

City of Erie  
Historic Review Commission  
Regular Meeting Agenda  
Monday, February 5, 2024

A regular meeting of the City of Erie Historic Review Commission will be held Monday, February 5, 2024 at 1:00 pm in City Council Chambers. Virtual attendance is available via Zoom with link provided on the City of Erie’s website [Erie, PA – A Community of Choice](#)

1. Call to Order/Roll Call

<b><i>Regular Member</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Jean Craige Pepper		
Dave Brennan		
Mark Tannenbaum		
Melinda Meyer		
Matthew Falcone		
<b><i>Ex-Officio Member</i></b>		
Jason Wiczorek		
<b><i>Other</i></b>		
Kathy Wyrosdick		

1. Approval of Past Meeting Minutes
  - a. January 8, 2024
  - b. August 7, 2023
  - c. May 1, 2023
2. Old Business
  - a. Update on Historic Preservation Plan.
  - b. Update on CLG grant application.
3. New Business
  - a. Historic Building Survey RFP discussion
  - b. COE for locally designated landmarks
4. Adjourn

City of Erie  
 Historic Review Commission  
 Regular Meeting Minutes  
 Monday, January 8, 2024

A regular meeting of the City of Erie Historic Review Commission was held Monday, January 8, 2024 at 1:00 pm in City Council Chambers. Virtual attendance is available via Zoom with link provided on the City of Erie’s website [Erie, PA – A Community of Choice](#)

1. Call to Order/Roll Call

- a. Welcome new member – Matthew Falcone

<b><i>Regular Member</i></b>	<b><i>Present</i></b>	<b><i>Absent</i></b>
Jean Craige Pepper	x	
Dave Brennan	x	
Mark Tannenbaum	X (late)	
Melinda Meyer	x	
Matthew Falcone	x	
<b><i>Ex-Officio Member</i></b>		
Jason Wiczorek	X (late)	
<b><i>Other</i></b>		
Kathy Wyrosdick	x	
Jackie Spry	x	

1. Approval of Past Meeting Minutes

- a. April 3, 2023 – Approved Craig Pepper and Dave Brennan. 4-0
- b. November 6, 2023- Approved Craig Pepper and Dave Brennan. 4-0

2. Old Business

- a. Update on Historic Preservation Plan. Kathy updated the Commission on the progress of the plan. A public survey is live asking for comments on the draft plan. The survey will be open for a number of weeks.

3. New Business

- a. Resignation of Jeff Zielonis from the HRC was announced. Melinda Meyer thanked Jeff Zielonis for his service to the commission.
- b. Welcome Mathew Falcone as a new member to the Commission. Matthew introduced himself and spoke about his background and interest in preservation. He has been watching Erie’s progress in preservation for a number of years. Commissioners introduced themselves to Matthew.
- c. Jason Wiczorek attended the meeting virtually at 1:10 PM
- d. Discussion of 2024 work plan goals:

- i. Implementation of Preservation Plan. Melinda noted that all the work plan elements listed are recommendations from the Preservation Plan.
- ii. Training – ongoing training and education is included in the plan as a recommendation.
- iii. City-wide Historic Properties Survey is a priority and the City already has grant funding in place to complete the survey.
- iv. Develop design standards. These are also a recommendation of the work plan, particularly needed for residential standards.
- v. Craige suggested that the HRC also focus on approaching the local historic districts to attempt to get them protected. Would like to see the HRC promote preservation of the local districts. Matthew would like to see HRC reach out for individual landmark designation.
- vi. The city-wide survey process will help HRC determine where they should focus outreach. Noted that the city is a blue-collar city so perhaps workforce housing neighborhoods will become a priority, or immigrants and refugees may help focus efforts. Additionally, African American history is also an important element to our community.
- vii. Establish policy about what happens after designation. This will be important to help promote preservation and will be important to promote throughout the local government.
- viii. Dave B. need to establish and show the value of the work of the HRC and the preservation plan. Low attendance of the Preservation Plan meetings was seen as an indicator of the public's lack of understanding.
- ix. Craige, should we have committees that will focus on separate tasks? Melinda, possibly or perhaps we have special meetings or workshops on each specific Work Plan. Dave suggests that we should consider how the process will work. Schedule work sessions to help. Kathy suggests that work sessions are scheduled on the same day as the HRC to help with scheduling.
- x. Melinda asked if they should have work sessions scheduled every month. Craige and Dave agree that will work and should be scheduled at noon prior to each meeting. Matthew would like themes for each. These will be established for each work session and start in February.
- xi. Bill Callahan CLG project grants are open now, residential standards are a priority. February 1<sup>st</sup> is the deadline for the grant. Suggests if the city is open to it, that they apply for the grant to help off set the costs of creating the design guidelines for residential. Also suggest that they use the Erie Downtown Partnership's commercial guidelines.
- xii. Jackie noted that the city could take on the CLG grant application. HRC all supported asking the city to apply for funding. Funding is up to \$25,000
- xiii. Bill Callahan, the city has encouraged the city to complete a comprehensive survey for a number of years. It originally came from

