

Borough of Carlisle
Historical and Architectural Review Board

Meeting Minutes – November 3, 2025

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

Members not present: Thomas Easterly, Chair; and Alyssa Deblasio

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

The meeting was called to order at 5:30 p.m.

Approval of Minutes:

Meeting Minutes – October 6, 2025 Regular Meeting

Mr. Siefering moved the October 6, 2025 regular meeting minutes be approved as presented. Mr. Heineman seconded the motion. The motion passed on a unanimous voice vote.

Regular Agenda:

- 1. Consideration of a request for a Certificate of Appropriateness from Rachel Young for the property located at 44 East High Street to install a sign.**

The Applicant appeared before the HARB to present the request. Mr. Siefering asked for clarification on the placement of the sign. The Applicant stated it would replace an existing sign at the location.

Mr. Holley moved that the Board recommend Council approve the request for a Certificate of Appropriateness from Rachel Young for the property located at 44 East High Street. Mr. Heineman seconded the motion. The motion passed on a unanimous voice vote.

- 2. Consideration of a request for a Certificate of Appropriateness from Josh Reiff for the property located at 259 South Pitt Street to construct a second story addition to an existing sunroom porch.**

Mr. Dourte recused himself from this matter due to his involvement in the project.

Josh Reiff, representing the property owner, appeared before the HARB to present the request. Mr. Reiff confirmed his role as the contractor upon a question from Mr. Hazel.

Mr. Siefering moved that the Board recommend Council approve the request for a Certificate of Appropriateness from Josh Reiff for the property located at 259 South Pitt Street to construct a second story addition to an existing sunroom porch. Mr. Heineman seconded the motion. The motion passed on a unanimous voice vote.

3. Consideration of a request for a Certificate of Appropriateness from Nadeem Khan for the property located at 73-75 West Louthier Street to replace a standing seam metal roof with either a metal panel roof or asphalt shingles.

The Applicant appeared before the HARB to present the request. He noted he was unaware of the requirement for HARB review until Mr. Holley informed him of the necessity. Mr. Khan noted his cost concerns for the proposed solutions and requested permission to replace with whichever option the Board approves. Examples of the roofs of the surrounding properties were shown.

Mr. Dourte asked if any information was known regarding the building's history. Mr. Khan stated it was formerly a carriage house, a dry cleaner, and now a store. He stated the roof is only visible from a large distance. Mr. Dourte noted the roof is pretty prominent from the opposite side of the street and expressed a preference for the current character to remain.

Mr. Hazel expressed sympathy for financial concerns but noted it is important that the character of the HARB District be maintained. Mr. Siefering, drawing on his own experience, noted that just because a roof is old does not mean it is at the end of its life. He inquired if the Applicant had explored patching the holes. Mr. Khan noted this has been attempted in the past with no success in fixing issues related to leaking. Mr. Siefering asked if the building has an attic. Mr. Khan expressed his uncertainty about if one exists but stated there is no attic where the leak is located.

A discussion ensued regarding potential alternatives for roof replacements. A consensus was reached by the HARB that the standing seam roof should remain. The Applicant stated he finds this acceptable.

Mr. Siefering moved the Board recommend Council approve the request for a request for a Certificate of Appropriateness from Nadeem Khan of

73-75 West Louthier Street to replace a roof conditioned upon an in-kind replacement with standing seam metal roofing material. Mr. Dourte seconded the motion. The motion passed on a unanimous voice vote.

4. Consideration of a request for a Certificate of Appropriateness from Jason Smith for 55 South Pitt Street to install two (2) signs.

The Applicant appeared before the HARB to present the request. He noted the sign would project from the ridge of the gable. Mr. Dourte asked if the window signs would be behind the glass. The Applicant noted it would be behind the glass and Mr. Woolston noted those signs are not subject to zoning regulations. Mr. Woolston noted staff have no concerns with the sign location or material.

Mr. Dourte moved that the Board recommend Council approve the request for a Certificate of Appropriateness from Jason Smith of 55 South Pitt Street to install a sign. Mr. Hazel seconded the motion. The motion passed on a unanimous voice vote.

There being no further business, the Board adjourned at 5:53 p.m.

Respectfully Submitted,

Jim Sutter, Senior Planner