

Carlisle Borough Planning Commission
Regular Meeting Minutes
November 24, 2025 | 5:30 p.m.
Borough Hall | 53 W. South Street | Carlisle, PA 17013

Members in Attendance: Lee Winton, Vice Chair; Mark Green; Isabelle Harman; and Rachel James

Members not in Attendance: David Maher; John Werner

Borough Officials in Attendance: Jared Woolston, SCEP Director; Jim Sutter, Senior Planner; and Jeff Bergsten, Borough Engineer

The meeting was called to order at 5:31 p.m. by Vice Chair Winton

1. Roll Call

2. Meeting Minutes – October 23, 2025

Ms. James moved the October 23, 2025 meeting minutes be approved as presented. Ms. Harman seconded the motion. The motion passed unanimously.

3. Public Comments – The audience may request Commission Members address and/or discuss items not listed on the agenda. Commission members may choose, at their discretion, to address issues at a later date.

There were no Public Comments

4. Old Business

There was no Old Business

5. New Business

a. Final Minor Lot Addition Subdivision Plan – 125 E. High Street

Zachary Lupold, P.L.S., Lupold Surveying & Mapping, representing the Applicant, described the proposal. The Applicant proposes the transfer of an area of 2,790 square feet at the rear of 125 E. High Street to 119 E. High Street. Both lots are owned by the Applicant. Mr. Lupold noted the intent of the subdivision is to facilitate potential improvements to the property at 119 E. High Street.

Ms. James inquired about the current occupants of the properties. Christopher S. Allen, Applicant and owner of the properties, stated there are three residences on the two lots, but they are not all occupied at present. Mr. Allen stated the existing concrete pad on 119 E. High Street is currently utilized as parking upon a question from Ms. James. Mr. Allen expressed his intention to construct a garage at some point at this location, but he is currently in the process of renovating the dwelling at 119 E. High Street.

Upon a question from Vice Chair Winton, Senior Planner Jim Sutter provided the off-street parking requirements for single-family dwellings. A discussion ensued regarding the ability for 119 E. High Street to meet the minimum off-street parking requirements should the subdivision be executed. Mr. Lupold pointed out the current off-street parking areas on a display of the Plan and it was determined that 125 E. High Street currently has two (2) off-

street parking spaces and 119 E. High Street currently has one (1) off-street parking space. The moving of the existing concrete pad would eliminate the two (2) spaces currently utilized by 125 E. High Street. Discussion on possible options for meeting the required off-street parking were discussed. Ms. Harman inquired about the possibility of tandem parking. SCEP Director Jared Woolston noted this is not permitted by the Zoning Ordinance unless it is an existing condition. Ms. Harman noted the requirement that a potential easement provide an access corridor for occupants of 125 E. High Street to cross the area designated to become part of 119 E. High Street to access their dwelling.

Ms. Harman moved the Planning Commission table consideration of the Plan to allow time for the Applicant to address the off-street parking concerns. Mr. Green seconded the motion. The motion passed unanimously.

6. Staff Update

Staff had no updates for the Planning Commission on any matters.

Ms. James announced her resignation from the Planning Commission effective immediately due to her recent election to Borough Council.

7. Adjournment

Ms. Harman moved the Planning Commission adjourn. Mr. Green seconded the motion. The motion passed unanimously.

The Planning Commission adjourned at 6:08 p.m.

Respectfully submitted,



Jim Sutter, AICP
Senior Planner