the Sect 106 review process. The survey will help determine the significance of the property. The survey will help city staff and the Sect 106 reviewers do their job. He suggests that the HRC be highly engaged in the survey process. Help the consultant understand the priorities of the survey. Keep it highly publicized and get people excited about the project. This will create the data to help make decisions.

- xiv. Craige, what should we do to be engaged. Bill suggested that they go to meetings with a prepared speech about the importance of it and why it is being done. Help calm any fears about the effort.
  - xv. Bill noted that the CLG program provides training and mini grants to support the work of the HRC.
  - xvi. Melinda would like to see specific training on design standards from NAPC. Craige, when can this be done? Bill noted its open on a rolling basis so you can apply for it at any time. Local governments need to have defensible guidelines in place and is vitally important to the work that they do. Craige, Bill can you help with the application? Yes, he can help.
  - xvii. All HRC was in agreement that design guidelines be the first training. Matthew suggested that one of our work sessions focus on a “dry run” of applying standards. It will help the commission understand how to complete these reviews.
- e. Jackie Spry also noted that the Preservation Planner position is still open. They have received over 30 applications but have not received any qualified applicants. The city is going to repost the position but reclassify it as a more general planner or program manager. Matthew asked Jackie to share the new post, he knows a lot of new graduates that he'd like to send the opening to them. Bill Callahan will share the job posting as well.
- f. Mark Tannenbaum came into the meeting at 1:30 PM
- g. Election of Officer
- i. Election of Chair. Melinda nominated Dave to be the Chair of the HRC. Craige 2<sup>nd</sup> the motion. Dave accepted the nomination. No further discussion. 4-0 MC
  - ii. Election of Vice Chair. Dave Brennan took over the meeting as Chair. Nomination for Vice Chair. Craige nominated herself as Vice Chair. 2<sup>nd</sup> nomination by Matthew. No further discussion. 4-0 MC
  - iii. Election of Secretary. Melinda volunteered to be the Secretary. Craige 2<sup>nd</sup> the nomination. 4-0 MC
- h. Matthew asked for bylaws to be sent out. Kathy will send this to him and send a copy to Craige.

- i. Historic Building Survey RFP discussion. Bill Callahan provided recommendations for development of the survey. Suggested land use and building condition/integrity are good suggestions to include. Melinda noted that the Preservation Plan has a lot of recommendations on the approach to the survey and suggested that links to the existing surveys that have been done by Preservation Erie should be included in the RFP. Kathy will have a draft ready for the next HRC meeting on February 5<sup>th</sup>. A work session will be scheduled at noon to review the draft RFP.
4. Meeting was adjourned Matthew and Melinda at 2:40 PM

**City of Erie**  
**Historic Review Commission**  
Regular Meeting Minutes  
Monday, August 8, 2023

**Meeting was called to order at 1:07 PM**

**HRC members in attendance**

Craige Pepper  
Mark Tanenbaum  
Melinda Meyer  
Jeff Zielonis  
Preservation Planner: Chris Kinder

**Old Business**

1. Update on Historical Restoration Plan will have a draft later in August. Historic Review Commission still working on the official plan to be to us by August 18th.
2. Public commence to approve a local district that can be either a single building or neighborhood - Frontier, Matthew Falcon, is listing his home as a Historic District. Melinda moved to list this. Jeff second. Approved as a local District.
3. 40 Applications have been received for the new grant program. Consideration of these may be held off until September Meeting.

