



City of Erie  
 Historic Review Commission  
 Regular Meeting Agenda  
**Monday, March 3, 2025**

A regular meeting of the City of Erie Historic Review Commission will be held Monday, March 3, 2025, at 1:00 pm in City Council Chambers. Virtual attendance is available by contacting the Planning Department in advance of the meeting. Please email Jacqueline Spry ([jspry@erie.pa.us](mailto:jspry@erie.pa.us)) if you need to attend the meeting virtually.

**Agenda**

1. Call to Order & Roll Call

<i>Regular Member</i>	<i>Present</i>	<i>Absent</i>
Chair Matthew Falcone		
Vice Chair Dave Brennan		
Secretary Melinda Meyer		
Commissioner Jean Craige Pepper		
Commissioner Mark Tennenbaum		
<i>Ex-Officio Member</i>		
Jason Wieczorek		
<i>Other</i>		
Director Jacqueline Spry		
Assistant Planner Cooper Moore		

2. Public Comment

3. Approval of Past Meeting Minutes & Certificate of Appropriateness Report (COA):

- a. Regular meeting: February 3, 2025 @ 1:00 PM
- b. COA Report – No new COAs
- c. Public Correspondence

4. Old Business

- a. Zoning Ordinance Amendments - Article 7 Historic Resource Protection
- b. Citywide Historic Resource Survey (CHRS) Updates
- c. New Landmark Recognition Letter
- d. HRC's 2025 goals and priorities
- e. May: Preservation Month Recognition
- f. State Street National Register Historic District

5. New Business

- a. Hearing & Action: Historic Nominations
  - i. None.

- b. Hearing & Action: Applications for Certificate of Appropriateness
  - i. None
- c. Revisions to Erie Downtown Design Guidelines
- d. Keystone Historic Preservation Grant: Planning Projects – Residential Design Guidelines/Resource Survey
- e. Certified Local Government Project Grants – Planning, Guidelines, Surveys, etc.

6. Director's Report

7. Adjournment

**How to provide public testimony**

Members of the public have multiple ways to comment on Hearing and Action agenda items; you may:

- Email [jspry@erie.pa.us](mailto:jspry@erie.pa.us). Email testimony will be accepted until the business day before the meeting at 12 p.m.
- Send a letter to the Planning Department, 626 State St, Erie, PA 16501. Mailed testimony must be received by two business days before the meeting.

Public testimony can be provided in-person at City Hall or via Zoom:

- If providing testimony **in-person**, follow the Commission instructions to queue.

Anyone who requires an accommodation for effective communication or a modification of policies or procedures to participate in a program, service, or activity provided by the City of Erie should contact the City ADA Coordinator as soon as possible but no later than two business days before the event: [msala@erie.pa.us](mailto:msala@erie.pa.us).

**City of Erie Historic Review Commission**  
**Minutes of the Regular Meeting Monday, February 3, 2025 at 1 pm**  
**At City Council Chambers, Erie City Hall, 626 State Street, Erie**

**In attendance:** Chair Matthew Falcone, Vice Chair Dave Brennan, Secretary Melinda Meyer

**Absent:** Commissioner Jean Craige Pepper, Commissioner Mark Tennenbaum, Ex-Officio Member Jason Wieczorek (Erie City Planning Commission Liaison)

**Other:** Planning Director Jacqueline Spry, Assistant Planner Cooper Moore, City Solicitor Jason Checque

**1. Call to Order & Roll Call**

The meeting was called to order at 1:04 pm by Chair M. Falcone.

**2. Public Comment**

No comments.

**3. Approval of Past Meeting Minutes & Certificate of Appropriateness Report (COA)**

**a. Minutes**

Motion: To approve the minutes of the January 6, 2025 study session and the January 6, 2025 regular meeting. Motion made by D. Brennan and seconded by M. Falcone. Motion carried.

**b. Certificates of Appropriateness Report**

No new COA applications were received.

**c. Public Correspondence**

No correspondence.

**4. Old Business**

**a. Review and discuss *Criteria for Designation* in Article 7 Historic Resource Protection**

Discussion: The Commission briefly discussed the criteria for designation proposed for inclusion in the draft revision of Article 7.

