
City of Erie Planning Commission

City of Erie, Pennsylvania

AGENDA

The regular meeting of the City Planning Commission will be held **Tuesday, January 21, 2025** at 1:00 PM in City Council Chambers, 626 State Street, Erie PA. The meeting is also accessible via Zoom Webinar [instructions below]. Residents can watch the live stream and/or recordings of the meetings on the City of Erie's YouTube Page (<https://www.youtube.com/@CityofErie>).

1. ROLL CALL

Member Name	Present	Absent
Mark Kloecker, Chair		
Richard Speicher, Vice-Chair		
Toni Mazanowski		
Colin Russ		
Jason Wiczorek		

2. ELECTION OF OFFICERS

3. APPROVAL OF DECEMBER 17, 2024 MEETING MINUTES

4. BYLAWS

5. EXISTING / FUTURE CHARACTER AREAS ANALYSIS

6. PMPEI ONLINE LEARNING: BULDING A STRONG PLANNING COMMISSION

7. PLANNING & NEIGHBORHOOD RESOURCES UPDATES

8. PUBLIC COMMENT

9. ADJOURNMENT

To participate via Zoom, you must pre-register for the webinar and join using the following link:

<https://erie-pa-us.zoom.us/j/88034350376?pwd=Q2ZTdU81MisZQzhjVWN2NGNhMXlpUT09>

Meeting ID: 880 3435 0376

Passcode: 726893

**CITY OF ERIE
PLANNING COMMISSION**

2025 PLANNING COMMISSION MEMBERS			
NAME	ORIG DATE APPOINTED	TERM #	CURRENT TERM EXPIRES
Mark Kloecker Chair	MAY 26, 2015	3	DEC 31, 2027
Richard Speicher Vice-Chair	JANUARY 4, 2012	4	DEC 31, 2027
Toni Mazanowski	MARCH, 2021	1	DEC 31, 2028
Colin Russ	July 6, 2022	1	DEC 31, 2025
Jason Wieczorek	MARCH 20, 2019	2	DEC 31, 2026
[NO Alternate]			
NEW TERM LENGTH – 4 YEARS			

City of Erie Planning Commission

City of Erie, Pennsylvania

MINUTES

The regular meeting of the City Planning Commission was held **Tuesday, December 17, 2024** at 1:00 PM in City Council Chambers, 626 State Street, Erie PA. The meeting was also accessible via Zoom Webinar. Recordings of Planning Commission meetings are available on the City of Erie's YouTube page at: <https://www.youtube.com/@CityofErie/videos>.

1. CALL TO ORDER / ROLL CALL

Member Name	Present	Absent
Mark Kloecker, Chair	X	
Richard Speicher, Vice-Chair	X	
Toni Mazanowski		X
Colin Russ	X	
Jason Wieczorek	X	

Quorum present

2. APPROVAL OF NOVEMBER 19, 2024 MEETING MINUTES

On a motion by Mr. Speicher, seconded by Mr. Wieczorek, the Planning Commission voted unanimously to approve the meeting minutes.

3. EXISTING / FUTURE CHARACTER AREAS ANALYSIS

Jackie Spry, director of planning, provided a brief overview of the project, which will take approximately three months to complete, and introduced the consultant representatives to provide a more detailed description of the scope of work. A presentation was reviewed which outlined the goals of the project, steps in the process to conduct the analysis, and project deliverables. The project includes preparation of existing and future land use character areas maps, review of community development objectives, assessment of existing land use regulations, and development of policy recommendations and next steps. Various zoning and land development issues related to the scope of the project were discussed.

4. 12TH STREET REIMAGINED PLAN

Jackie Spry, director of planning, as a follow up to the presentation provided at the previous meeting, provided additional comments to support the request for the planning commission to consider recommending approval of the 12th Street plan to council.

Ms. Spry discussed several ongoing City planning initiatives that the 12th Street plan will help facilitate, including actionable corridor specific recommendations related to the Safe Streets for All Safety Action Plan currently underway.

On a motion by Mr. Speicher, seconded by Mr. Kloecker, a Planning Commission vote to recommend approval of the plan was denied 2-2. Mr. Wiczorek and Mr. Russ voted no on the motion.

5. PLANNING & NEIGHBORHOOD RESOURCES ACTIVITY UPDATES

Jackie Spry, Director of Planning, opened up informal discussion on ongoing planning projects and activities. Members also discussed various planning priorities and processes.

6. ADJOURNMENT

Being no further business, a motion to adjourn was approved.

