

BOROUGH OF CARLISLE

"Committed To Excellence In Community Service"

- Applicant:

The Historical and Architectural Review Board is pleased to provide you with this packet of materials concerning the Borough Historic District. Attached is an "Application for a Certificate of Appropriateness" and a copy of the "Historic District Guidelines" adopted by Borough Council on December 14, 1992.

As stated by the Carlisle Zoning Ordinance, the intent of the Carlisle Historic Guidelines" adopted by Borough Council on December 14, 1992.

- A. Protect that portion of Carlisle which most strongly reflects the cultural, economic, social, political and architectural history of Carlisle and also Pennsylvania;
- B. Encourage greater interest in local and state history;
- C. Promote the use and reuse of portions of Carlisle for the culture, education, enjoyment, and general welfare of citizens;
- D. Strengthen the economy of Carlisle by improving property values and economic activity in the historic district; and
- E. Provide for new buildings and alterations that will be harmonious with existing historically and architecturally significant buildings.

Accordingly to this historic district regulations, no building permit or sign permit for work affecting the exterior of a building or buildings in this Historic District may be issued until the Carlisle Borough Council has approved a Certificate of Appropriateness. Prior to the consideration of a request by Borough Council, however, the project must be reviewed by the Borough Historical and Architectural Review Board (HARB), which will provide an advisory recommendation to Borough Council. Borough Council meets on the second Thursday of each month to consider, among other items, requests for Certificates of Appropriateness. The HARB meets on the Monday of the week prior to the Council meeting.

After you file your application and it is considered complete, the application will be forwarded to the HARB and Council for consideration. You will be advised of the time, date and place of these meetings. You or your representative will be required to attend the meeting of the HARB.

Borough staff is ready to make this process as easy to follow and understand as possible. If at any time you have any questions about the application forms or process, please contact a Code Enforcement Officer. Thank you for your patience and understanding in this matter. Your efforts to improve the Historic District are appreciated.

GUIDELINES FOR THE PRESERVATION/RESTORATION AND REHABILITATION OF BUILDINGS IN THE HISTORIC DISTRICT OF CARLISLE

Historic District Guideline #1: The historic exterior character of a property shall be retained and preserved. The alteration of features, spaces and spatial relationships that characterize a property shall not be permitted. Unless modified herein, the Board shall utilize the most recent version of the Secretary of the Interior's Standards for Rehabilitating Historic Buildings in its recommendations.

Historic District Guideline #2: All buildings must be recognized as products of their own time. Alterations that have no historical basis are not permitted. However, on recommendation of the HARB and action by Borough Council, alterations may be deemed appropriate when the materials used replicate the detail, profile, configuration, and properties of existing (or preferably original) material. New structures built in the district shall be compatible with the existing adjacent structures.

Historic District Guideline #3: The removal of distinguishing architectural features shall not be permitted. This includes, but is not limited to, fences, porches, steps, hand rails, balusters, columns, brackets, roof decorations, cast iron, and terra-cotta. In cases where such features have deteriorated beyond saving, they shall be replaced with materials that replicate the detail, profile, configuration and properties of the existing (or preferably original) material.

Historic District Guideline #4: The method of cleaning brick, stone, or other masonry structures shall be by the gentlest means possible. Low-pressure water cleaning (less than 100 psi) with a mild detergent shall be tried prior to any other type of cleaning method. Abrasive cleaning of brick or other masonry materials shall not be allowed unless it is necessary for the preservation of the historic structure. Chemical cleaning of brick or other masonry materials shall only be allowed where it can be shown that the chemical will not do permanent damage to the building surface, will not be harmful to the environment, and will be used in a safe manner. All chemicals used and the method of cleaning must first be approved by the Borough Engineer. The exterior cleaning of buildings will only be allowed on a case-by-case basis. As an alternative to chemical or abrasive cleaning, it is recommended that repainting be considered to protect the historical significance of the building. Where exterior surface conditions have been identified that warrant total paint removal, such as peeling, cracking or alligatoring, two thermal devices are recommended (electric heat gun & electric heat plate).

Historic District Guideline #5: Roof shape and pitch shall be preserved. Roof material shall be repaired or replaced with material that replicates the existing (or preferably original) as closely as possible. If the cost of a particular material is prohibitive, such as slate, terra-cotta or metal, an aesthetic facsimile recommended by the HARB and approved by Borough Council may be utilized.

Historic District Guideline #6: Aluminum or vinyl siding over wooden buildings shall be permitted only on the rear of wooden buildings. Aluminum or vinyl siding over brick, stone or masonry buildings is prohibited on all sides of these buildings. Aluminum or vinyl siding may be permitted as a replacement for existing aluminum or vinyl siding; however, in these cases, the new siding shall not be layered over the existing siding.

