

**Meeting Agenda  
Design Review Board  
January 7, 2020  
Room 241 / 2:00 p.m.**

- I. Call to Order**
- II. Roll Call**
- III. Election of Chairman and Vice-Chairman**
- IV. Approval of Minutes**
- V. Chair Report**
- VI. Public Hour - Hearing of Citizens**
- VII. Land Development Plan(s)**
- VIII. 2020 Work Program**
  - A. 2020 Work Program
- IX. 2019 Design Awards**
  - A. 2019 Holtzman Award Nominations
  - B. 2019 Focus on Appearance Nomination(s)
- X. Official Reports and Correspondence**
  - A. Borough Council
  - B. Planning Commission
  - C. 2020 Conflict of Interest Memorandum
- XI. Adjournment**

*Documents:*

[Complete Design Review Board Agenda - 1.07.2020.pdf](#)

**Meeting Agenda  
State College Borough  
Design Review Board  
January 7, 2020  
Room 241/2 p.m.**

- I. Call to Order**
- II. Roll Call**
  - Laird Jones, Chairman
  - Michael Sanzotti, Vice-Chairman
  - Eric Boeldt
  - Richard Devon
  - Veronica Iacobazzo
- III. Election of Chair and Vice-Chair**
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- VII. Land Development Plan(s)**
- VIII. 2020 Work Program**

A. 2020 Work Program

Each year the Design Review Board is asked to develop an annual work program. Staff is asking for input on a draft 2020 Work Program, which is attached on page 9.

The Board is asked to review the work program and recommend any changes to staff, if desired. The final adoption of the work program will come from Borough Council at a future meeting.

**Design Review Board Action:** Review, modify, and consider recommending adoption of the 2020 work program.

## IX. 2019 Design Awards

### A. 2019 Holtzman Award Nominations

The Ingrid P. Holtzman award is presented by the Borough Manager at the annual Authorities, Boards, and Commissions (ABC) Dinner to an individual or organization that provides a quality design project to the community.

In 1999, Dr. Paul Holtzman (husband of Ingrid) and his son Douglas established a fund to commemorate Paul's late wife Ingrid P. Holtzman. Each year, in recognition of Ingrid's years of service to the Borough, \$1,000 is given to a worthy individual, organization, company, or corporation who has enhanced, promoted, or maintained the aesthetic appearance of the Borough.

A set of guidelines have been developed for use by the Design Review Board when considering award nominees. This list is based on information from previous award recipients and will be used to determine the annual Holtzman Award recipient. Additional information is provided beginning on page 10.

Past award recipients can be found via the following link:

<http://www.statecollegepa.us/1728/Holtzman-Award>

**Design Review Board Action:** Discuss possible candidates for the 2019 Holtzman Award. Nominate three potential candidates for consideration by the Borough Manager in preparation for the award presentation at the ABC dinner.

### B. 2019 Focus on Appearance Nomination(s)

Each year, the DRB is provided an opportunity to nominate and grant a Focus on Appearance Award. The award is a token of appreciation and recognition of those who have maintained a high standard of appearance on their property through design, aesthetic, and/or safety enhancements. The Borough believes that such initiative is vital to ensure that the community continues to be an aesthetically pleasing place to live and work.

The DRB is not mandated to make a nomination, however possible nominees may be discussed during this meeting. In some years, the Board has awarded two awards; one nomination for the private sector and one for university efforts. This is also not a requirement but may be continued if there is consensus from the Board.

Past award recipients can be found via the following link:

<http://www.statecollegepa.us/1727/Focus-On-Appearance-Award>

**Design Review Board Action:** Suggest nominee(s) for the Focus on Appearance Award, if desired. If the DRB grants the award, the winners will be invited to a Borough Council meeting to receive the award from the DRB Chair.

**X. Official Reports and Correspondence**

- A. Borough Council
- B. Planning Commission
- C. 2020 Conflict of Interest Memorandum

**XI. Adjournment**

**Meeting Minutes  
State College Borough  
Design Review Board  
December 3, 2019**

The State College Borough Design Review Board (DRB) met on Tuesday, December 3, 2019 in the State College Municipal Building, 243 S. Allen Street. Chairman Laird Jones called the meeting to order at 2:02 pm.