Motion: To hold a special meeting of the Commission before the next regular meeting to finalize the criteria for designation to be included in Article 7. Motion made by M. Meyer and seconded by D. Brennan. Motion carried.

**b. Meeting to discuss HRC's 2025 goals and priorities**

Discussion: No report. City staff will provide an update at the March meeting. D. Brennan reminded all that the Commission has requested that a 2024 annual report be prepared for sharing with the mayor's office and city council. No specific timeline was discussed regarding this deliverable.

**c. Old Customs House & Erie Day School designations**

Discussion: The designations for the Old Customs House and Erie Day School were approved by City Council on January 22, 2025. These two designations have been added to the city's website.

A process for communicating with applicants after designations have been approved by City Council has yet to be formalized. It was suggested that a letter be issued from the Commission to the property owner providing notice of designation approval, which may include a copy of the ordinance and a frameable certificate. Council members may also be asked to issue proclamations in acknowledgement of designation.

**5. New Business**

**a. Hearing & Action: Historic Nominations**

None.

**b. Hearing & Action: Applications for Certificate of Appropriateness**

None.

**c. Scope of Work to Prepare a National Register of Historic Places District Nomination for Downtown Erie**

Discussion: Discussions regarding the potential National Register nomination of the State Street Historic District are in-process with the Erie Downtown Partnership, PA State Historic Preservation Office, and the Erie Downtown Development Corporation. All have been supportive of the idea. The PA SHPO has provided the city with sample requests for proposals for consultants to prepare the historic district nomination. EDP has funds that they are willing to contribute to contract with a consultant to prepare a nomination. Director Spry is willing to request funds from the Redevelopment Authority of the City of Erie to put towards this project. If necessary, the City could apply to the PA SHPO's annual Certified Local Government grant program to support the preparation of this nomination, as well.

Director Spry is hoping to have a proposal for RACE to consider by Monday, February 10th.

Motion: To issue a letter of support from the Commission to RACE supporting Director Spry's request for funding to hire a consultant to prepare a National Register nomination for a State Street Historic District. Motion made by D. Brennan and seconded by M. Falcone. Motion carried.

#### **d. Citywide Historic Resource Survey Updates**

Discussion: weekly meetings with EDR. They have uploaded all of downtown and 12<sup>th</sup> street into PA-SHARE. The city has requested that the PA SHPO staff that is the contact on the project review what has been submitted for approval. The city plans to continue supporting outreach activities, even though the CLG grant that funded community engagement has been closed out. City staff has met with select representatives from the HRC to help strategize how to reach the community and share project details. Efforts continue to drive the public to the story map. EDR hope to be back in the field in mid-February. If they can't see building foundations due to snow in February, the work will be pushed to March.

#### **e. New Landmark Recognition Letter**

Discussion: As briefly discussed earlier in the meeting, a formal recognition process is needed for those property owners who go through the designation process. It was suggested that city council issue proclamations for property owners who successfully complete the designation process. Councilwoman Kathy Schaaf is very supportive of the Commission and may be willing to issue proclamations for those who have achieved designation. D. Brennan mentioned that any council member can propose a proclamation. Director Spry will reach out to Kathy Schaaf and ask how she would like the Commission to proceed with communication regarding proclamations for future designations.

Motion: To adopt a designation recognition letter for use with all property owners. The motion was made by D. Brennan and seconded by M. Falcone. Motion carried.

#### **f. May: Preservation Month Recognition**

Discussion: It was suggested that during National Historic Preservation Month city council be asked to recognize those properties that have already been designated. Several additional suggestions were made regarding how the Commission and city can recognize the month, including releasing the 2024 annual report and hosting an

informational session about the potential nomination of a State Street Historic District for National Register listing.

**g. Historic Preservation Program Editorial**

Discussion: M. Meyer has volunteered to write an op-ed focusing on the in-process citywide historic resource survey.

**6. Director's Report**

Discussion: Director Spry and C. Moore will be reviewing 30+ applications that were received for the historic preservation position.

**7. Adjournment**

Motion: To adjourn the regular meeting of the Historic Review Commission at 2:11 pm. The motion was made by D. Brennan and seconded by M. Falcone. Motion carried.