Historic District Guideline #7: The location, dimension, profile, configuration, detail and properties of replacement windows, doors and openings shall be the same as the existing (or preferably original) windows, doors and openings. Existing (or preferably original) windows, doors and openings, including all components: sash, glass, transoms, sidelights, lintels, sill, frames, molding, shutters and door and window hardware shall be retained and repaired whenever possible. Replacing wood windows and wood doors with wood, wood clad, or composite material made to replicate wood is permitted on the front and

sides of buildings. Replacement windows and doors on the rear of buildings shall be the same in style with the existing (or preferably original) material, but may be composed of other materials.

Historic District Guideline #8: Signs shall be primarily pedestrian oriented. Sign lettering should be clear, legible and should be integrated into the particular architectural character of the building and neighborhood and follow the Historic District precedent in form and in placement on the building. New signs shall respect neighboring buildings and not shadow or overpower adjacent structures. Signs shall be either consistent with the period of the building or clearly contemporary to enhance old/new inter-relationships. Signs shall approximate the quality of materials, designs, and workmanship of surrounding architecture and shall be linked to particular building colors and/or materials. The lighting of signs is to be considered as part of the aesthetic illumination of the overall display and/or architecture and not be in competition with adjacent illuminated signs. NEON SIGNS ARE PROHIBITED IN THE HISTORIC DISTRICT UNLESS THEY BLEND IN WITH THE ARCHITECTURE OR HISTORY OF THE BUILDING.

Historic District Guideline #9: This demolition guideline shall apply to any existing building or portion of such building within the Historic District that the Borough Council determines, based upon the recommendation of the Board, is highly important to the historic character and continuity of that portion of the Historic District or is by itself a highly important architecturally historic resource. Any demolition in the Historic District will be in accordance with Chapter 255-161 of the Borough Code (Exhibit 1 attached).

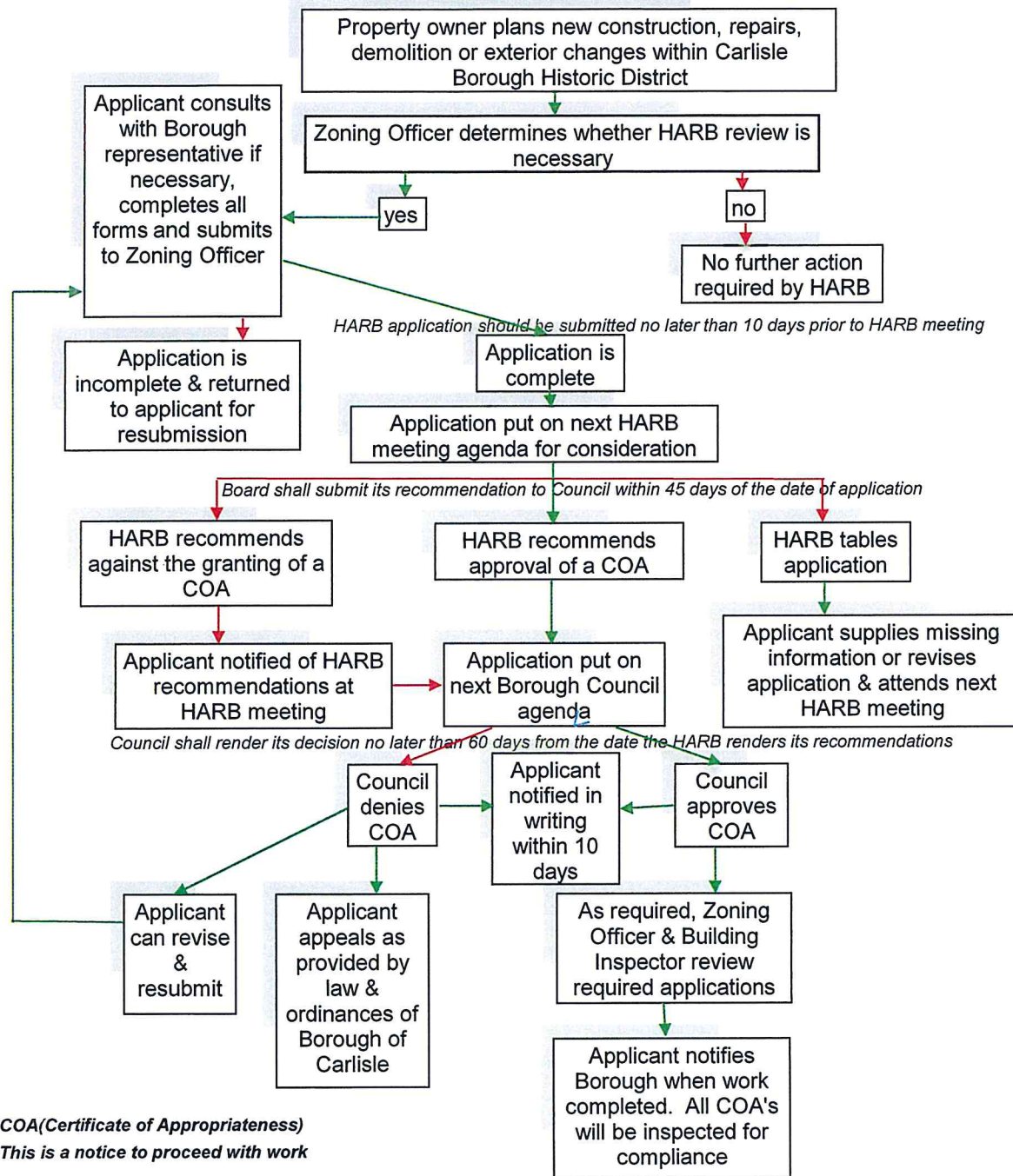
Copies of the Secretary of Interior's Standards for Rehabilitating Historic Buildings and the National Parks Service Preservation Briefs are on file in the Borough Code Department and a link to these websites can be located on the Borough website, www.carlislepa.org.