**Members Present**

Laird Jones, Chairman; Michael Sanzotti, Vice-Chairman; and Eric Boeldt

**Members Absent**

Veronica Iacobazzo, Richard Devon

**Others Present**

Tom Flynn, The Pennsylvania State University (PSU); Mark Haefner, Stahl Sheaffer Engineering; Joe Corvaia, Crawford Architects, LLC.; David Murphy, Crawford Architects, LLC.; Barry Gordon, OGP Architects, LLP.; Jeff Zelisko, Antunovich Associates; John Sepp, PennTerra Engineering; Mark Goehausen, Core Spaces; Greg Garthe, Senior Planner – Planning & Community Development; Isabel Storey, Planner; and Esther Matthews, Administrative Assistant

**Approval of Minutes**

A motion was made by Mr. Boeldt and seconded by Chairman Jones to approve the November 19, 2019 minutes. The vote was unanimously in favor.

**Chair Report**

No report was given.

**Public Hour – Hearing of Citizens**

No comments or concerns were heard during the public hour.

**Land Development Plans**

Preliminary Land Development Plan - Penn State Field Hockey Stadium; UPD Zoning District; Pennsylvania State University, Owner; Stahl Sheaffer Engineering, Engineer; Crawford Architects, Architect

Mr. Corvaia's Presentation:

- The proposal included a new field hockey stadium at the existing location on PSU's campus.
- The plan was to replace the existing seating with a new 1,200-1,500 seat stadium, including a press box.
- The site will be renovated or redone with new grading and landscaping.
- The building will include locker rooms for the home and visiting teams, men's and women's restrooms as well as a concession stand, all on the lower level adjacent to the field.
- Amenities included ADA accessible seating areas, a press box on the upper level along with viewing rooms and two exterior patios.

DRB's comments included:

- Vice-Chairman Sanzotti inquired if it would all be heated and cooled. Mr. Corvaia replied the main areas would be heated and cooled and the restrooms would only be heated.
- Chairman Jones asked if they would be rebuilding the field and Mr. Corvaia said no, it was rebuilt in 2016.
- Chairman Jones then asked if all the drainage was already in place and Mr. Corvaia answered yes.
- Vice-Chairman Sanzotti asked if there would be any imagery and Mr. Corvaia answered no, at this point they were keeping the palette simple.
- Mr. Boeldt commented the final plan should include Mr. Sam's input for a more comprehensive review of the plantings and landscaping.

Staff comments:

- Mr. Garthe inquired if it would be wired for television and Mr. Corvaia responded yes, it would have the capabilities for broadcasting as needed about 95% of the time.

Preliminary Plan/Conditional Use Permit Application - Core Signature Development at State College; Core Spaces, Developer; CID Zoning District, Signature Development Area; PennTerra Engineering, Engineer; Antunovich Associates and OGP Architects, Architect

Mr. Zelisko's Presentation:

- The site was located on the corner of Hetzel Street, between College Avenue and Calder Way.

- The downward slope of Hetzel Street from College Avenue to Calder Way will allow for an accessible entrance to the retail spaces as well as the residential and office lobbies.
- The loading transformers, garage access and other business-related elements would be in the back of the building along Calder Way.
- The first floor would include 10,000 square feet for amenities, a leasing “flex” space, retail and office spaces along with a dedicated lobby for residents to use.
- For the landscape plan, the trees selected would be in accordance with borough requirements, generally utilizing maple and honey locusts as well as indigenous shrubbery along the backside of the building.
- There would be two levels of parking below grade with 172 spaces total.
- Above the first level would be a commercial level along with a staircase for direct access from the lobby to create connectivity between the two levels.
- Along the back side of the second level, there would also be some residential units with a separate entrance.
- The third level up to the twelfth level would be all residential, with a consistent floor plate which extends up through these floors.
- Each floor would have thirteen units, varying from one bedroom units to five bedroom units, for a total of 453 bedrooms across 135 units.
- The roof level would have an outdoor pool, hot tubs and outdoor terrace amenities with higher than required railings and additional setbacks as an added safety measure so the pool would not be seen from street level.
- This building would be LEED certified.
- A factory-finished continuous insulated wall cladding system would be used along with the tie-in of steel elements, utility brick and reflective thermal paned glass, giving it the appearance of large masonry units and vertical fluting.
- The larger set back design differentiates the retail space from the residential and will make it possible to have outdoor restaurant seating which would not interfere with pedestrian traffic along the sidewalk.
- Aluminum, nautical, jewelry-like elements would be used for the dryer/bathroom exhaust vents which would add to the visual appeal of the façade instead of detracting from it by using traditional vents.

