

City of Erie  
Historic Review Commission  
Regular Meeting Agenda  
Monday, March 4, 2024

A regular meeting of the City of Erie Historic Review Commission will be held Monday, March 4, 2024 at 1:00 pm in City Council Chambers. Virtual attendance is available by contacting the Planning Department in advance of the meeting. Please email Jackie Spry at [jspry@erie.pa.us](mailto:jspry@erie.pa.us) if you need to attend the meeting virtually.

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 Wieczorek		
<b><i>Other</i></b>		
Kathy Wyrosdick		

2. Public Comment

3. Approval of Past Meeting Minutes

- a. February 6, 2024

4. Old Business

- a. Review and recommendation for the Erie Historic Preservation Plan. Please review final draft at [The Lakota Group](#)
- b. CLG Mini-grant – Design Guidelines
- c. CLG Mini-grant – Scholarship for Training

5. New Business

- a. Designation of Local Landmark  
Erie Federal Complex, 17 South Park Row, includes the Federal Building and US Courthouse, Erie Public Library, and Baker Building (Matthew Falcone)
- b. Letter of Support for PHMC Construction Grant – Cashiers House – by Erie Art Museum.

6. Adjourn

**City of Erie Historic Review Commission**  
**MEETING MINUTES**  
**February 5, 2024**

The City of Erie Historic Review Commission held its regular monthly meeting Monday, February 5, 2024 at 1:00 pm in City Council Chambers, City Hall, 626 State Street.

In Attendance

Commissioners: Jean Craige Pepper, Dave Brennan, Mark Tannenbaum, Matthew Falcone, and Melinda Meyer

Others: Jackie Spry, City Planning Director; Chuck Nelson, City Council Liaison; Jason Wiezcorek, Planning Commission Liaison; Kathy Wyrosdick, Consultant, Michael Baker International

Meeting was called to order by commission chair D. Brennan at 1:12 pm.

Minutes

Motion: To approve the minutes of the January 8, 2024, August 7, 2023, and May 1, 2023 meetings as submitted. Motion made by C. Pepper and seconded by M. Tannenbaum. Motion carried.

Public Comment

No members of the public were in attendance.

Discussion: City administration has implemented new policies around public meetings, beginning in 2024. HRC meetings will be live streamed, but public participation is limited to listening only. To provide comments, members of the public must attend a meeting in-person. Commissioners needing to participate in HRC meetings via Zoom must notify city staff ahead of the meeting to access a Zoom link that will allow active participation.

**OLD BUSINESS**

Update on Historic Preservation Plan

Discussion: The online public survey closed Friday, February 2, 2024. Approximately 75 responses were collected. Survey responses will be reviewed and incorporated into the draft plan. If past adoption protocols are followed, the draft plan will next be sent to the Planning Commission for review and approval. Then, the plan will be sent to City Council for review and adoption. It was recommended that a PDF of the draft plan be added to project website and that the HRC institute an annual process to evaluate the implementation of the plan.

Update on CLG Grant Application

Discussion: The City was unable to put forth an application for the 2024 cycle. There are currently two open/in-process PHMC Keystone Historic Preservation grants and one open CLG grant. The City will look to apply to the next cycle of CLG project funding.

**NEW BUSINESS**

Historic Building Survey RFP

Discussion: K. Wyrosdick has started development of the survey RFP. The draft preservation plan includes guidance on how to approach the citywide survey, the goal of which is to assess and inventory the city's

historic resources citywide. The commission discussed the merits of using an RFP vs. RFQ, prioritizing resources that have not yet been evaluated for eligibility for the National Register and/or local designation, and including in the survey resources with cultural significance. The consultant selection process will be like that which was used for the historic preservation plan.

There are multiple sources of funding for the project. To streamline grant reporting, a portion of the budget – the CLG project grant (\$12,500) – has been allocated for public engagement activities. These activities will provide important opportunities to talk with the public about the City's historic preservation program, local designation, the National Register program, and more.

It was recommended that past planning documents be stored by the City in digital format for access by the HRC. A brief discussion was had about the use and accessibility of the resulting survey data.

Commissioners requested that the survey consultant provide monthly written reports to the HRC.

The PA SHPO will provide language and/or requirements they wish to see in the final RFP, and the City will provide specific, standardized language that they are using for all RFPs. It was recommended that a scoring matrix be included with the review criteria.

Commissioners requested to review the full, final version of the RFP before it is published.

#### Certificate of Appropriateness

Discussion: Article 7 of the zoning handbook requires property owners of locally designated resources apply for a Certificate of Appropriateness for major improvements. An application for a COA must be submitted prior to work being completed. A COA application and accompanying policy will be drafted by K. Wyrosdick.

It was recommended that the City and/or HRC create a voluntary sign program for locally designated resources, with fabrication and installation costs the responsibility of the property owner. City staff are to work with the HRC to identify a potential vendor and create a standard design.

Motion: To adjourn at 2:19 pm. Motion made by M. Falcone and seconded by C. Pepper. Motion carried.

Respectfully submitted,  
Melinda Meyer, Secretary



GSA Mid-Atlantic Region

February 6, 2024

Mr. Matthew Falcone, President  
Preservation Pittsburgh  
1501 Reedsdale Street  
Suite 5003  
Pittsburgh PA 15233

Re: Erie Federal Complex  
17 South Park Row  
City of Erie, Erie County, Pennsylvania

Dear Mr. Falcone:

The Federal Building & U.S. Courthouse, Erie Public Library, and Baker Building (together known as the Erie Federal Complex) located at 17 South Park Row, City of Erie, Erie County, Pennsylvania and is owned by the United States under the jurisdiction, custody, and control of the United States General Services Administration (GSA). The Federal Building & U.S. Courthouse and the Erie Public Library are individually listed on the National Register of Historic Places; the Baker Building is eligible for listing. All three buildings contribute to the eligible Lower State Street Historic District.

This letter is to follow up on our previous discussions regarding the listing of the Erie Federal Complex as a local landmark in the City of Erie. GSA has no objections to this listing and is pleased to see the building recognized for its local significance. Federally owned property is not subject to local planning or zoning controls, so this would be a listing for recognition only.

If you need additional information, or assistance with gathering information on the building, please do not hesitate to contact me at (215) 446-4570 or [donna.andrews@gsa.gov](mailto:donna.andrews@gsa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Donna", followed by a stylized flourish.

Donna Andrews  
Regional Historic Preservation Officer  
Public Buildings Service

Cc: Chris Kinder – Erie Planning & Neighborhood Resources



# THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

February 28, 2024

Keystone Historic Preservation Construction Grants  
Erie Art Museum  
Proposal Due: March 1, 2024

Pennsylvania Historical and Museum Commission  
State Historic Preservation Office  
400 North St., 2nd Floor  
Harrisburg, PA 17120

I am writing to support the Erie Art Museum's Keystone Historic Preservation Construction Grants request. The Historic Customs House on State Street, located in the heart of downtown Erie, is an iconic, recognizable, and beloved building in our community. The Museum has been good stewards of the building and, having recently completed a study of the building's electrical, plumbing, structural, and architectural details, they have identified a significant issue with water infiltration that needs to be addressed quickly. Furthermore, the Museum intends to continue preservation measures for the Customs House beyond remedying the water infiltration issue. The report they received from GBBN strongly suggests this as the first step in ensuring this remarkable building is usable and relevant for future generations.

Please give their application a favorable consideration.

David A. Brennan, AIA  
City of Erie Historic Review Commission, Chair