EXHIBIT 1

§ 255-161. Demolition.

- A. Intent. The intent of this section is to ensure that valuable historic resources are not permanently destroyed unless there are no reasonable alternatives available.
- B. This section shall apply to any existing building or portion of such building within the Historic District that the Borough Council determines, based upon the recommendation of the Board, is highly important to the historic character and continuity of that portion of the Historic District or is by itself a highly important architecturally historic resource.
- C. No building defined by Subsection B above shall be demolished unless one of the following is satisfied, in the terms of the Borough Council, based upon the recommendations of the Board:
 - (1) That the applicant proves that the demolition is needed to clear the land for a project of special public benefit that would greatly outweigh the loss of the historical resource;
 - (2) That the applicant proves that no reasonable beneficial use of the building is possible; or
 - (3) That the applicant proves that the denial of the demolition would greatly result in unreasonable economic hardship to the owner.

HARB REVIEW PROCESS



COA(Certificate of Appropriateness)
 This is a notice to proceed with work

HARB-Historical Architectural Review Board

Application for a Certificate of Appropriateness
Carlisle Historical and Architectural Review Board
Application fee of \$50 is due upon submittal.

Address of Project: _____

Property Owner's Name	Mailing Address	Phone #
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[illegible]

Type of Work:

- ☐ Awning ☐ Lighting ☐ Sandblasting ☐ Windows
☐ Masonry/Brick ☐ Shutters ☐ Chimney ☐ New Structure
☐ Siding ☐ Roof ☐ Gutters/Spouting ☐ Store Façade
☐ Doors ☐ Porch/Stoop ☐ Other: _____

Project Documents Submitted (Check all that apply)

- ☐ Photographs of property and/or neighboring properties.
- ☐ Drawings and/or architectural renderings.
- ☐ Materials and/or color samples.
- ☐ Sign rendering with sample lettering.
- ☐ Other: _____

Other Required Permit Applications Filed - Any required building permit or sign permit application **must** be submitted at the time of HARB application.

- ☐ Building Permit Application ☐ Sign Permit Application

General Description of Work (Use additional sheets, if needed)

Consent Agenda Item:

- ☐ Roofing replacement – must be replaced with in-kind materials.
- ☐ Porch stair replacement – must be replaced with in-kind materials.
- ☐ Trim work or feature replacement – must be less than 20 linear feet and with in-kind materials.
- ☐ Window replacement – profile and grid pattern must match existing. (Grids must be located outside the glass.) HARB approved windows are as follows.
Please circle the type of window you will be using.

Kolbe Heritage Marvin Ultimate Weathershield Premium Pella Architect
Victorbilt Historic Jeld Wen Auralast Anderson 400 Series

*Documentation must be submitted with this application to be considered for the consent agenda. I.E. – photos of proposed changes, contractor quotes, window order forms.

**By signing this application below, you are verify that you will be using the above referenced in-kind materials or windows as stated above. Applicants of consent agenda items are not required to attend the HARB meeting.

Certification

I hereby certify that the information contained herein is complete and accurate and that the work is authorized by the owner of record of the named property. Furthermore, I agree to attend the next regularly scheduled meeting of the Historical and Architectural Review Board to present this application unless this is considered a “consent agenda” item. I understand that failure to appear at the meeting will result in the application being tabled until the next regularly scheduled meeting. Failure to attend two consecutive meetings after acceptance of an application will result in the application being considered withdrawn from consideration.

(Signature of Applicant)

(Date)

(Printed Name of Applicant)

(Phone #)

**THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED
INFORMATION IS COMPLETELY SUBMITTED.**

****For Official Use Only****

Date of Acceptance: _____ Accepted by: _____