**New Business**

1. Mark Adams, 4014 Balboa Ave., house is done but there was a miscommunication. This matter was tabled to look into it and follow up.
2. Austin Kanonczyk, 215 Cherry St., The grant \$17,600 to replace 4 windows, replacing front porch and request is \$15,000. Size and opening original foot print of porch. Moved by Jeff to approve. 2nd Approved.
3. Judy Pence Remnants Store, 302-306 11th St., grant amount \$15,000 is requested. Job is a cost of \$21,500. Mark made motion. Jeff second, it was approved.
4. 1020 East 10th St., Sarah Reed Children's Center, \$15,000 request. They sent in additional information which was requested. The total project is \$70,000. Jeff moved to approve. It was approved.
5. Barbara Isrealson, 1017 Cranberry, said she had talked to Chris and he said he would put her on agenda for this meeting. She resent the proposal line at the meeting. Roof is the project, \$21,900 is total amount. \$15,000 requested. Jeff moved to approve. It was approved.
6. No vote for the 40 applications due to the fact only one commissioner had received and reviewed the material. The vote was postponed to September. The applicants in the meeting were allowed to talk and review their applications.

**Public Comment**

Rick and Claudia Filippe, 519 W. 9th  
Donald Chanbly, 143 Sanford Place

Don Wolf, 412 West 7th  
Kimberly Neiman  
Tim Hooker, 219 Liberty  
Kelly Dempsy, 627 West 7th  
John Thompson, 921 West 5th  
Robert LaSuer  
Jason Fults  
First Church of the Covenant, 627 Myrtle  
Mark Adams  
Jon Ferguson, 8th & Liberty  
Daniel Rielly, 2620 Charlotte St  
Vincent Capanelli  
Windel Obereth, 545 West 2nd  
Polakos Candies, 2530 Parade St.  
Erin Kerner  
Jeff Kidder, 8th & Cherry, 608 Cherry  
Ember and Forge, State Street  
Gerald Kanonczyk, 418 State Street  
Katelyn Columbo, 2650 Poplar  
Michael Charley, 1035 West 24th  
Chuck Nelson for Sarah, 646 West 9th Street

### **Discussion**

After last applicant spoke the commissioner discussed several issues with the application process.

- The next meeting of the Commission was moved to September 11<sup>th</sup> since the regular meeting fell on a holiday.
- The discussion of irregularities keep coming up with the applications actual finding their way to Chris Kinders' office.
- Request made by Craige Pepper to have work sessions to resolve many of the issues that were still not resolved in our organization. Future meetings were determined to occur and be scheduled.

**Meeting Adjourned:** Jeff made a motion for adjourn. Mark second. Vote to adjourn.

**City of Erie**  
**Historic Review Commission**  
Regular Meeting Minutes  
Monday, May 1, 2023

**Meeting was called to order at 1:06 PM**

**HRC members in attendance**

Jeff Zielonis  
Mark Tanenbaum  
Melinda Meyer  
Dave Brennan  
Preservation Planner: Chris Kinder

**Order of Business**

1. Melinda asked if anyone from the public wished to speak.
2. Melinda moved to accept minutes. March minutes approved.
3. Kris Kinder spoke about the preservation plan offered by Lakoda Group. Actual plan to be here in June.

