

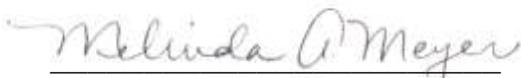
## **City of Erie Historic Review Commission Policy for Requests for Support**

The City of Erie Ordinance 12-2021, which establishes the Historic Review Commission (HRC), gives the commission the responsibility to “act in an advisory role to City departments and agencies related to preservation matters” and to “act as a liaison on behalf of the City with preservation organizations, professional societies, community and other groups, private property owners, and interested citizens concerning the conservation of historic resources of the city.” It is the objective of the Historic Review Commission to engage with and support credible projects involving the historic and cultural resources in the City of Erie. This policy statement provides protocols for considering and offering support for such projects.

The process for considering public requests for support will be as follows:

- 1) Any member of the public seeking official support from the Historic Review Commission must first contact the Historic Preservation Planner.
- 2) The Historic Preservation Planner will assist the member of the public in preparing materials for presentation to the HRC. All information and materials requested by the Planner must be received at least ten (10) days prior to a regularly scheduled monthly meeting to be included on the agenda and in the meeting packet.
- 3) Requests for support will be placed on the HRC meeting agenda under Public Comments. Presentations will be limited to no more than five (5) minutes.
- 4) Members of the Historic Review Commission will discuss the request and vote on an action.
- 5) The Historic Preservation Planner will execute the action determined by the Historic Review Commission. Approved letters of support will be drafted by the Historic Preservation Planner and signed by the Chair of the Historic Review Commission.
- 6) If additional information is requested by the Historic Review Commission, the party seeking support will provide the requested information to the Historic Preservation Planner for distribution to the HRC and/or schedule with the Historic Preservation Planner a follow-up presentation to the HRC during a regularly scheduled monthly meeting.

Adopted by the HRC on January 10, 2022

  
HRC Chairperson, Melinda Meyer