

Historic District: Old Allentown

Case #HDC-2015-00006

Meeting date: March 2, 2015

Property Owner: Kevin Dolan

Address: PO Box 441, Emmaus, PA
18049

Applicant: same

Applicant's Address: same

Building description, period, style, defining features: This 3-story Queen Anne Porch house, ca 1892, is a brick row house with decorative brick banding and segmentally arched window and door openings. It has a mansard roof with asphalt shingles, wood cornice, shared chimney and a dormer. The full front porch has carved columns and unique balustrades. Windows are 1 over 1 double hung with East Lake lintels details.



Proposed alterations: It is proposed to remove the rear exterior door and install a window and remove the existing stair and landing. The door will be replaced with a vinyl double hung replacement window 34" wide x 54" tall. The remaining space will be 2x6 framing with ½" sheathing and either stucco or siding.

Background: HARB case #82-85 Approved by: HARB 11/8/82 and City Council 11/17/82 Applicant proposes to construct a 6' wooden shadow box fence around the perimeter of the yard.

HARB case #82-64 Approved by: HARB 8/9/82 and City Council 8/18/82

Applicant proposes modifications to the rear which include: installation of a wooden window frame and sash with two lights over two lights; removal of a second floor window and replacement with a wooden store door, placement of a wooden store door on the first floor rear grocer's alley entrance and installation of a fire escape. This structure is being converted to accommodate two (2) units.

HARB case #81-58 Approved by: HARB 8/10/81 and City Council 8/19/81

Applicant proposes to construct a rear addition where the primary exterior material will be of brick. The design of the rear addition received HARB approval, February, 1981 however, the applicant now proposes brick instead of vertical beaded board. The brick will match the existing brick as it will be used brick.

HARB case #81-6 Approved by: HARB 2/9/81 and City Council 2/18/81

Applicant proposes exterior renovations to the east elevation which include: demolition of the small brick addition as noted on the photograph; enlarging the present addition to extend across the courtyard (see sketch); construct a brick planter across the rear; install two glazed doors;

install two sets of casement windows, one on the first story, one set on the second story; install a globe-type lighting fixture; use beaded board as the exterior siding material.

HARB case #80-91 Approved by: HARB 12/8/80 and City Council 12/17/80

Applicant proposes exterior renovations to the east elevation which include: demolition of the small brick addition as noted on the photograph; enlarging the present addition to extend across the courtyard (see sketch); construct a brick planter across the rear; install French doors; install three (3) casement windows; install a globe-type lighting fixture; place clapboard or beaded board as the exterior siding material.

Violations: n/a

Guideline Citation: SIS 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures, 1. Repairs, Replacement and Alternate Materials; 4. Walls, Siding and Trim 5. Windows

Evaluation, effect on historic district, recommendations: The proposed alterations are historically appropriate. The new window should be 1/1; an aluminum clad wood window would be preferred over a vinyl replacement window, but since few original wood windows remain and this is the rear, the vinyl would be acceptable. The new in-fill area below the window should be stuccoed smooth and painted to match the painted brick of the surrounding wall.

Discussion: The discussion on the proposed work was brief. The HARB agreed it was historically appropriate to remove the rear exit stair and install a new window. Infilling below the window was considered and it was decided that a stucco infill would be the most appropriate. It was suggested that the stucco be scored to resemble brick which the HARB thought would help minimize the change to the façade.

Motion: The HARB upon motion by Mr. Berner and seconded by Mr. Huber adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to remove the rear exterior door and install a window and remove the existing stair and landing at 31 N 11th Street was represented Kevin Dolan.
2. The existing door will be replaced with a vinyl double hung replacement window 34" wide x 54" tall as proposed.
3. The space below the new window will be infilled with framing and a stucco finish. The stucco will be scored and painted to look like brick.
4. The rear exit stair will be removed as proposed.
5. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Huber, Jackson, Sell*)

**CITY OF ALLENTOWN
Historical Architectural Review Board
FINAL REVIEW SHEET
March 2, 2015**

Case # HDC-2015-00007 - Proposal to retain metal railings installed on the front steps

Property located at: 411 N 8th Street
Agenda #5
Historic District: Old Allentown
Case #HDC-2015-0007
Meeting date: March 2, 2015

Property Owner: Russell Jackson
Address: St. Luke's Church, 11 Saint
Luke's Ln., San Antonio, TX 78209
Applicant:
Applicant's Address:

Building description, period, style, defining features: This 2½-story brick dwelling is of Federal/Victorian style with Eastlake influences and dates from c. 1891. The gable roof has asphalt shingles, a gabled dormer with 2/2 double-hung sash window, and a bracketed and dentilated cornice. At the first floor, there is a concrete stoop and steps that have been recently modified with an additional step at the bottom. The main entry has a wood door with ½ light above a panel with a transom above and projecting moldings.



Proposed alterations: It is proposed to retain metal railings installed on the front steps. The railings have traditionally shaped top rails, vertical straight and twisted balusters, and a lamb's tongue detail.

Background: HARB Case #2004-35 heard on July 6, 2004; City Council on July 21, 2004

Approved Alterations: Removal of the brickote at the front and sides, removal of the steel angle and associated hardware at the northwest corner of the house, installation of 9 pairs of shutters at the front and sides, raised panel at 1st floor and louvered at 2nd floor but not to include the double window, and installation of a bronze oval OAPA date plaque

Violations: Installed railings with stiles of alternating square stock and twisted on front steps

Guideline Citation: **SIS 9.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. **SIS 6.** Deteriorated features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. **Allentown Guidelines for Historic Districts:** Chapter 5. Guidelines for Existing Buildings and Structures, 1. Repairs, Replacement and Alternate Materials; 7. Porches and Stoops

Evaluation, effect on historic district, recommendations: It appears the work was done by DLA Realty on behalf of the resident because of the city's sidewalk repair and subsequent insurance issues. The realty company, owner, or contractor should have consulted with HARB to discuss the proper execution of the steps. The original set of three steps each have an attractive bull nose edge; the additional step poured to make up for the new, lower grade does not match in width nor in design (no bull nose). The new metal railing is historically acceptable although it would have been more appropriate to have just straight balusters.

Discussion: The discussion focused on the details of the added step and appropriateness of the railing as installed. It was explained that when the sidewalk curb ramp was installed at the corner by the City, the sidewalk level was lowered which necessitated the addition of a step. The owner was had an ultimatum by his insurance company to install a railing and he installed it to meet the insurance company deadline. The railing was installed by a company that was accustomed to working in the historic district, however, there was no review by HARB. The HARB agreed that the railing was appropriate except for the twisted balusters. The applicant agreed to remove the twisted balusters and replace with straight.

Motion: The HARB upon motion by Mr. Brobst and seconded by Mr. Huber adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work described herein:

1. The proposal to retain metal railings installed on the front steps at 411 N 8th Street was represented by Ken Gross.
2. The railings have traditionally shaped top rails, vertical straight, twisted balusters, and a lamb's tongue detail. The twisted balusters will be replaced with straight balusters due to the historic precedent in the Historic District.
3. The proposal to recommend a COA was unanimously approved. (6-0; motion carried; *Berner, Brobst, Fillman, Huber, Jackson, Sell*)