**New Business**

1. New suggested local Historic District Property in Frontier.
2. Chris suggested some tweaking of the nomination papers be done in order to make said property a local Historic District.
3. First grant application Jennifer and Chad Neally, 26th and Peach. Technical difficulties for zoom. Did a Zoom Chat. Neally 2617 Peach St. Old School House. Project involves masonry repairs. Total cost \$42,133.80 and they requested \$15,000. Jeff Zielonis asked about power washing and experience of contractor. American Rescue Funds. Federal Government lets local prevailing rates apply. Jeff moved to accept Neally properties. Grant was approved.
4. Christopher Pepicelo, 3402, Old French. Update grant information and amount \$14,500. Christopher Pepicelo will match \$1,450 so grant would be \$13,050. Motion Jeff moved to accept. Grant approved.
5. Samuel Brizano, 2601 Myrtle Street (26th & Myrtle), white building in southeast corner. Funding for painting of building and revising scope of work to painting only - \$13,860, match grant, \$12,474. Mark moved it has approved. It was approved for painting only.
6. Maura DiTullio, 24 East 22nd St., Window replacement. \$8,122. Grant will be \$7,310 was previously tabled. Is proposing windows are same style and size of originals. Jeff moved to approve. It was passed.
7. Don Rielly, 231 W. 21st St. Seeking funding for repairs of brackets \$128,000 gets repair of dormers \$15,000. Owner exceeds 10% commitment. Jeff moved to approve, it was approved.
8. Erie Hagen History Center. To replace tin roof with a copper roof of the atrium. Building is all copper roofing. The School District used tin which has been a problem. Mark moved it was approved.

9. Jasmine Almeida, 1508 South Shore Drive, painting of the house, 1932 built. \$19,575 asking for \$15,000. Jeff moved Dave second - approved.

10. Jeremy Young, 363 West 8th St., Prenors Friendly Tavern (8th & Chestnut). Storefront of building \$55,525 total cost, asking for \$15,000. JJ Home Improvements. Dave and Jeff asked about the look of the outside of the building. Jeff move and Mark second. Approved.

11. Marsha Thompson, 423 Chatauqua Blvd.. Metal Roof. \$7,650 Mark Tanenbaum. Jeff moved. Dave B. second. Approved.

12. Spence Dieppold, 4031 Trask Avenue. \$7,580. Amended the amount \$6,328, Jeff moved and Mark second - approved.

13. Tom Maggio, 620 Cherry St, Kirschner Garden Court, 1913 built. Copper gutters replaced with dark brown gutters and repair brackets and new front door, \$23,500, Grand applicant \$15,000, Jeff moved to approve. Mark second. Approved.

Discussion of the grant process for the HRC and the redevelopment authority and timeline. Also, suggestion by Jeff for signs out in the front of grant recipients homes especially during the construction/painting times to alert neighborhoods of this Grant Program.

**Meeting Adjourned**



# THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

## Request for Proposals

### Citywide Historic Resource Survey

#### (Outline of Key Areas for HRC Feedback)

*Please review sections that are highlighted and need input from the HRC before finalizing the RFP for a city-wide survey*

### Section 1: Purpose

**Section 2: Project Description and Background** *Brief amount of information is provided to help with the discussion regarding priority areas and phasing.*

