

Carlisle Borough Planning Commission
Regular Meeting Minutes
February 26, 2026 | 5:30 p.m.
Borough Hall | 53 W. South Street | Carlisle, PA 17013

Members in Attendance: Lee Winton, Vice Chair; Tom Coolidge (via Phone); Mark Green; David Maher; and John Werner (via Phone)

Members not in Attendance: Martin Siefering

Borough Officials in Attendance: Jared Woolston, SCEP Director; Jim Sutter, Senior Planner; Maurita Abeln, Water Resources Director; and Christina Henry, Administrative Office Specialist

The meeting was called to order at 5:41 p.m. by Vice Chair Winton

1. Roll Call

Vice Chair Winton noted that Old Business would occur immediately following Public Comment.

- 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.

There were no Public Comments

3. Old Business

a. Preliminary/Final Land Development Plan – Dickinson College Jim Thorpe Center

Hubert Gilroy, Martson Law Offices, commenced the presentation on behalf of the applicant. Mr. Gilroy stated they had no issues with the Borough's proposed conditions. He stated the Applicant is requesting a recommendation of approval that evening.

Upon a question from Mr. Maher, Jason Wolfe, C.S. Davidson, addressed the ADA parking concerns from January's meeting with a revised plan. Mr. Wolfe presented a site plan showing four (4) ADA spaces, with two (2) each in separate lots that are of relatively equal distance from the building's entrance. Mr. Maher asked if this was an acceptable distance within the ADA compliance and Mr. Wolfe said they are the closest they can get to the entrance.

Mr. Maher asked about the status of the water main extension and Mr. Wolfe stated they are planning a connection at College Street. Mr. Wolfe also stated they are working with Staff to potentially extend the main to connect at West Street as well if it proves necessary.

Upon a question from Mr. Sutter, the members of the Planning Commission collectively indicated they approved of the Applicant's proposal to show the ADA parking spaces in separate lots. A discussion on Staff's recommended conditions ensued.

Mr. Winton moved the Planning Commission to recommend Council approve the Plan subject to the conditions recommended by Staff. Mr. Green seconded the motion. The motion passed on a unanimous voice vote.

4. Meeting Minutes – January 22, 2026

Mr. Maher moved the January 22, 2026 meeting minutes be approved as presented. Mr. Winton seconded the motion. The motion passed unanimously.

5. Reorganization for 2026

Mr. Werner expressed his opinion that he believes Mr. Winton has been excellent as Acting Chair.

Mr. Werner moved that Mr. Winton be elected Chair of the Planning Commission for 2026.

Mr. Winton expressed his appreciation for Mr. Werner's statement and nomination. Mr. Winton stated his belief that he still needs to gain more experience before stepping into the role full-time and would like to continue as Vice Chair. He noted Mr. Werner has more experience on Carlisle's Planning Commission and was hoping to nominate him as Chair.

Mr. Werner withdrew his motion for Mr. Winton to be elected Chair of the Planning Commission for 2026.

Mr. Winton moved that Mr. Werner be elected Chair of the Planning Commission for 2026. Mr. Maher seconded the motion. The motion passed on a unanimous voice vote.

Mr. Maher moved that Mr. Winton be elected Vice Chair of the Planning Commission for 2026. Mr. Werner seconded the motion. The motion passed on a unanimous voice vote.

6. New Business

There was no New Business.

7. Staff Update

Mr. Jared Woolston stated that Mr. Coolidge had questions about the Comprehensive Plan and asked if the information he provided made sense. Mr. Coolidge said he appreciated the response but wondered if the current Comprehensive Plan adequately addresses the current status and desired outcomes for the Borough. He noted the length of time it had been since the previous plan.

Mr. Woolston stated an update or new plan is not required, but noted that 10-year updates are best practice. He stated the intention is to continue the current trend of conducting smaller, more targeted plans. He noted Comprehensive Plans take a long time if done well. He stated it was a big undertaking, but timing is tricky.

Regarding the Small Area Plans, Mr. Woolston mentioned the Borough currently has a grant through the Pennsylvania Department of Community and Economic Development ("DCED") that has recently been extended. He stated that the Planning Commission would have an active role in steering that plan and that he hopes to issue an RFP for 2 or 3 projects in March. Mr. Winton noted that Comprehensive Plans, done well, are quite large undertakings. However, he expressed his opinion that it could be done gradually in smaller pieces and wouldn't necessarily require a bunch of multiple hour meetings.

Mr. Woolston noted the Land Use Reform subcommittee has also been actively tackling small areas in a way most communities are not doing. He reiterated a Comprehensive Plan looks at more than just land use though and requires dedicated time.

Mr. Maher inquired on the budget for the Small Area Plan and if the language in the RFP's can help direct a potential consultant towards goals desired for a future Comprehensive Plan. Further discussion ensued regarding a Comprehensive Plan and Small Area Plan processes.

Mr. Woolston informed the Planning Commission that the Borough will be holding Active Transportation stakeholder meetings planned for March. He noted Council has a goal of completing an Active Transportation Plan by 2027. As such, a draft plan will be presented by end of this year. He stated the meeting dates would be March 11th at the Carlisle Alliance Church, March 18th at Dickinson College, and March 25th at Borough Hall.

Mr. Maher asked if this plan is being conducted by staff or a consultant. Mr. Woolston stated the Plan is being done internally by Staff. He noted the Borough recently received a grant, but those funds will likely be utilized for a safety/action plan in the future. However, Council wanted to focus on bicycle/pedestrian safety as a more immediate concern.

Mr. Maher asked about a consultant conducting public outreach on behalf of the Borough and Mr. Woolston noted how this is done needs to be determined, but some details were provided in the grant documents. Upon a question from Mr. Maher, Mr. Woolston confirmed that the Borough has passed a Vision Zero resolution. He reiterated that Council is focused on addressing some immediate goals through the Active Transportation Plan. A discussion ensued on previous Borough initiatives.

8. Adjournment

Mr. Winton moved the Planning Commission adjourn. Mr. Maher seconded the motion. The motion passed unanimously.

The Planning Commission adjourned at 6:25 p.m.

Respectfully submitted,

Jim Sutter, AICP
Senior Planner