The next meeting of the Historic Review Commission is Monday, March 3, 2025 at 1 pm at City Hall.

Respectfully submitted by M. Meyer, Secretary.

**City of Erie Historic Review Commission**  
**Minutes of the Study Session, February 12, 2025 at 1 pm**  
**At the Planning Department Conference Room, Erie City Hall, 626 State Street, Erie**

**In attendance:** Chair Matthew Falcone, Vice Chair Dave Brennan, Secretary Melinda Meyer, Commissioner Mark Tennenbaum

**Absent:** Commissioner Jean Craige Pepper, Ex-Officio Member Jason Wieczorek (Erie City Planning Commission Liaison)

**Other:** Planning Director Jacqueline Spry, Assistant Planner Cooper Moore, and members of the public Lisa Austin and Andre Horton

### **1. Call to Order & Roll Call**

The meeting was called to order at 1:10 pm by Chair M. Falcone.

### **2. Public Comment**

Lisa Austin – Requested information regarding the revision, review, and approval processes involved with updating Article 7: Historic Resource Protection of the City of Erie Zoning Handbook. M. Falcone responded by providing a summary outline of the legislated process for making changes to the Zoning Handbook.

### **3. Designation Criteria**

Discussion: A copy of the current working draft of Article 7, as well as example criteria from Buffalo, NY and Baltimore, MD, were provided to the Commissioners. Municipalities with local historic resource designation programs differ in the number and complexity of criteria used to evaluate resource nominations. The Commission and Planning Department staff engaged in a detailed discussion of the merits and challenges of implementing too few or too many criteria.

Motion: To use the following designation criteria in the working draft of Article 7. D. Brennan made the motion, which was seconded by M. Tannenbaum. Motion carried.

The Historic Review Commission shall limit its consideration to the following criteria in making a determination on a nomination of an area, property, site, structure, or object for designation by ordinance as a historic structure, historic district, historic site, or historic object:

1. That are associated with events that have made a significant contribution to the broad patterns of Erie history; or

2. That are associated with the lives of persons significant in Erie's past; or
3. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. That have yielded or may be likely to yield information important in Erie's prehistory or history; or
5. That represent a cultural, historic, architectural, archaeological or related theme expressed through distinctive areas, properties, sites, structures or objects that may or may not be contiguous; or
6. That exhibit a unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or Erie.

Following discussion of the designation criteria, the Commission briefly talked about additional edits suggested for Article 7, including:

- Placing a hold on the issuance of building and demolition permits for properties at the moment complete nominations are received by the City.
- Revising the timeline for processing nominations to allow city staff more than 30 days prepare the Commission's recommendation to the Planning Commission.
- Developing language that addresses what will happen if the Planning Commission and/or City Council take no action and/or take longer than the legislated 30 days to take action.

#### **4. Adjournment**

Motion: To adjourn the study session of the Historic Review Commission at 2:18 pm. The motion was made by D. Brennan and seconded by M. Tannenbaum. Motion carried.

Respectfully submitted by M. Meyer, Secretary.





# THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

Congratulations! It is our honor to share with you that on **MONTH DAY, YEAR** Erie City Council approved the designation of **RESOURCE** at **ADDRESS** as a historic resource.

In order to be designated as a local Historic Structure in Erie, a resource must meet certain criteria as outlined in Article 7: Historic Resource Protection of the City of Erie Zoning Ordinance. The Historic Review Commission determined that this resource qualified for designation as a Historic **RESOURCE TYPE** under the following criteria:

- **Criteria X**
- **Criteria Y**
- **Criteria Z**
- **etc.**

In addition to meeting the above criteria, the resource also exhibits a high level of integrity in its physical location, design, materials, and workmanship.

As a result of designation, **RESOURCE NAME** was added to the City of Erie's Register of Historic Places and the zoning map was updated to reflect the historic designation. Should you have any questions about the Certificate of Appropriateness application process or wish to purchase a plaque acknowledging the resource's historic designation, please contact the Department of Planning and Neighborhood Resources.

Thank you for your stewardship of this historic resource and for your support of preservation in Erie.