#### 2.1

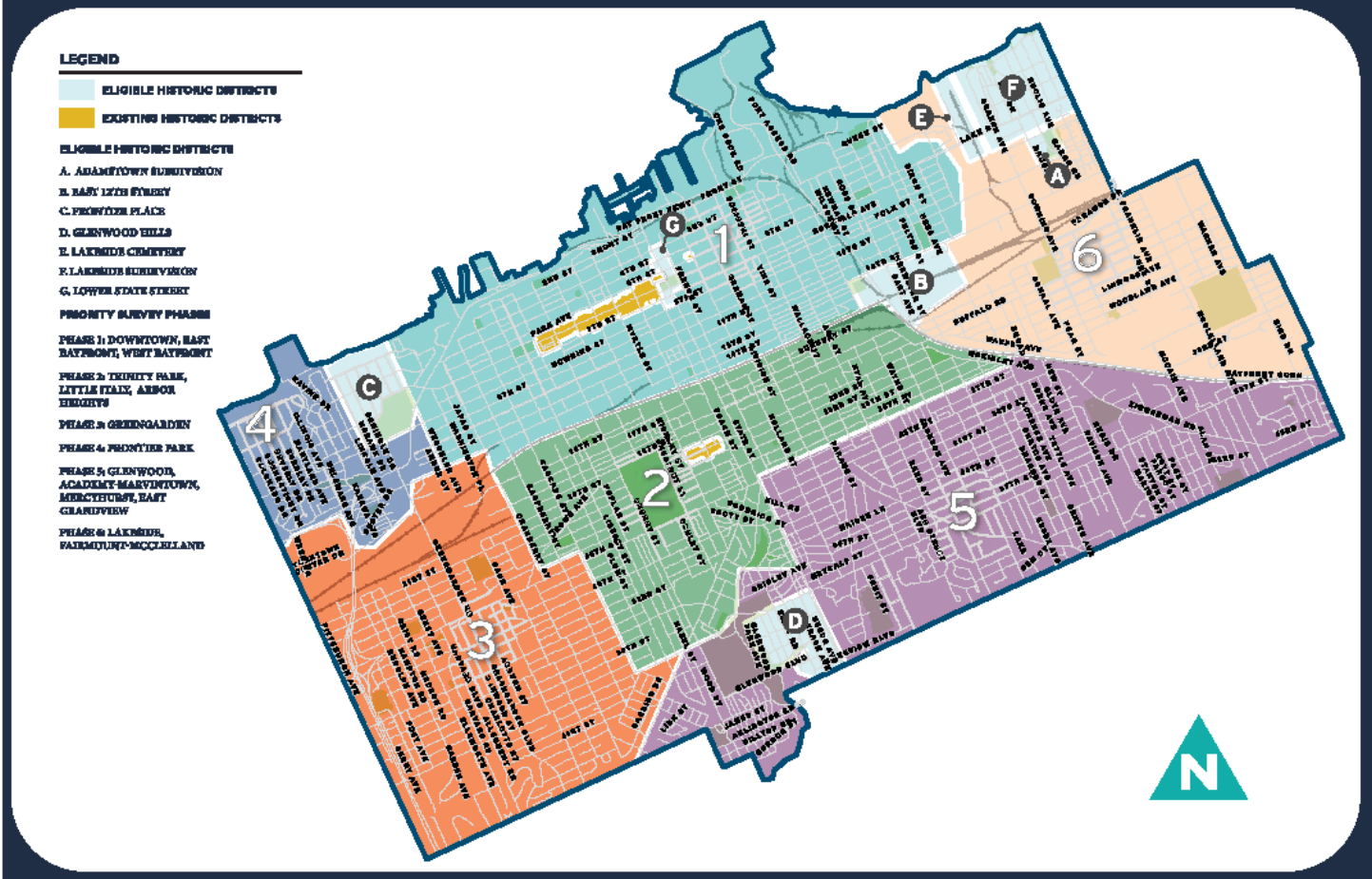
- The city-wide survey is one of the priority recommendations for implementation of the Historic Preservation Plan.
- Erie's Historic Buildings Survey completed by Preservation Erie. In total, the survey documented 31,471 properties in Erie County municipalities. The survey included individual properties and historic districts listed in the National Register of Historic Places. Within the City of Erie, the survey identified 51 properties and four historic districts as potentially eligible for listing in the National Register. The survey information is available to the public on a website hosted by Preservation Erie. [Erie's Historic Buildings \(eriebuildings.info\)](http://eriebuildings.info)
- The following is an excerpt from the Erie Historic Preservation Plan:

***Strategy #A1: Undertake and complete a citywide historic and architectural resources survey.***

*Surveys and documentation are the first steps toward identifying and preserving Erie's historic and cultural resources. Multiple past survey efforts dating back to the 1970s, and most recently the Erie County Historic Resources Survey completed in 2015, have identified important buildings, sites, and districts worthy of preservation. Conducting a citywide survey will result in a comprehensive inventory of Erie's significant buildings and places and provide direction for future local designations and National Register listings, education and outreach initiatives, and revitalization efforts. Ongoing survey and documentation efforts by the Historic Review Commission will also meet the requirements of the Pennsylvania Certified Local Government program, of which Erie is one.*

- The map below is the recommended phasing for the city-wide survey from the Preservation Plan, provided to assist in the discussion of phasing the survey project. Please share any feedback you have on the proposed phasing of this project.

