

BOROUGH OF CARLISLE

"Committed to Excellence in Community Service"

Carlisle Borough Volunteer Position Announcement Board of Appeals

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

Date: October 8th, 2026

Submission Deadline: November 13th, 2026

The Employee Relations and Community Participation Committee of the Carlisle Borough Council is seeking borough residents interested in serving on the following Board:

Commission or Board: Carlisle Borough Board of Appeals

Term: Partial term ending January 31st, 2031, with the option of an additional Five Year term.

Note: Requires Statement of Financial Interest Filing

Committee Description:

In 1983 the Borough of Carlisle created the Board of Appeals in an effort to consolidate its code appeal process into one single board consisting of three Council-appointed members qualified by experience or training to pass judgment on matters concerning the building, housing, plumbing, electrical, and fire prevention codes; the shade tree ordinance; and the curb and sidewalk ordinance. Members of the Board serve five-year, staggered terms.

The Board of Appeals meets for the purpose of hearing, reviewing, and determining the practicality of requests to allow variances in areas pertaining to codes of the above-mentioned categories. This consolidation of previously separate boards streamlines the appeal process and establishes clearer guidelines for applicants to follow when the need to appeal particular decisions arises.

The Board meets upon the chairperson's written notice to Board members and all parties involved within ten days of the filed complaint. All hearings are public, and all interested parties have the opportunity to be heard.

Role Description:

The composition of the Board of Appeals (BOA) is governed by all of the following:

- A member of the BOA shall be qualified by training and experience to pass on matters pertaining to building construction. Training and experience may consist of licensure as an architect or engineer, experience in the construction industry, and training or experience as an inspector or plan reviewer.

- A member of the BOA holds office at the pleasure of the municipality's governing body.
- Members of municipality's governing body and its code administrators may not serve on a BOA.
- A municipality may fill a position on the BOA with a qualified person who resides outside of the municipality when it cannot find a person within the municipality who satisfies the requirements of this section.

Meetings:

Please note that meetings will only take place if a request is submitted for an appeal. The Board of Appeals meets the first Thursday of the month at 5 PM.

Selection process:

- All letters and resumes received will be reviewed by the ERCP Committee.
- Identified candidates will be scheduled for an interview with the chairs of the ERCP committee.
- The candidate chosen by the ERCP to fill the vacancy will be recommended to Borough Council for approval at a future Carlisle Borough Council meeting.

If interested in volunteering, please submit a letter of interest and resume (if available) by Friday, November 13th, 2026 to:

Rachel James, ERCP Chair
Borough of Carlisle
53 West South Street
Carlisle, Pennsylvania 17013
Email: volunteer@carlislepa.org

Thank you for your interest!

Rachel James