Planning Commission agendas and exhibits are available on the City of Erie website at: [https://ecode360.com/ER3969/documents/Agendas?category=Zoning%20\(Planning%20Commission\)](https://ecode360.com/ER3969/documents/Agendas?category=Zoning%20(Planning%20Commission))

For more information about the Planning Commission, please visit the City of Erie website at: <https://cityof.erie.pa.us/government/departments/city-planning/>



**CITY
PLANNING
COMMISSION
BY-LAWS**

ERIE, PENNSYLVANIA

BY-LAWS

ERIE CITY PLANNING COMMISSION

ADOPTED MAY 21, 1968
(Revised February 17, 1987)

ARTICLE I

ELECTION AND DUTIES OF OFFICERS:

Section I. The officers of the City Planning Commission shall be a Chairman, Vice-President and a Secretary.

Section II. An organizational meeting shall be held at the regular January meeting of each year, at which time a Chairman, Vice-Chairman and a Secretary shall be elected to serve for the ensuing year.

Section III. Duties of the Chairman

The Chairman shall preside at all meetings and hearings of the Commission, be ex-officio, a member of all standing committees and shall perform the duties incidental to the office, and such other and further details as are normally conferred by parliamentary procedure on such officer.

Section IV. Duties of the Vice-Chairman

The Vice Chairman shall perform all the duties of the Chairman in case of his absence, disability or disqualification and such other and further duties as are normally conferred by parliamentary procedure on such officer. In case the Chairman and Vice-Chairman are absent or unable to perform their duties the Commission may appoint a Chairman pro tempore.

ARTICLE II

MEETINGS:

Section I. Regular meetings of the Commission will be held on the third Tuesday of each month, at 1:00 P.M. in the Municipal Building. An agenda for each meeting to be mailed to the Commission members five (5) days in advance of the meeting.

Section II. A quorum on a five (5) member commission shall consist of three (3) members of the City Planning Commission. The number of affirmative votes necessary to transact business shall be a majority of the members present.

Section III. The Chairman assisted by the Director, may in specific instances, or upon request of a majority of members of the Commission call a special meeting. The Director shall notify all members of the Commission in writing not less than three (3) days in advance of such special meeting.

Section IV. All meetings or portions of meetings, at which official action is taken must be open to the general public.

Section V. Visitors at a regular meeting or hearing, may enter into discussion or present petitions, for such period of time and in the manner prescribed by the Chairman of the Commission, after the regular business on the agenda has been completed by the Commission.

Section VI. Unless otherwise specified, Robert's Rules of Order will govern the proceedings at the meetings of the Commission.

ARTICLE III

ORDER OF BUSINESS:

- Section I. The regular proceedings for discussion of Commission business shall be as follows:
- A. Roll Call
 - B. Approval of Minutes of previous meeting as received my mail and action thereon.
 - C. Correspondence
 - D. Old Business
 - E. New Business
 - F. Adjournment

ARTICLE IV

AMENDMENTS:

- Section I. These By-laws may be amended by a majority vote at any regular meeting of the Commission provided that the proposed amendment has been mailed to each member five (5) days prior to the next meeting at which subject revision will be considered. The amendment shall be deemed adopted upon receiving the affirmative vote of a majority of the Commission membership.

ADOPTED: May 21, 1968 by the City of Erie Planning Commission. Revised date, February 17, 1987

THE CITY PLANNING COMMISSION AND ITS
BY-LAWS ARE SUBJECT TO CONFORMANCE WITH
THE PENNSYLVANIA MUNICIPALITIES PLANNING
CODE, ACT 247 AS AMENDED.

September 16, 2024

Jaqueline Spry, Director of Planning and Neighborhood Resources
City of Erie
626 State Street
Erie, PA 16501

Subject: Scope of Work for an Existing and Future Character Areas Analysis for the City of Erie

Dear Ms. Spry:

Michael Baker International, Inc. (Michael Baker) is proposing the attached scope of work, project schedule and estimated staff hours to complete an existing and future Character Areas Analysis and Map. The scope includes key stakeholder interviews with the Planning Commission and other key staff and neighborhood groups. Meetings will be held both in-person and virtually according to the attached scope.

Additionally, we will review relevant planning and land development documents including the city's current Zoning Ordinance along with recently completed plans to develop community development objectives that will help guide future decisions and potentially a full update and rewrite to the city's Zoning and SALDO Ordinances. The Character Analysis report and associated maps will capture our team's findings and recommendations for ways in which your land development ordinances that are in alignment with the community's shared goals and development best practices.