**FIGURE 5.1: CITYWIDE HISTORIC AND ARCHITECTURAL RESOURCES SURVEY: PRIORITY SURVEY PHASES**



**2.3 Schedule and Budget** Provide any feedback on schedule. The budget is based on grants awarded for the project and matching funds from the City.

It is anticipated that the survey will be completed within **12 months of Notice to Proceed** from the City.

- 1) Project budget shall not exceed **\$112,500**. \$100,000 is dedicated for survey work and documentation and \$12,500 will be used for public engagement, promotion and communications tasks.

The budget includes two (2) \$25,000 Keystone Planning Grants from the Pennsylvania Historical and Museum Commission (SHPO) and one (1) Certified Local Government Project Grant from the National Parks Service of \$12,500. Proposals should clearly set forth in detail and all expenses for which reimbursement is expected. Consultant proposals should factor in extra/unforeseen meetings that may arise throughout the process. The proposal must provide a guarantee that no additional fees will be charged to the City of Erie without prior written consent by the City.

### **Section 3: Scope of Work**

#### **3.1 Background Research**

Please provide feedback on organizations and/or known plans that should be listed here.

Here is a list of documents and surveys included within the Preservation Plan:

- Frontier Forts and Trails Survey (1930s)
- Erie County Bicentennial Survey (1976)
- Erie County Historical and Architectural Preservation Plan – Historic Sites Inventory (1976)
- Historic Resources Protection Plan for the Lake Erie Coastal Zone (1983)
- Erie County Historic Resource Survey – Phase II (1987)
- Erie County Industrial Resources Survey – Phase 1 (1993)
- Erie County Historic Resources Survey (2013-2015)

#### **3.6 Public Engagement and Communications Strategy**

*The Lakota Group noted that the survey work should help generate excitement about preservation and to inform the public of what is being done during the project. Please share ideas you have for community engagement. Keep in mind that the CLG Project Grant of \$12,500 will be earmarked for public engagement and communications strategy.*

#### **3.7 Deliverables**

The following deliverables are anticipated:

- One kick off meeting with the HRC, the City, and SHPO staff to review the scope of work, project schedule, and address any questions
- Monthly phone conferences with HRC at their regular meetings and SHPO staff to review project status
- Draft and final Historic Resource Survey Form for the survey areas and Abbreviated Historic Resource Survey Forms for any resources identified as individually eligible including mapping and photography

- Three hard and one electronic copy (pdf on archival CD) of the final HRSFs

## **Section 7: Selection Criteria**

Below is a list of attributes the City of Erie will consider in selecting a consultant:

- 1) Qualifications and experience in creating historic resource surveys.
- 2) Detailed proposal of services and specific costs for each phase.
- 3) Ability of consultant to meet expected project completion schedule.
- 4) Ability to understand existing conditions/local context, including communication strategies with an engaged community.

## **Appendix A: Resources** *Please list any that may be missing*

- 1) Erie Historic Preservation Plan
- 2) City of Erie Historic Review Commission  
<https://cityof.erie.pa.us/historic-review-commission/>
- 2) Erie Refocused: Comprehensive Plan and Community Decision Making Guide  
<https://www.eriepa.com/uploads/Erie-Refocused-2016.pdf>
- 3) Pennsylvania's Statewide Historic Preservation Plan, 2018-2023  
<https://www.phmc.pa.gov/Preservation/PreservationPlan/Documents/2018%20Final%20Preservation%20Plan.pdf>
- 4) Erie County, PA Cultural Heritage Plan  
<http://preservationerie.org/wp-content/uploads/2014/03/Erie-County-Cultural-Heritage-Plan-FINAL.pdf>