



City of Erie
Planning Commission
Regular Meeting Agenda
Tuesday, April 15, 2025

A regular meeting of the City of Erie Planning Commission will be held on **Tuesday, April 15, 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) if you need to attend the meeting virtually.

1. CALL TO ORDER & ROLL CALL

<i>Regular Member</i>	Present	Absent
Chair Richard Speicher		
Vice Chair Colin Russ		
Commissioner Toni Mazanowski		
Commissioner Jason Wieczorek		
Commissioner		
<i>Other</i>		
Director Jacqueline Spry		
Assistant Planner & Secretary Cooper Moore		

2. APPROVAL OF March 18, 2025 MEETING MINUTES

3. PUBLIC COMMENT/CORRESPONDENCE

4. OLD BUSINESS

- A. Bylaws
- B. Tabled Motion – Character Area Analysis and Community Development Objectives
–Memo included from Michael Baker International

5. NEW BUSINESS

- A. Subdivision & Land Development
 - a. None.
- B. Rezoning
 - a. None.

C. Blighted Property Designation

- a. None.

D. Recap of Planning Commission Training and Next Steps

6. DEPARTMENT OF PLANNING & NEIGHBORHOOD RESOURCES UPDATES

- a. City of Erie Comprehensive Recreation, Parks, and Open Space Plan Strategic Kickoff
- b. Environmental Advisory Council's Plastic Bag Ban Ordinance
- c. Amendments to Zoning Ordinance Article 7: Historic Resource Protection

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. Email testimony will be accepted until noon on the business day before the meeting.
- 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.

City of Erie

Planning Commission

City of Erie, Pennsylvania

MINUTES

The regular meeting of the City Planning Commission was held **Tuesday, March 18, 2025** 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

<i>Regular Member</i>	Present	Absent
Chair Richard Speicher	X	
Vice Chair Colin Russ	X	
Commissioner Toni Mazanowski	X	
Commissioner Jason Wieczorek	X	
VACANT SEAT		
<i>Other</i>		
Director Jacqueline Spry	X	
Assistant Planner & Secretary Cooper Moore	X	

2. APPROVAL OF MARCH 18, 2025 MEETING MINUTES

On a motion from Commissioner Wieczorek, seconded by Commissioner Russ, the meeting minutes were approved unanimously.

3. PUBLIC COMMENT/CORRESPONDENCE

None.

4. OLD BUSINESS

Director Spry provided information on the review and rewriting of the Commission's bylaws. The Commission provided feedback on the draft bylaws.

5. NEW BUSINESS

A. Subdivision & Land Development

- a. None.

B. Rezoning

- a. None.

C. Blighted Property Designation

- a. None.

D. Character Area Analysis Presentation –Michael Baker International, Inc.

- a. Consultants presented the final draft of the Character Area Analysis to the Commission. A motion to have the final Character Area Analysis inform the future work of the Commission and Planning Department was tabled until the April regular meeting of the Commission.

6. OLD BUSINESS

None.

7. DEPARTMENT OF PLANNING & NEIGHBORHOOD RESOURCES UPDATES

There were no new updates that the Commission had not already heard.

8. 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/>

Bylaws

City of Erie Planning Commission

Draft February 04, 2025

Article I. Bylaws

Bylaws are hereby established for the City of Erie Planning Commission, hereinafter referred to as the Commission, under the Pennsylvania Municipalities Planning Code.

Article II. Powers and Duties

Article 155.01 of the City of Erie Administrative Code and the Pennsylvania Municipalities Planning Code set forth the Commission's powers and duties.

Article III. Membership

Section 1. Membership consists of five persons appointed by the Erie City Council serving staggered terms of four (4) years. The Commission Chair shall promptly notify the City Council of any vacancies in the Commission. No member of the commission may serve more than two (2) consecutive terms, but may after a one (1) term absence serve an additional one (1) term of four (4) years. Planning Commission members may continue to serve after the expiration of their term until they are replaced by a person with requisite experience.

Section 2. Members of the Commission must have been a resident of the City of Erie for one (1) full year at time of appointment. At least two (2) members of the Commission must be a licensed professional in the field of architecture, planning, or a similar profession, or have a minimum of five (5) years of experience working in a professional architecture, planning, or similar firm.

Section 3. The Chair of the Commission or a majority of the Members present at any duly scheduled meeting of the Commission may vote to "notify" (as defined below) any Commission member who is absent from any two (2) consecutive regular monthly meetings of the Commission or who is absent from three (3) regular monthly meetings during any twelve-month period without reasonable cause. The notification shall; (1) be written (2) be confirmed by email that includes a summary of the Member's attendance record; and (3) request the Member to reply by email within twenty calendar days or appear in person at the next regular monthly meeting of the Commission, whichever occurs later. If a Member notified as above fails to respond, or if the Member's reply in the judgment of the Commission members present at a regular meeting indicates nonfeasance in office, the staff lead of the Commission shall notify the Mayor and City Council of the situation, giving the relevant facts in the matter with a recommendation from the Commission to remove such Commission member from office for neglect of duties.

Section 4. Any appointed Member who thereafter relocates their residence from the City of Erie during the term of appointment shall forfeit his/her appointment resulting in a vacancy.

Article IV. Officers

Section 1. The Officers of the Commission shall consist of a Chair and Vice-Chair elected from among the members of the Commission and a Secretary who may be a member of City staff.

Section 2. The Chair shall preside at meetings of the Commission, represent the Commission before other bodies and the public, and have the duties normally conferred by parliamentary usage on such office.

Section 3. The Vice-Chair shall preside at meetings in the absence of the Chair and act on behalf of the Chair at the Chair's request.