DRB’s comments included:

- Mr. Boeldt asked how tall the adjacent buildings are and Mr. Zelisko replied seven stories.
- Mr. Boeldt asked if the aluminum exhaust elements would be screened and Mr. Zelisko responded yes.
- Vice-Chairman Sanzotti inquired if there would be any balconies. Mr. Zelisko replied no.
- Chairman Jones noted the change in window pattern. Mr. Zelisko explained the design was altered to make the vertical fluting more pronounced and proportional.

- Mr. Boeldt suggested running conduits to use for charging stations in the future.
- Chairman Jones commented fewer students were bringing their own vehicles, increasing the need for bicycle storage space as well as designated pick up/drop off areas to accommodate the increased use of Ubers, Lyfts, taxis and delivery services.
- There was discussion of adding a loading zone or 15 minute parking area on Hetzel Street which could also be used for emergencies.
- Mr. Boeldt said to make sure there was a mail room since it would be listed as a “dormitory” and was required by the post office.
- Vice-Chairman Sanzotti suggested adding a dedicated telecom room. Mr. Zelisko said they planned on adding such elements in the future and the large retail, commercial and flex areas would have more than ample space to accommodate them.
- Mr. Boeldt inquired about bike parking. Mr. Zelisko said there were a lot of spaces in the underground parking area and once the plans are sent to LEED, it would dictate the number of bike racks.
- Mr. Boeldt noted there was a place labeled trash and asked if it would include recycling. Mr. Zelisko replied yes.
- Mr. Boeldt remarked some businesses downtown have sliding doors so they can expand out onto the sidewalk. Mr. Zelisko said that would be up to the tenant essentially, but it would be an option.
- There was discussion of breaking up the masonry wall on Hetzel Street to make it more interesting, such as the addition of ivy.
- Chairman Jones stated that the proposed trees would likely not do well downtown since rock salt was an issue for any vegetation at ground level. Mr. Zelisko said they planned to ask Mr. Sam which trees would be best.
- Vice-Chairman Sanzotti asked if there would be any branding or signage for the building and Mr. Zelisko responded it would be dealt with in the future.
- Chairman Jones asked if there would be renderings of inside units and Mr. Gordon stated they would be in the final plan.
- Mr. Boeldt inquired if the kitchens are bigger than they need to be since it would be a shared space or so that the units can be rented out to families and Mr. Zelisko said their kitchen designs are long with an island that has dining space and allows for better circulation.
- Chairman Jones asked if the interior walls could be changed easily to reconfigure units should the market change and Mr. Zelisko said that some interior walls are load bearing and cannot change, but there was enough variety of unit type to make future adjustments.

## **Official Reports and Correspondence**

Borough Council (BC)

No report given

Planning Commission (PC)

No report given

**Adjournment**

There being no further business, Mr. Boeldt adjourned the meeting seconded by Vice-Chairman Sanzotti at 3:02 p.m.

Respectfully submitted,

Esther Matthews, Administrative Assistant

**2020 STATE COLLEGE DESIGN REVIEW BOARD WORK PROGRAM**

Approved by the Design Review Board on \_\_\_\_\_  
 Approved by Borough Council \_\_\_\_\_

Key: I= Initiative Discussion, IP= In Progress, C=Complete  
 R/C=Review and Comment, BC=Refer to Council

		Priority	Relationship to Strategic Goals	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
<b><u>ROUTINE ACTIVITIES</u></b>							
<b>1</b>	Land Development Plan Reviews*	<b>High</b>	These activities vary greatly in their scope and support the 2009 Strategic Plan Goals.				<b>End of Year Report to Council on DRB Activities &amp; 2020 Work Program</b>
	Holtzman Award (spring)			BC			
	Items Referred By Council and Planning Commission*						
	Update DRB webpage*				I	C	
	Review DRB Mission*			I			
	Focus on Appearance Award (fall/winter)						
<b><u>OTHER ACTIVITES</u></b>							
<b>2</b>	Design Review Board FAQ for webpage (include refresher of the Design Guidelines)	<b>High</b>	Goal 1: Maintain safe, stable, attractive neighborhoods				
<b>3</b>	Participate when appropriate in ways to improve public space*	<b>Future</b>	Goal 1: Maintain safe, stable,attractive neighborhoods				
<b>4</b>	Downtown Master Plan Activities*	<b>Future</b>	Goal 6. Foster Commercial Revitalization				

\* as needed

## **Holtzman Award Guidelines**

In an effort for staff to understand the award criteria, a set of guidelines have been developed for use by the Design Review Board when considering award nominees. This list is based on information from previous award recipients and will be used to determine the annual Holtzman Award recipient.

