



City of Erie  
 Historic Review Commission  
 Regular Meeting Agenda  
**Monday, April 7, 2025**

A regular meeting of the City of Erie Historic Review Commission will be held Monday, April 7, 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>		
Director Jacqueline Spry		
Jason Wiczorek		
<i>Other</i>		
Assistant Planner Cooper Moore		

2. Public Comment

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

- a. Regular meeting: March 3, 2025 @ 1:00 PM
- b. Special meeting: March 19, 2025 @ Noon
- c. COA Report – No new COAs
- d. Public Correspondence

4. Old Business

- a. Zoning Ordinance Amendments - Article 7 Historic Resource Protection
- b. Citywide Historic Resource Survey (CHRS) Updates
- c. HRC's 2025 goals and priorities
- d. May: Preservation Month Recognition
- e. Certified Local Government Project/Training Grants  
<https://www.pa.gov/agencies/phmc/historic-preservation/grants-and-funding/clg-grant-program.html>

5. New Business
  - a. Hearing & Action: Historic Nominations
    - i. None.
  
  - b. Hearing & Action: Applications for Certificate of Appropriateness
    - i. None
  
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, March 3, 2025 at 1 pm**  
**At Room 500, Erie City Hall, 626 State Street, Erie**

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

**Late Arrival:** Commissioner Jean Craige Pepper (1:28 pm)

**Absent:** Ex-Officio Member Jason Wieczorek (Erie City Planning Commission Liaison)

**Guests:** Planning Director Jacqueline Spry, Assistant Planner Cooper Moore, Neighborhood Resource Coordinator Hannah Oleski, Redevelopment of the City of Erie Executive Director Aaron Snippert

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

The meeting was called to order at 1:07 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 February 3, 2025 regular meeting. Motion made by D. Brennan and seconded by M. Tannenbaum. Motion carried.

**b. Certificates of Appropriateness Report**

No new COA applications were received.

**c. Public Correspondence**

No correspondence.

**4. Old Business**

**a. Zoning Ordinance Amendments - Article 7 Historic Resource Protection**

Discussion: Efforts were made this past week to further revise the article to address what happens when demolition permits are requested for properties with designation nominations in-process. At which point does the nomination put a hold on the issuance of a demolition permit? Presently, there are no review processes or delays related to the issuance of demolition permits.

The timing of this discussion is good, as the city will soon roll out its use of the Cityworks software platform. Somewhere in the software workflow, designation and/or a designation nomination can or should ping when a permit is pulled and/or applied for.

Concern was expressed that work on addressing the issue of demolition permits for nominated properties may delay the revision of Article 7. It was requested that enabling language be included in the revision and internal work processes be revised at a later date to align with the enabling language.

City Council members Jasmine Flores and Kathy Schaaf will be invited to attend the next regular meeting of the Commission; the April meeting will involve final discussion of the Article 7 revision and the Commission's vote. Following the Commission's review and favorable vote, the draft revision will be reviewed by the Planning Commission and City Council.

Once Article 7 is approved, the forms and fees associated with the nomination process will also need to be revised. A special study session will be scheduled once Article 7 is approved to review the forms and potential fees related to COA applications.

#### **b. Citywide Historic Resource Survey**

Discussion: EDR, the consultants hired by the city to perform the survey, will be in Erie the week of March 10<sup>th</sup> to survey the Our West Bayfront neighborhoods. Director Spry worked with Elizabeth Schultz with the PA SHPO to review EDR's initial survey data (W. 12<sup>th</sup> Street and State Street). Ms. Schultz is recommending that the city perform their own quality assurance check. This phase one survey will include six planning areas. Additional funding is needed to support future phases and the surveying of the remaining planning areas.

#### **c. New Landmark Recognition Letter**

Discussion: Assistant Planner Moore provided a draft of the Landmark Recognition Letter template. The template came from the letter that Pittsburgh uses and was edited based on Commissioner feedback. The Commission requested that the letter be sent to all those who have already achieved designation.

