

**Borough of Carlisle Workshop  
Meeting Minutes  
June 26, 2019**

Present at the meeting: Councilors Crampsie, Flower-Webb, Fulham-Winston, Guido, Landis, and Mayor Scott. Also present were: Acting Borough Manager Armstrong, Water Resources Director Malarich, Community Development Manager Skelly, Finance Director Juday, Parks & Recreation Director Crouse, Human Resource Manager Hamilton, Public Information Coordinator Taylor, and Borough Secretary Stone.

*Scribe note: Councilor Shultz was not present at the Workshop Meeting.*

**I. Call to Order & Pledge of Allegiance**

The Workshop Meeting convened at 6:00 p.m.

**II. Public Comment:**

- A. Mr. Tim Whelan, Executive Director of Cumberland County Housing and Redevelopment Authorities, thanked the police and fire department that assisted during the tragedy at One West Penn Street. He also extended appreciation to Det. Dolan and Chief Snyder for their assistance during the incident.

**III. Meeting Minutes:**

- A. Borough Council voted 6-0 to approve the June 5, 2019 Workshop Meeting Minutes. (Scott/Guido)

**IV. Mayor's Report:**

- A. Borough Council voted 6-0 to authorize a letter of support for the Carlisle Arts Learning Center's pursuit of a Pennsylvania Council of Arts' Creative Communities Pilot Initiative Grant that shall be used toward community engagement and education of issues such as mental illness, suicide, opioid crisis, homelessness, and inclusion. The 10% required match (\$2,500) from the Borough of Carlisle may be in the form of in-kind services. (Scott/Flower-Webb)

Acting Borough Manager Armstrong explained to Council that only four statewide grants will be awarded. She noted the Borough could offer in-kind services to offset the \$2,500 required match in the event CALC receives the grant.

**V. Community Planning/Smart Growth:**

- A. Urban Mixed Use Zoning Amendment Request

Community Development Manager Skelly referred to his June 16, 2019 memo to Council that provided clarification as to the applicant's intent for the proposed rezoning. (Memo is attached to these minutes)

Acting Borough Manager Armstrong mentioned the Solicitor and staff had reviewed the ordinance, with minor edits required. She advised Council the revised ordinance will be provided to them at the July Council meeting and if the edits are accepted, a public hearing will be scheduled.

Councilor Guido expressed concern regarding the overall building height and that the height should conform to the integrity of the neighborhood. Mr. Skelly noted the maximum building height in that zoned area is 45 (forty-five) feet, which was reassuring to Council for conformity in that neighborhood. Councilor Guido also inquired about the builder's request to lower the architectural wall to three feet, which she felt may not be a sufficient height to block headlights. Discussion ensued among Council and staff, concluding the wall height requirement to be from a minimum of four feet and a maximum of six feet.

#### B. Rental Housing Inspection Ordinance Project

Council reviewed the list of items submitted by the rental property owners as additional recommendations for the checklist. The following were Council's recommendations to include in the rental inspection program and ordinance.

- Mandatory property owner rental registration and annual license
- Place owners or property management companies on a five-year inspection cycle schedule, if there are no violations in the initial three-year inspection cycle.
- Coordinate sidewalk inspections with a rental inspection in order that they do not coincide.
- Provide Council with expected staffing needs to ensure a sustainable rental inspection program.

Following a discussion between staff and Council there was consensus to move forward with a draft ordinance and draft checklist that will be available for Council's review at the July 31<sup>st</sup> workshop meeting.

Col. Joe Nunez, 7 Wellington Court, Carlisle, Pennsylvania stated there are three types of property rental owners.

- Large apartment rental units – well maintained with self-inspections and no code violations
- Single family homes - well maintained by owner without code violations
- Older properties that were converted into multi dwelling rental apartments, are not registered with the Borough, and have many code violations.

He suggested focusing only on the rentals properties that are a problem. Col. Nunez recommended not using staff resources, time, and money in collecting data for developing a rental inspection program for non-issue properties.

### **VI. Employee Relations/Citizen Participation Committee:**

#### A. Workers' Compensation Policy Execution

Borough Council voted 6-0 to designating Benchmark Insurance Company / "7710" as the Borough of Carlisle's workers compensation carrier for volunteer firefighters for the coverage period of July 1, 2019 through July 1, 2020 at an estimated amount of \$29,122 (twenty-nine thousand one hundred twenty-two dollars) subject to the Borough Solicitor's satisfactory review and approval. (Guido/Flower-Webb)

## **VII. Parks & Recreation Committee:**

### **A. Dickinson College Trail Connection Request**

Parks & Recreation Director Crouse provided Council with a request from Dickinson College to make a 20-foot trail connection from the trail network on their property, known as Dickinson Trail. She explained that Dickinson would assume maintenance responsibility for the 20' trail. There was consensus among Council to allow the connection and requested staff to discuss how best to memorialize the connection with the Borough Solicitor.

