

Carlisle Borough Planning Commission
Regular Meeting Minutes
August 28, 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; David Maher; Rachel James (arrived at 5:39 p.m.); and 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 5:37 p.m. by Vice Chair Winton

1. Meeting Minutes – June 26, 2025

Mr. Maher asked if the resignation of former Chair Robert Pinnell should be added to the meeting minutes. Mr. Woolston stated they would add it to the record.

Mr. Maher moved the June 26, 2025 meeting minutes be approved. Mr. Werner seconded the motion. The motion passed on a unanimous voice vote.

2. 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.

Ms. James arrived at the meeting at 5:39 p.m.

Sherron Biddle, resident at 204 S. West Street, expressed concern regarding the condition of the property at 156 S. West Street. She noted the property has been neglected for years and described the current condition in detail. Ms. Biddle inquired about the possibility of improvement to the property. Mr. Woolston noted the Planning Commission refers recommended properties to the County Blight Control Board. This has already been done, so the Borough Planning Commission has done what is in their power to address the property. A discussion on the Blight Control Board's options ensued and Mr. Woolston noted the Borough Code Official has attended their meetings and inquired about this specific property. Ms. Harman recommended that Ms. Biddle could personally attend their meetings in regards to the property. Vice Chair Winton expressed his opinion that Ms. Biddle's concerns were legitimate.

3. 1625 Ritner Highway Final Land Development Plan

The Planning Commission may review and provide a recommendation to Borough Council on a Final Land Development Plan to expand an existing parking lot and construct stormwater management facilities at 1625 Ritner Highway.

A representative for the Applicant appeared before the Planning Commission and reiterated the purpose of the plan was to pave additional area for the off-street parking lot and construct stormwater management facilities. He stated the Cumberland County Conservation District has approved the plans. He noted they have received comments from Cumberland County and

Borough Staff and believe they have addressed the majority of them. A brief discussion on the proposed stormwater management facilities ensued.

Mr. Winton asked members of Staff if they find the plan acceptable. Mr. Woolston noted there are several recommended conditions of approval but described them as pro forma. He noted Staff finds the Plan acceptable. A brief discussion ensued on the conditions of approval. Ms. James asked for clarification on the extent of the parking facilities, with the Applicant noting there is only one parking lot on the property. Mr. Maher asked that Staff ensures the lighting at the site meets all Borough Code requirements and encouraged the Applicant to explore alternatives that may be less intense and noted installing timers may allow cost savings. The Applicant noted they would explore this and expressed his appreciation regarding the recommendation to install timers. Mr. Woolston noted a condition could be added that the specifically notes the Plan be reviewed for compliance with the applicable lighting regulations of the Zoning Ordinance.

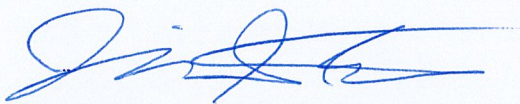
Mr. Winton moved the Planning Commission recommend Borough Council conditionally approve the 1625 Ritner Highway Final Land Development Plan to expand an existing parking lot and construct stormwater management facilities at 1625 Ritner Highway. Mr. Werner seconded the motion. The motion passed on a unanimous voice vote.

4. Adjournment

Ms. Harman moved the Planning Commission adjourn. Mr. Werner seconded the motion. The motion passed on a unanimous voice vote.

The Planning Commission adjourned at 5:51 p.m.

Respectfully submitted,



Jim Sutter
Senior Planner