Motion: To approve the letter as presented. Motion made by M. Tannenbaum and seconded by D. Brennan. Motion carried.

#### **d. 2025 Goals & Priorities for the Commission**

Discussion: Discussion of these priorities will take place during a study session. In preparation for the study session, the Planning Department is willing to put together a draft annual report, which can be used to update and/or check off in the Erie Historic Preservation Plan those tasks that have been completed. It was advised that the study session be scheduled prior to the April regular meeting of the Commission.

Motion: To schedule the meeting March 19 at noon. Motion made by C. Pepper and seconded by D. Brennan. Motion carried.

**e. National Historic Preservation Month (May)**

Discussion: A brief discussion was held at the February meeting regarding potential activities for May. It was recommended that we consider hosting a tour of the houses that received funds through the improvement grant program, as well as hold a press conference with the mayor and request the Erie Reader write an article covering the work of the Commission over the last year. The Erie Art Museum was mentioned as a potential location for a post-press conference reception, because the museum was a recent designation. The reception would be an opportunity to invite grantees, community partners, owners of designated properties, etc. to acknowledge the work of the city's historic preservation program. Assistant Planner Moore will coordinate with the Erie Art Museum, Director Spry will coordinate with the city's communication coordinator regarding the press conference, and M. Tannenbaum will contact the Erie Reader and Erie Times News regarding possible articles. All will report back at the April regular meeting of the Commission.

**f. State Street National Register Historic District**

Discussion: With the Erie Downtown Partnership and Redevelopment Authority of the City of Erie committing funding for the development of a National Register nomination for the State Street Historic District, development of the project RFP is the next step.

**5. New Business**

**a. Historic Nominations**

No new nominations have been received.

**b. Applications for Certificates of Appropriateness**

No new applications for COAS have been received.

**c. Erie Downtown Partnership Design Guidelines Revision**

Discussion: The Erie Downtown Partnership is looking to contract with Perspectus to update the design guidelines to reflect the proposed changes to Article 7, as well as other necessary changes.

**d. Keystone Historic Preservation Planning Grant**

Discussion: A grant will be submitted March 3, 2025 to the Keystone grant program requesting funds to contract with a consultant to develop design guidelines for residential properties within the City of Erie.

**e. Certified Local Government Project Grant**

Discussion: Due to the requirements in the HRC by-laws, Commissioners must engage in at least four hours of training per year. The Planning Department intends to apply for CLG funding for Commissioner training. If a project grant is to be submitted, the focus of this request still needs to be determined.

**6. Director's Report**

Discussion: With regards to the open historic preservation planner position, approximately 40 applications were received. Six applicants were screened, four of them are students graduating in May in a related field. Of these initial six, three will be interviewed. A brief discussion was held regarding how the position was promoted.

Motion: To approve the minutes of the February 12, 2025 study session. Motion made by D. Brennan and seconded by M. Tannenbaum. Motion carried.

**7. Adjournment**

Motion: To adjourn at 2:09 pm. Motion made by M. Tannenbaum and seconded by C. Pepper. Motion carried.

**City of Erie Historic Review Commission**  
**Minutes of the Special Meeting Wednesday, March 19, 2025 at 12 pm**  
**At 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

**Late Arrival:** Commissioner Jean Craige Pepper (12:38 pm)

**Absent:** Ex-Officio Member Jason Wieczorek (Erie City Planning Commission Liaison)

**Guests:** Planning Director Jacqueline Spry, Assistant Planner Cooper Moore, Erie City Councilwomen Kathy Schaaf, Redevelopment of the City of Erie representative Kyle Mulligan

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

The meeting was called to order at 12:08 pm by Chair M. Falcone.

### **2. Public Comment**

No comments.