## **VIII. Public Safety Committee:**

### **A. Downtown Carlisle Association Request for Stars Burst Over Carlisle Assistance**

Mayor Scott noted that North Middleton has offered to send one police officer to the event as an in-kind service and to decrease Carlisle's presence to one officer. Chief Landis expressed concern about having only one Carlisle officer present at the event. He recommended having two Carlisle police officers along with the North Middleton officer.

Borough Council voted 6-0 to approve the Downtown Carlisle Association's request for two vehicular police units outside Gates 1 and Gates 3 at Carlisle Fairgrounds for security detail during the "2019 Stars Burst Over Carlisle" event. DCA is requesting that the security be provided in-kind. (Scott/Guido)

## **IX. Public Works Committee:**

### **A. Equipment Purchase**

Borough Council voted 6-0 to approve the purchase of a 2019 Ford Utility Van from Hoffman Ford Sales, Inc. of Harrisburg, Pennsylvania, for \$24,333 (twenty-four thousand three hundred thirty-three dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS). (Fulham-Winston/Landis)

### **B. IAC Site Redevelopment Financial Security Reduction Request**

Borough Council voted 6-0 to authorize the reduction of financial security posted by Carlisle Auto Industries for construction of the public improvements associated with the former IAC Site Redevelopment Project in the amount of \$380,014.00 (three hundred eighty thousand fourteen dollars and zero cents). (Fulham-Winston/Landis)

### **C. Connectivity Grant Agreements' Executions**

Borough Council voted 6-0 to authorize by resolution the Mayor and Acting Manager to sign the transportation grant agreements and reimbursement agreements and other supporting documents with the Pennsylvania Department of Transportation for Pennsylvania Multi-Modal grants, Transportation Alternatives Program grants, and the Federal Highway Administration TIGER Discretionary Grant received for the Carlisle Connectivity Project subject to the Borough Solicitor's satisfactory review and approval of said agreements. (Fulham-Winston/Landis)

D. Penn Street Tank Painting Project:

Water Resources Director Malarich advised Council that the recent storage tank inspection report recommended repainting of the Penn Street storage tank. He explained the painting process of the tank and that measures will be taken by the awarded company to prevent property damage.

**X. Adjournment**

Mayor Scott announced an executive session would be held following the workshop meeting for the purpose of discussing personnel. Council did not plan to return to a voting session.

There being no further business or public comments, the meeting adjourned at 7:01 p.m.

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Timothy A. Scott Mayor

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Joyce E. Stone Borough Secretary

**Carlisle Borough  
Inter-office Memorandum**

**To:** Borough Council  
**From:** M. Skelly, Community Development Manager  
**RE: Proposed CAI / IAC Zoning Ord. Text Amendment for UM – Urban Mixed Use**  
**Date:** 6/19/19

The purpose of this Memo is to clarify the intent of the applicant's proposed rezoning. Carlisle Auto Industries proposes to amend Article XVII to revise the following sections:

- i. S.255-120 – Uses By Right – to include Mid-rise Apartments, and Mid-rise Stacked Flats, rather than permitted by Special Exceptions;
- ii. S.255-126.E – Refine the mix of land-uses and reduce the minimum dwelling unit size for apartments from 1,000 ft<sup>2</sup> to various sizes based on number of bedrooms;
- iii. S.255-126.C - Change the requirement for a minimum 6 ft. architectural wall to screen off-street parking when adjacent to a public road;
- iv. S.255-123 (Parking Note) - Reduce the off-street parking requirement ratio for all apartment dwelling units.

The below chart details the current versus the proposed standards.

**Current ZO Standard      Proposed Changes**

	<b>Current ZO Standard</b>	<b>Proposed Changes</b>
Mid-rise Apartments, Mid-rise Stacked Flats	By Special Exception	By Right
Min. DU size for apartments	Min. DU size for all apartments - 1,000 ft <sup>2</sup>	Varies based on # of bedrooms: 1 bedroom 600 ft <sup>2</sup> 2 bedroom 750 ft <sup>2</sup> 3 bedroom 900 ft <sup>2</sup> 4 or > bd. 1,000 ft <sup>2</sup>
Buffer – screen for parking area	6 ft. architectural wall	Use of wall and/or landscaping, with a min. height of 3 ft., and max. of 5 ft.
Off-street parking spaces for apartments	1.5 sp. / DU for one bdrm; 2.5 sp. / 2-bdrm. 3.5 sp. / 3-bdrm.	1.2 sp. / DU for two or fewer bedrooms; 2 sp. / DU for 3 or more bedrooms.