Section 4. The Secretary, with assistance of City Staff as may be made available, shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings with direction from the Chair, provide notice of all meetings to the members of the Commission, arrange proper and legal notice of meetings, attend to correspondence of the Commission, and perform other duties as are normally carried out by a Secretary.

Article V. Election of Officers

Section 1. Election of Officers shall occur annually at the first regular meeting in the calendar year or at a special meeting if needed to facilitate the timely conduct of business.

Section 2. Regular election procedure shall consist of nomination(s) made from the floor for the individual offices and vote thereafter by members of the Commission.

Section 3. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected, and shall serve for one year or until a successor shall take office, with the exception of the Chair, who may not serve a second consecutive term except by unanimous vote.

Section 4. Vacancies in office shall be filled immediately by regular election procedure.

Article VI. Meetings

Section 1. Regular and special meetings of the Commission shall be public meetings conducted in conformance with the Pennsylvania Sunshine Act. Notice of meetings, conduct of meetings, voting, minutes, and public participation shall be done in conformance with the Sunshine Act and other applicable law.

Section 2. A quorum shall consist of three members. A quorum is necessary to transact business. If a quorum is present, a simple majority of the votes cast in favor of any proposed motion or action will pass the motion or action. Each commission member shall be entitled to one vote.

Section 3. The Commission may set and hold an annual schedule of regular meetings.

Section 4. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Commission. The Secretary shall notify all members of the Commission not less than three (3) days in advance of the special meeting.

Section 5. Parliamentary procedure in Commission meetings may be informal. The Commission may conduct work sessions and use consensus to render decisions. However, as desired or needed, the Commission may invoke formal rules of order at a meeting using a generally accepted version of parliamentary procedure agreed by the Commission.

Section 6. Unless otherwise specified, Robert's Rules of Order will govern the proceedings at the meetings of the Commission.

Section 7. The agenda of every regular meeting of the Commission will include an update from the Planning Director regarding updates in the department.

Article VII. Committees and Work Groups

Section 1. The Commission may create committees to advise the work of the Commission. Establishment of committees, their members, and charges of responsibilities shall be done by majority vote of the entire membership of the Commission.

Section 2. The Commission may create work groups to gather information to assist the work of the Commission. Work groups may be filled with volunteer members, members appointed by the Chair, and non-Commission persons who are 18 years of age or older.

Article VIII. Roles and Responsibilities

Section 1. Commission members shall represent the public and serve the public interest and, in doing so, provide opportunities for citizens to have a meaningful role in Commission business.

Section 2. Commission members shall:

- a) avoid conflicts of interest in which their actions as members would result in personal benefit over the public interest
- b) not disclose confidential information acquired in the course of their association with the Commission for the purpose of personal benefit or gain
- c) not use information not available to the general public for personal gain or the gain of others
- d) not divulge confidential information without its authorized release
- e) not hold financial interests that conflict with the performance of the Commission's duties
- f) act impartially and report fraud, abuse, and corruption to appropriate authorities
- g) satisfy in good faith their obligations as citizens
- h) adhere to all laws and regulations that provide equal opportunity to all individuals regardless of race, sex, national origin, age, or disability

- i) not engage in or accept private employment or render private services when such employment or service is in direct conflict with the Commission's duties
- j) not discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for enumeration or not
- k) never falsify, forge, or improperly alter any document to ensure all transactions are recorded in their proper account
- l) not ask for or receive any additional compensation, gift, favor, or reward from any source for service or work for which the officer or employee received compensation from the Commission, with exception to offerings customary in scale and expense, in an appropriate setting, and/or an offering not intended, or does not appear to improperly influence a business decision.

Section 3. Commission members shall be diligent to act in a rational and informed manner, speak and act constructively, listen and be open to the input of others, maintain civility and courtesy, promote fairness and equity, promote problem-solving, and generally conduct themselves in a professional manner to demonstrate the public's trust and confidence in their position as a community leader with the Commission.

Article IX. Amendments

These bylaws may be amended at any meeting of the Commission by a majority vote of the entire membership of the Commission.

Adopted this date _____.

Chair

Secretary



Memo

Project: Character Area Analysis and Community Development Objectives

Date: April 8, 2025

To: Jacqueline Spry, Director of Planning and Neighborhood Resources
City of Erie

From: Seth Koons and Samantha McLean
Michael Baker International

Re: Project Close Out Memo

Background

This memo summarizes the Character Area Analysis and Community Development Objectives project that Michael Baker International assisted the City of Erie with from December 2024 - April 2025.

The primary goals of the project were to:

1. Establish consensus on Community Development Objectives to be realized through updates to the City's Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO)
2. Create a baseline of existing land use patterns (Existing Character Areas Map).
3. Identify conflicts between existing patterns and the Community Development Objectives to create a Future Character Area map to guide a zoning map update.

Process

The project process included:

- A site tour of Erie conducted in-person with the project team and city staff, and virtually as needed.
- Stakeholder discussions with City staff, neighborhood groups, and the City Planning Commission.
- Formal presentations to the Planning Commission.
- Review of past and current planning documents.
- Draft and final Community Development Objectives based on stakeholder discussions and review of past and current planning documents.



- Existing character area map based on site tour, desktop GIS analysis, and stakeholder discussions.
- Future character area map based on the Community Development Objectives, stakeholder discussions, and review of past and current planning documents.

Deliverables

The following deliverables are included in the project files:

- Community Development Objectives
- Existing Character Area Map
- Future Character Area Map
- Existing and Future Character Area Descriptions

Next Steps

The Community Development Objectives and Future Character Area Map set the foundation for an update to the City's Zoning Ordinance and SALDO to allow for these regulatory controls to align with these new guiding documents.