- Project is located in the Borough
- Match or maintain historic character of the property and/or neighborhood
- Enhancement benefits or beautifies a specific public area or the community
- Incorporates a piece of public art by local artist(s)
- Ability to be used for community events, weddings, educational activities etc.
- Discreet and appropriately scaled for the site
- Building materials are elegant
- Nice site with framing views
- Innovative use of plants, trees, vegetation, and/or landscape architecture
- Charitable use i.e. affordable housing
- Meets or exceeds the scope of development for the property or neighborhood
- Deemed a benchmark project
- Remodeled, expanded, improved
- Aesthetically pleasing tone
- Honor financial contributors to project
- Prominent façade
- Blending of two or more neighborhoods
- Bike trails, racks
- Use of sustainable products
- Historic preservation
- Functionality
- Outside seating and architecture
- Outstanding design features
- Builder/Designer/Artist contribution to community
- Strategically located
- Safe zone

## Borough of State College MEMORANDUM

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**to:** All Borough Employees

**from:** Ed LeClear, Director of Planning and Community Development

**re:** Drug-Free Workplace Requirements for the Community Development Block Grant and HOME Programs

**date:** November 26, 2019

A Conflict of Interest Policy and Code of Conduct with Regard to HUD Programs was adopted by the State College Borough Council in 2005. This attached policy will be distributed annually to Borough employees. Please review the policy. If you have questions or comments, please contact me.

The State College Borough Community Development Department is mandated by the Department of Housing and Urban Development to notify all employees who are engaged in the performance of the Community Development Block Grant program and the HOME program of the status of drugs in the workplace.

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Any employee who does manufacture, distribute, dispense, possess or use a controlled substance in the workplace shall be prosecuted under all applicable State and Federal laws, and shall face appropriate personnel action, up to and including termination; or the employee shall participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

Employees must notify the Borough in writing of their conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. The State College Community Development Department is required to notify HUD, within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of a conviction.

State College Borough has in place an Employee Assistance Plan designed to deal with drug and alcohol problems in the employee population. The telephone number for the Employee Assistance Plan is 1-800-252-4555; the website is [www.theEAP.com](http://www.theEAP.com).

If you have any questions or comments, please contact me at 234-7109.

## **BOROUGH OF STATE COLLEGE**

### **Conflict of Interest Policy and Code of Conduct With Regard to HUD Programs**

#### **SECTION 1 NON-PROCUREMENT CONFLICTS OF INTEREST**

##### **A. COVERED INDIVIDUALS:**

Any employee, agent, officer, elected official, appointed official or consultant of the Borough of State College (Participating Jurisdiction) or; any member of an employee's, agent's, officer's, elected official's or appointed official's immediate family; an employee's, agent's, officer's, elected official's or appointed official's partner; or an organization that employs or is about to employ any of the above.

##### **CONFLICTS PROHIBITED:**

No person(s) described in Paragraph 1 of section 1 who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME Investment Partnerships Program (HOME) or Community Development Block Grant (CDBG) or other U.S. Department of Housing and Urban Development (HUD) funds, or who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a real or apparent financial interest or financial benefit from a HOME, CDBG, or other HUD-assisted activity, or has a real or apparent financial interest in any contract, subcontract, or agreement with respect to HOME, CDBG, or other HUD-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person. Occupancy of a HOME-assisted unit by a covered person constitutes a financial interest.

##### **EXCEPTIONS:**

Threshold Requirements – Upon the written request of the participating jurisdiction, the U.S. Housing and Urban Development (HUD) or its successor, may grant an exception to the provisions of the CONFLICTS PROHIBITED of section 1 on a case-by-case basis when it determines that the exception will serve to further the purpose of the HOME, CDBG or other HUD program and the effective and efficient administration of the Borough's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure\* of the conflict and a description of how the public disclosure was made; and
2. An opinion from the Borough's attorney that the interest for which the exception is sought would not violate state or local laws.

\*The requirements for public disclosure include publication in a local newspaper or disclosure during an advertised public hearing.

Factors to be considered for Exceptions – In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraphs a. and b. above, HUD, or its successors, will consider the cumulative affect of the following factors, where applicable:

1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
2. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiary of the assisted activity, and the exception will permit such person(s) to receive generally the same interests or benefits as are being made available or provided to the group or class;
3. Whether the affected person(s) has withdrawn from his/her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
4. Whether the interest or benefit was present before the affected person was in a position as described in the COVERED PERSONS Paragraph of this section
5. Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
6. Any other relevant considerations.

