



BOROUGH OF CARLISLE

"Committed To Excellence in Community Service"

Carlisle Borough Volunteer Position Announcement Carlisle Borough Historic and Architectural Review Board

Date: October 8th, 2026

Submission Deadline: November 13th, 2026

Carlisle Borough Volunteer Position Announcement

The Employee Relations and Community Participation Committee of the Carlisle Borough Council is seeking an interested Borough citizen to serve on the following Board:

Commission or Board: Carlisle Borough Historic and Architectural Review Board (HARB)

Term: A full term effective January 1, 2027 that expires on December 31, 2030

Note: Requires Statement of Financial Interest Filing

Responsibilities and Committee Description:

The Historical Architectural Review Board (HARB) was established for the purpose of reviewing all applications filed with the building inspector for sign or building permits for work to be done in the Historic District. The Board meets to review applications and consider appropriate recommendations to be made to Borough Council. ***The HARB provides suggestions and advice to property owners on proper methods of historic preservation and advises them of guidelines adopted for property owners to follow when undertaking any construction or preservation work in the Historic District.***

In addition, the HARB may be called upon to perform the following functions: reviewing limits of the area designated as the Carlisle Historic District; development of a continuing system of identification and preservation of historic landmarks; designation of any places, buildings, monuments, art, or any object having historical, architectural, or cultural value worthy of preservation; or development of a program designed to promote public interest in preservation.

The HARB is composed of seven members appointed by Borough Council to serve four-year staggered terms. Members serve without compensation. One Board member shall be a registered architect, one a licensed real estate broker, one a building inspector and four additional persons with a knowledge of and interest in the preservation of historic districts, two of which additional persons must reside within the historic district and be property owners in the Borough, and one of which additional persons should be a professor or teacher of fine arts with a knowledge of and interest in the preservation of historic districts. All decisions and procedures of the Board must

be consistent with ordinances and codes of the Borough of Carlisle and the Commonwealth of Pennsylvania. All decisions are subject to review by Borough Council.

Meetings:

The HARB typically meets on the first Monday of each month at 5:30 PM at Carlisle Borough Hall.

Selection process:

- All letters and resumes received will be reviewed by the ERCP meeting.
- Identified candidates will be scheduled for an interview with the chairman and co-chairman of the ERCP committee.
- The candidate chosen by the ERCP to fill the vacancy through December 2030 on the Carlisle Borough Historical and Architectural Review Board will be recommended to Borough Council for approval.

If interested in volunteering please submit a letter of interest and/or resume by November 13th, 2026_to:

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

Thank you for your interest!

Rachel James