### **3. 2025 Goals & Priorities for the Commission**

Discussion: C. Moore presented the Commission with a draft Work Plan created from the five-year Erie Historic Preservation Plan for review and to guide the meeting discussion. The following suggestions were made during the discussion:

- To help orient new commission members, a checklist is to be created itemizing materials to be distributed and information to be shared during new member orientation. The checklist may include a meet with the commission chair, receive informational binder, etc.
- The special meeting was a part of the commission and staff's annual review of the city's historic preservation program.
- The city's new website is scheduled to launch in April 2025 and will include pages for the Planning Department. It was suggested that the HRC and historic preservation program be allocated pages within the Planning Departments section.
- With regards to community engagement activities, the HRC and city staff are planning a press announcement and reception for May to acknowledge the program's accomplishments over the last year or two and celebrate National Historic Preservation Month. This event is to be an agenda item on the April HRC regular meeting agenda.

- Priorities for 2025 shall include completing Phase 2 of the citywide historic resource survey, enhancing community engagement efforts, developing a strategy for how to use remaining program funding held by the Redevelopment Authority of the City of Erie, creating an endowment fund for the program, creating robust webpages for the program on the city’s website, completing revision of Article 7, within the Work Plan shifting the National Register nomination for the proposed Lower State Street Historic District from Year #3 to Year #2, and integrating historic preservation principles into all city departments – with first steps being to appoint an HRC liaison to the Planning Commission and schedule the HRC to present to each city authority and commission.
- The review and adoption of the above list of 2025 priorities is to be an agenda item for the April HRC regular meeting.
- Once adopted by the HRC, the 2025 priorities are to be presented to City Council.

#### **4. Adjournment**

Motion: To adjourn at 1:13 pm. Motion made by D. Brennan and seconded by C. Pepper.  
Motion carried.

Respectfully submitted by M. Meyer, Secretary.

# 2025 HRC Goals & Objectives

	A	B	C	D	E
1		Key Work Plan Items	Related Preservation Plan Initiative(s)	Status	Primary Ownership
2	Operations	Hire and retain a City of Erie Historic Preservation Planner	#F4		City Staff
3		Require and encourage City staff and HRC members to participate in available training opportunities	#F4		City Staff
4		Conduct an orientation session for new HRC members	#F4		City Staff
5		Schedule and conduct an annual program review	#F5		HRC
6		Increase connectivity between the HRC and other departments and authorities at the City	#E2		City Staff
7		Decide how to use the money held by the Redevelopment Authority of the City of Erie	#F5		HRC
8		Conduct a study session on updating Erie's Historic Preservation Ordinance	#F3		City Staff
9					
10	Survey and Documentation	Complete survey for Phase 1 neighborhoods	#A1		City Staff
11		Integrate survey results in City GIS or other accessible platforms	#A1, #A4		City Staff
12		Conduct community engagement efforts that publicize the citywide survey and results	#A1		City Staff
13		Consult with PA SHPO and other partners on planning and organizing and organizing a survey for neighborhoods within the Phase 2 survey area, including	#A1		City Staff
14		Create an RFP for Phase 1 or Phase 2 citywide historic and architectural resource survey	#A1		City Staff
15		Initiate Phase 2 pending receipt of funding	#A1		City Staff
16		Oversee and manage consultant survey team	#A1		City Staff
17		Update historic resource inventory list that incorporates National Register and Local Landmark eligible properties	#A4		City Staff
18					
19	Community Engagement	Create a comprehensive municipal historic preservation webpage	#C1		City Staff
20		Prepare informational and collateral materials on Erie's National Register Historic Districts, incentive programs, and other relevant information	#C1, #E1		City Staff
21		Produce a yearly Historic Review Commission program review report for public distribution	#C1, #F5		HRC
22		Prepare a calendar of engagement opportunities to discuss preservation procedures, designation process, and benefits of historic preservation for the website and other collateral materials	#A5, #B5, #C1, #F5		HRC
23					
24	Designation and Recognition	Develop and provide information to owners of historic properties deemed individually eligible for the NRHC	#A6		City Staff
25		Implement an outreach strategy for owners of locally eligible buildings considering local designation	#A6		HRC
26		Consult with PA SHPO on potentially eligible National Register Districts	#A5, #A6		City Staff
27		Initiate engagement and outreach activities for designating Erie's first Local District	#A5, #C2		HRC