Attachment: Draft Zoning Ordinance

BOROUGH OF CARLISLE

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF CARLISLE WITH RESPECT TO CHAPTER 255, ZONING, TO ALLOW FOR CERTAIN LAND USES TO BE PERMITTED BY RIGHT; MINIMUM UNIT SIZES FOR CERTAIN MULTIFAMILY DWELLINGS; MAXIMUM PERCENTAGE OF MULTIFAMILY DWELLINGS; REVISED OFF-STREET PARKING REQUIREMENT RATIO FOR MULTIFAMILY DWELLINGS; AND REVISED PARKING AREA SCREENING STANDARDS.

IT IS HEREBY ENACTED AND ORDAINED by the Borough Council of the Borough of Carlisle, Cumberland County, Pennsylvania, as follows:

SECTION 1: Section 255-122.B [Special Exception Uses] of Article XVII [UM Urban Mixed Use District] of Chapter 255 [Zoning] of the Code of the Borough of Carlisle is hereby amended to delete numbers and uses (19), and (20), and renumber accordingly.

SECTION 2: Section 255-120.A [Uses Permitted by Right] of Article XVII [UM Urban Mixed Use District] of Chapter 255 [Zoning] of the Code of the Borough of Carlisle is hereby amended to include the following new uses:

- (44) Mid-rise apartments.*
- (45) Mid-rise stacked flats.*

SECTION 3: Section 255-123 [Area and Bulk Regulations] of Article XVII [UM Urban Mixed Use District] of Chapter 255 [Zoning] of the Code of the Borough of Carlisle is hereby amended by deleting and replacing the existing Note \* with the following language:

*\* Minimum parking requirements for mixed-use developments shall be based upon Article XXV, except that (i) garden apartments, mid-rise apartments, and mid-rise stacked flats shall provide 1.2 off-street parking spaces per dwelling unit having two or fewer bedrooms and 2 off-street parking spaces per dwelling unit having 3 or more bedrooms and (ii) all other dwelling unit types shall provide 2 off-street parking spaces per dwelling unit. Minimum parking requirements may include a reduction in the number of required spaces, in accordance with §§ 255-208, 255-209 and 255-126H.*

SECTION 4: Section 255-126.C(5) [Additional Requirements] of Chapter 255 [Zoning] is hereby amended by deleting and replacing the existing text with the following language:

- (5) For the purpose of reducing headlight glare and softening the visual effect of parking areas, all parking areas fronting on streets (versus alleys) shall be screened by (i) a decorative wall comprised of architectural block, stone, brick or other similar material, (ii) evergreen landscaping, or (iii) a combination of (i) and (ii), and such screen shall have a minimum height of 3 feet, and a maximum height of 5 feet.*

SECTION 5: Section 255-126.E [Residential Mixture of Uses Requirements] of Article XVII [UM Urban Mixed Use District] is hereby amended by deleting and replacing the existing text with the following language:

- (1) Residential or mixed-use developments totaling five acres or less shall include at least two of the residential dwelling unit types identified under §§ 255-120.*
- (2) Residential or mixed-use developments totaling greater than five acres, shall include at least three of the residential dwelling unit types identified under §§ 255-120, and no one dwelling unit type identified under § 255-120 shall exceed 50% of the total number of dwelling units in the development.*

- (3) *The combined number of garden apartment, mid-rise apartment, and mid-rise stacked flat dwelling units within a residential or mixed-use development of any size shall not comprise more than 70% of the total number of dwelling units in the development.*
- (4) *The following minimum dwelling unit sizes shall apply to all garden apartment, mid-rise apartment, and mid-rise stacked flats dwelling units:*

*Minimum dwelling unit size  
in square feet <sup>(Note \*)</sup>*

<i>1 bedroom</i>	<i>600</i>
<i>2 bedroom</i>	<i>750</i>
<i>3 bedroom</i>	<i>900</i>
<i>4 or &gt; bedroom</i>	<i>1,000</i>
<i>NOTE: Dwelling unit size shall be measured from the outside face of exterior wall to the centerline of interior demising walls and shall also include any balcony or porch that is exclusive to a single unit.</i>	