Professional planning and zoning staff from our Harrisburg, Pittsburgh and Allentown Office including Samantha McLean, and Seth Koons will be dedicated to this project until its completion. I estimate that this task will take 3 months to complete once we have the City's approval of the Scope of Work

Thank you for the opportunity to submit this scope of work and please let me know if you have any questions.

Respectfully Submitted,

MICHAEL BAKER INTERNATIONAL, INC.



Katherine S Wyrosdick, AICP
Project Manager

Existing and Future Character Areas Analysis Scope of Work City of Erie

Task 1 Stakeholder Interviews

Michael Baker will facilitate a series of interviews with key groups and individuals who are stakeholders in development within the City of Erie. These meetings will be held virtually, and in-person based on the following schedule:

- Planning Commission Work Session – In Person
- Zoning Officer Interview – Virtual or In-Person depending on availability of officer.
- City Engineer (Jason Sayers/Rob Wernicki) Interview – Virtual
- Erie Neighborhood Group Representatives – Virtual – One group meeting will be held with representatives.

Task 1 Deliverables:

- ↳ Meeting Summaries

Task 2 Review of Relevant Planning Documents and Field Tour

Michael Baker will conduct a thorough review of the City's relevant planning documents and policies to establish a foundation for overarching goals for land development ordinances (Zoning and SALDO) as well as draft Community Development Objectives.

The review will include an evaluation and understanding of the following:

- ↳ Zoning Ordinance and Zoning Map;
- ↳ Zoning Ordinance amendments;
- ↳ Preservation Plan;
- ↳ Neighborhood Plans;
- ↳ Active Erie Plan;
- ↳ 12th Street Reimagined study; and
- ↳ Other relevant data and information as identified by the City of Erie.

In addition, Michael Baker will conduct a field tour of the city to obtain a first-hand understanding of the development patterns throughout the City. The field view will be conducted in conjunction with City staff and their knowledge will help provide additional context to the issues with application and execution of the Character Areas mapping through an understanding of the City's existing developed and non-developed composition and community development objectives—including future land use objectives.

Task 2 Deliverables:

- ↳ Field tour with City Staff
- ↳ Summary of identified objectives and goals from previous plans.

Task 3 Existing and Future Character Areas Mapping

Existing and future character area mapping acts as a precursor to a future zoning map update. Michael Baker will first assess the existing development patterns of the City through a mapping exercise that will

define the City’s existing character areas. The purpose of the existing character areas mapping exercise is to establish an understanding of existing form and use so that it can be compared to the established objectives and goals from previous plans. Both the existing character areas map and the future character areas map utilize a .5-acre grid that allows the Michael Baker team to assess the development patterns and character of the city without being constrained on a parcel-by-parcel basis.

The existing character areas map will be developed through the observations during the site tour, as well as a general ArcGIS desktop analysis. The Michael Baker team will establish guiding characteristics that help define each of the existing character areas that are created, some of which will be retained into the future character areas map.

Once the existing character areas map is created, the consultant team will evaluate whether the City’s existing plans’ objectives and goals are reflected in the existing character areas of the city. The result of this evaluation will guide the future character areas map, which is intended to showcase the desired character throughout the city and identify where changes between the existing character areas and future character areas takes place. A set of community development objectives will be then drafted that reflect the identified objectives and goals of existing plans and how they play into the development of the future character areas map.

Task 3 Deliverables:

 FILL IN HERE:

- Existing Character Area Map & Descriptions
- Future Character Area Map & Descriptions
- Community Development Objectives Draft

SCHEDULE & BUDGET

TASK	October2024	November 2024	December 2024
Task 1.	Interviews		
Task 2.		Field Tour and Document Review	Summary Audit Report
Task 3		Existing Character Areas Map	Future Character Areas Map

The Existing and Future Character Area Analysis should take 3 months after the Scope of Work is accepted by the City of Erie. Progress updates will be included within the already scheduled check-in meetings with the City on a bi-weekly basis. Staff time will be billed at Michael Baker International current rates as per the Client Agreement with the City of Erie dated June 22, 2023. Staff assigned to this scope includes Samantha McLean, AICP as Zoning Review, Seth Koons, as Technical Assistant and Katherine Wyrosdick, AICP acting as Project Manager. It is anticipated that the Level of Effort for this

project will require approximately 80 hours of staff time which includes travel time for in-person meetings. We propose to host the site tour the same day as the Planning Commission to save on travel time.