

Borough of Carlisle
Historical and Architectural Review Board

Meeting Minutes – March 2, 2026

Members present: Thomas Easterly, Chair; Joshua Dourte; Doug Heineman; Jordon Holley; Martin Siefering; Alyssa DeBlasio

Members not present: Ed Hazel, Vice Chair

Staff Members present: Jared Woolston, SCEP Director; Jim Sutter, Senior Planner; and Christina Henry, Administrative Office Specialist

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

Approval of Minutes:

Meeting Minutes – February 2, 2026 Regular Meeting

Mr. Heineman moved the February 2, 2026 regular meeting minutes to be approved as presented. Mr. Dourte seconded the motion. The motion passed on a unanimous voice vote.

Regular Agenda:

- 1. Consideration of a request for a Certificate of Appropriateness from Antone Araman for the property located at 55 East Pomfret Street to construct a shed-roof style shed.**

No representative for the Applicant was in attendance. Mr. Sutter noted that he had not received requested further clarification from the Applicant regarding the proposal.

Mr. Duarte moved that the Board table the request for a Certificate of Appropriateness from Antone Araman for the property located at 55 East Pomfret Street to construct a shed-roof style shed. Mr. Heineman seconded the motion. The motion passed on a unanimous voice vote.

- 2. Consideration of a request for a Certificate of Appropriateness from Waveland Properties, LLC for the property located at 141 West High Street to install a sign.**

The Applicant appeared to present the proposal for a hanging bracket sign. Upon a question from Ms. DeBlasio about the rules for illumination, Mr. Woolston confirmed that external lighting is permitted provided there are no glare or safety problems. The applicant confirmed external lighting on a hanging bracket will illuminate a vinyl sign with

the lighting to be hard-wired to the building. Mr. Woolston noted that while ideally the lighting is shielded, this should be acceptable. He recommended the Board condition any approval on Zoning Officer review of the lighting.

Ms. DeBlasio moved that the Board approve the request for a Certificate of Appropriateness from Waveland Properties, LLC for the property located at 141 West High Street to install a sign, subject to Zoning Officer review and approval of the lighting. Mr. Duarte seconded the motion. The motion passed on a unanimous voice vote.

3. Consideration of a request for a Certificate of Appropriateness from Scott Guertin for the property located at 122 East Liberty Street to install a Parcel Box.

No representative for the Applicant was in attendance. Mr. Sutter provided an overview of the proposal. Mr. Woolston asked the board if this should be considered de minimis and, if so, they could refer the matter back to Staff.

Mr. Siefering moved that the Board refer the request back to Staff. Mr. Duarte seconded the motion. The motion passed on a unanimous voice vote.

4. Consideration of a request for a Certificate of Appropriateness from David Bender for the property located at 177 East Pomfret Street to replace a window frame and install a new window with three (3) even panes to replace the current window with three (3) uneven panes.

The Applicant appeared to present the request. He described the current state and noted that he was unable to find old pictures of the former conditions. The Applicant stated the new window would be a restored window, wood framed and contain three (3) evenly spaced window panes.

Mr. Holley moved that the Board approve the request for a Certificate of Appropriateness from David Bender for the property of 177 East Pomfret Street to replace a window frame and install a new window with three (3) even panes to replace the current window with three (3) uneven panes. Mr. Duarte seconded the motion. The motion passed on a unanimous voice vote.

5. Consideration of a request for a Certificate of Appropriateness from Bennett Swartz and Olivia Mowery for the property located at 272 South Pitt Street to rehab existing lower and upper porches and repair water-damaged floor framing.

Mr. Sutter updated the Board that this item has been removed from the Agenda because it was determined the improvements are not visible from a public street or sidewalk and therefore no review is necessary.

Mr. Duarte moved that the Board refer the request back to Staff. Ms. DeBlasio seconded the motion. The motion passed on a unanimous voice vote.

6. Consideration of a request for a Certificate of Appropriateness from Ben Chamberlin for the property located at 4 North Hanover Street to repoint rear brick chimney; strip painted brick at rear of property; remove and replace existing one story “lean-to” addition; replace existing second story exterior door with window; replace rear window sashes in-kind; replace existing roofing; and replace side window with salvaged oval window.

Ben Chamberlin and the Property Owner appeared to represent the application. Mr. Chamberlin presented samples to the Board and described the renovation plans. Upon a question from Ms. DeBlasio, it was confirmed that the lower-level structure was to be removed and rebuilt on nearly the same footprint. Mr. Duarte complimented Mr. Chamberlin on the plans.

Mr. Heineman moved that the Board approve the request for a Certificate of Appropriateness from Ben Chamberlin for the property located at 4 North Hanover Street to repoint rear brick chimney; strip painted brick at rear of property; remove and replace existing one story “lean-to” addition; replace existing second story exterior door with window; replace rear window sashes in-kind; replace existing roofing; and replace side window with salvaged oval window. Mr. Holley seconded the motion. The motion passed on a unanimous voice vote.

7. Consideration of a request for a Certificate of Appropriateness from Jexzect Properties, LLC for the property located at 79 East Pomfret Street to demolish an existing structure.

The Applicant appeared to represent the request. She stated that the shed structure was not original to the property and that it is not physically attached to the main dwelling. She indicated they hope to bring plans for a new structure at that location to the HARB at some point in the future.

Mr. Heineman moved that the Board approve the request for a Certificate of Appropriateness from Jexzect Properties, LLC for the property located at 79 East Pomfret Street to demolish an existing structure. Ms. DeBlasio seconded the motion. The motion passed on a unanimous voice vote.

Other Business

8. Staff-level Review Discussion

Mr. Woolston briefly shared with the Board information on the process the City of Charleston, South Carolina uses for permitting in their Preservation Groups. He mentioned Mr. Siefering had shared that Charleston permits staff-level review for certain items, as had previously been discussed for Carlisle, during a recent visit to the city. Mr. Siefering noted that Charleston was the first Historical District in the country and gave some background. A discussion ensued on the potential of utilizing staff-level review for certain items in Carlisle.

Mr. Woolston noted the workload being significant for the Board under the current practice of every request being reviewed. A discussion was had on possibly increasing the guidelines on in-kind requests and developing specific standards for easy review without the Board approval on simple changes. Ms. DeBlasio noted a concern in enforcing the specific standards for in-kind requests and protecting the façade from unauthorized removal of materials.

Mr. Woolston stated he understood the non-compliance concern but noted moving to an easier process could lessen the burden for residents. Mr. Woolston stated Staff was not looking for a recommendation from the Board at this time.

Mr. Easterly suggested the creation of a proposed draft of requests to be approved at the Staff level and expressed his support for the idea.

There being no other business, the HARB adjourned at 6:07 p.m.

Respectfully Submitted,

Jim Sutter, Senior Planner