#### B. OWNERS AND DEVELOPERS:

Any owner, developer or sponsor of a project assisted with HOME, CDBG or other HUD funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community development organization (CHDO) when acting as an owner, developer or sponsor)

#### CONFLICTS PROHIBITED:

No person(s) described in Paragraph 2.A of section 2 may occupy, or appear to occupy, a HOME, CDBG or other HUD-assisted affordable housing unit in a project during the required period of affordability specified in §92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME, CDBG or other HUD funds to acquire or rehabilitate his or her principal residence or to an employee or agent to the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

#### EXCEPTIONS:

Upon written request of a housing owner or developer, the Borough may grant an exception to the provisions of the above paragraph of this section on a case by case basis when it determines that the exception will serve to further the purposes of the HOME, CDBG or other HUD program and the effective and efficient administration of the owner's or developer's HOME, CDBG or other HUD-assisted project. In determining whether to grant a requested exception, the Borough shall consider the following factors:

1. Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the

- exception will permit such person to receive generally the same interest or benefits as are being made available or provided to the group or class:
2. Whether the person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted housing in question;
  3. Whether the tenant protection requirements of Sec. 92.253 are being observed;
  4. Whether the affirmative marketing requirements of Sec. 92.351 are being observed and followed; and
  5. Any other factor relevant to the Borough's determination, including the timing of the requested exception.

## SECTION 2 PROCUREMENT CONFLICT OF INTEREST

### COVERED INDIVIDUALS:

Any employee, officer, or agent of the Borough of State College (Participating Jurisdiction).

### CONFLICTS PROHIBITED:

The CDBG, HOME and other HUD Programs follow the procurement policy of the Borough of State College located in the Borough of State College Code of Ordinances, Chapter 1, Part N. If any provisions of 2 CFR 200.318, 24 CFR 570.611, and 24 CFR 92.356 are not included or conflict with the Borough's Procurement Policy, the provisions of 2 CFR 200.318, 24 CFR 570.611, and 24 CFR 92.356 shall supersede the Borough's Procurement Policy.

No Covered Individuals in section 2 may participate in the selection, award or administration of a contract supported by HOME, CDBG or other HUD Program if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for award:

- employee, agents, or officer of the Borough of State College;
- any member of an employee's, agent's or officer's immediate family;
- an employee's, agent's or officer's partner; or
- an organization that employs or is about to employ any of the above

No employee, officer, or agent of the Borough or subrecipient may solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

### EXCEPTIONS:

There are no exceptions for real or apparent procurement conflicts of interest.

A request for a regulatory waiver can be submitted pursuant to 24 C.F.R. § 5.110

Upon determination of good cause, the Secretary may, subject to statutory limitations, waive any provision of this title and delegate this authority in accordance with section 106 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3535(q)).

SECTION 3 CODE OF CONDUCT:

Persons covered in section 2, paragraph 1, are expressly forbidden from soliciting or accepting money, gifts, gratuities, services, favors, or anything of monetary value (excepting unsolicited calendars, pens, or other items of nominal value used as an advertising medium) from any person, company, firm, or corporation to which any purchase order or contract is, or might, be awarded or from a party to any potential subcontract.

The Borough shall also take disciplinary action in accordance with the Borough Personnel Rules and Regulations against any covered persons in section 2 paragraph 1 who violate this conflict of interest policy.

Employees will receive a copy of the conflict of interest policy on an annual basis as a mailer included in a paycheck. Elected and appointed officials will receive a copy of the policy at a regular meeting of their respective council, authority, board or commission. Distribution of the policy will be noted in the minutes of the meeting. Members who are absent will receive a copy by mail. Consultants and agents will be provided a copy of the policy as part of their contracts.

SECTION 4 SUB-RECIPIENTS:

Applicable Conflict of Interest and Procurement Policies for the Borough's subrecipients are covered under CFR 200.318, 24 CFR 570.611 and 24 CFR 92.356. Each subrecipient has developed its own Conflict of Interest Policy and Procurement Policy in accordance with the applicable regulations.

Authorized Official: Ed LeClear, Director of Planning and Community Development  
243 S. Allen Street  
State College, PA 16801  
814-234-7109

Summary of Revisions:

Adopted by the State College Borough Council on April 18, 2005.

Revised by staff on April 30, 2015.

Revised policy adopted by the State College Borough Council on November 6, 2017.