

Borough of Carlisle
Historical and Architectural Review Board

Meeting Minutes – September 2, 2025

Members present: Thomas Easterly, Chair; Joshua Dourte; Ed Hazel; Doug Heineman; Jordon Holley; and Martin Siefering

Members not present: Alyssa DeBlasio

Staff Members present: Jared Woolston, SCEP Director; and Jim Sutter, Senior Planner

The meeting was called to order at 5:31 p.m.

Mr. Easterly noted that Ms. DeBlasio is in attendance to present her request but would not participate in the meeting as a member.

Approval of Minutes:

1. Meeting Minutes – August 4, 2025 Regular Meeting

Mr. Heineman moved the August 4, 2025 regular meeting minutes be approved as presented. Mr. Hazel seconded the motion. The motion passed on a unanimous voice vote.

Regular Agenda:

2. Consideration of a request for a Certificate of Appropriateness for Cumberland County Housing and Redevelopment Authorities of 108-114 N. Hanover Street to replace windows, and replace and repair damaged sections of fascia, soffit, and repaint.

Mr. Woolston noted that Staff requested additional information regarding the need to replace the windows rather than repair them. A representative from the Applicant explained the scope of the proposed work and addressed Staff's concern regarding the windows.

Mr. Heineman moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Cumberland County Housing and Redevelopment Authorities of 108-114 N. Hanover Street to replace windows, and replace and repair damaged sections of fascia, soffit, and repaint. Mr. Siefering seconded the motion. The motion passed on a unanimous voice vote.

3. Consideration of a request for a Certificate of Appropriateness for Alyssa DeBlasio of 126 S. Pitt Street to repair and replace gutter downspout, soffit, fascia, and corbels. Scrape, prime, and repaint front and north side façade.

Ms. DeBlasio explained the scope of the proposed work.

Mr. Dourte moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Alyssa DeBlasio of 126 S. Pitt Street to repair and replace gutter downspout, soffit, fascia, and corbels. Scrape, prime, and repaint front and north side façade. Mr. Hazel seconded the motion. The motion passed on a unanimous voice vote.

4. Consideration of a request for a Certificate of Appropriateness for Seth Allen and Diane Fleming of 119 E. High Street to replace front door and transom. Replace trim around door with in-kind material.

A representative for the Applicant explained the scope of the work. He stated the Applicant's preference is to replace the existing 8-panel door with a 6-panel door and noted the Applicant desires to preserve the beading down its middle. He stated the Applicant's preference is to replace the transom glass with an opaque material but will defer to the Board's preference.

After a brief discussion, it was the consensus of the Board that the transom replacement also be glass and not an opaque material. The representative for the Applicant stated this would be acceptable. Mr. Woolston noted there were Staff concerns regarding the replacement of the door, as it is not known if it is original. The representative for the Applicant stated the bottom of the door is damaged.

Upon a question from Mr. Easterly, the representative for the Applicant confirmed that the Applicant prefers a 6-panel door. Mr. Siefering inquired on the Applicant's preference and their representative noted it was due to aesthetics.

Mr. Woolston advised the Board to obtain more information on the door because if it is original, the standards and guide say that more information should be provided on why it cannot be repaired. A discussion ensued about the door's damage. The representative for the Applicant stated that he did not know if the door is original or not.

After additional discussion, it was the consensus of the Board and the Applicant's representative that the door would be repaired if possible. If

that was impossible, then the Applicant would look for an 8-panel replacement. Then, if an 8-panel replacement could not be located, a new 8-panel replacement would be constructed. If the door cannot be repaired, evidence to the satisfaction of the Zoning Officer would be provided to the Borough.

Mr. Dourte moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Seth Allen and Diane Fleming of 119 E. High Street to replace front door and transom; and Replace trim around door with in-kind material, subject to evidence the door cannot be repaired, to the satisfaction of the Zoning Officer, be provided, and that the new door have 8 panels. Mr. Siefering seconded the motion. The motion passed on a unanimous voice vote.

5. Consideration of a request for a Certificate of Appropriateness for Martin Siefering of 178 W. South Street to install solar panels.

Mr. Siefering recused himself from the matter.

Mr. Siefering explained the scope of the proposed work and noted actions they had taken to shield the panels from street view as much as possible and place as many panels as possible on the portion of his property not located in the Historic District.

Upon a question from Mr. Dourte, Mr. Siefering explained how the panels are installed and noted they are projected to last for about 25 years.

Mr. Heineman moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Martin Siefering of 178 W. South Street to install solar panels. Mr. Holley seconded the motion. The motion passed on a unanimous voice vote.

6. Consideration of a request for a Certificate of Appropriateness for Chipper Properties of 114 S. Pitt Street to replace a standing seam roof with in-kind material.

No representative for the Applicant was in attendance. Mr. Woolston noted it is a straightforward request and that Staff has no issues.

Mr. Siefering moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Chipper Properties of 114 S. Pitt Street to replace a standing seam roof with in-kind material. Mr. Holley seconded the motion. The motion passed on a unanimous voice vote.

7. Consideration of a request for a Certificate of Appropriateness for Freehold Enterprises, LLC of 207 N. Hanover Street to install a sign.

A representative for the Applicant presented the proposed signage and noted its consistency with adjacent signage. Mr. Woolston stated the proposed signage is of good quality and is pedestrian-oriented.

Mr. Hazel moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Freehold Enterprises, LLC of 207 N. Hanover Street to install a sign. Mr. Dourte seconded the motion. The motion passed on a unanimous voice vote.

8. Consideration of a request for a Certificate of Appropriateness for Lawrence Snyder of 70 Walnut Street to repair roof and siding with in-kind material.

A representative for the Applicant explained the scope of the proposed work. Mr. Woolston stated the proposed aluminum siding is not what is really desired in the Historic District. However, it is an in-kind replacement, which is permitted. As such, Staff has no issues with the proposal.

Mr. Siefert moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Lawrence Snyder of 70 Walnut Street to replace roof and siding with in-kind material. Mr. Holley seconded the motion. The motion passed on a unanimous voice vote.

9. Consideration of a request for a Certificate of Appropriateness for Wilson Street Holdings, LLC of 145 S. Pitt Street to replace exterior wood stairs with in-kind material.

No representative for the Applicant was in attendance. Mr. Woolston explained the background and stated Staff supports the Applicant's request.

Mr. Holley moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Wilson Street Holdings, LLC of 145 S. Pitt Street to replace exterior wood stairs with in-kind material. Mr. Siefert seconded the motion. The motion passed on a unanimous voice vote.

10. Consideration of a request for a Certificate of Appropriateness for Caprice Properties, LLC of 121 W. High Street to remove an existing awning, replace missing center transom glass, and construct a standing seam metal pent roof

No representative for the Applicant was in attendance. Mr. Woolston stated he has spoken with the Applicant in regards to the proposal. He notes the proposed features to be removed are not original and that it actually shields notable features. As such, the proposed work would result in the property being restored more closely to its original appearance.

Mr. Dourte requested clarification on if the trim would be preserved. Mr. Woolston stated he believes so, but that the Board may make it a condition.

Mr. Dourte moved that the Board recommend Council approve the request for a Certificate of Appropriateness for Caprice Properties, LLC of 121 W. High Street to remove an existing awning, replace missing center transom glass, and construct a standing seam metal pent roof, subject to the existing trim being preserved. Mr. Holley seconded the motion. The motion passed on a unanimous voice vote.

There being no further business, the Board adjourned at 6:02 p.m.

Respectfully Submitted,

Jared Woolston, SCEP Director