

# Planning Commission/Board of Zoning Appeals Member

## Job Description and Duties

### **QUALIFICATIONS AND FUNCTION**

Members are appointed by the Mayor with Council approval and serve staggered terms for a period of four-years. The Planning Commission/Board of Zoning Appeals is comprised of five members. One is a member of council appointed by the Mayor with approval of council and serves concurrently with the appointing council's term. The other four members are residents of the Village appointed by the Mayor with approval of council to serve for terms of four years.

Salaries of members are established by ordinance in accordance with the limitations of the Revised Code of Ohio. The currently salary for members is \$200 annually.

The Planning Commission/Board of Zoning Appeals meets on the first Monday each month as business occurs for this board.

The Planning Commission/Board of Zoning Appeals has two distinct functions:

The Planning Commission may amend or modify the existing zoning code of the Village. A public hearing is held before any change is made, after which the Planning Commission makes a recommendation to Council. The Village Council can accept, reject, or modify and then adopt the recommendation. Reviews all site plans for new construction. If necessary, the Planning Commission makes recommendations to Village Council on land planning, rezoning, and revisions to the zoning code.

The Board of Zoning Appeals has the authority to grant relief from strict application of the zoning code when conditions of undue hardship or practical difficulty can be demonstrated. Cases are considered on an individual basis in the context of the zoning and neighborhood character.

### **ESSENTIAL DUTIES**

The members' primary responsibility is to uphold the Village Zoning Code as it applies to the review of applications for variances from the zoning code and to establish policy recommendations from time to time for the Village Council in the areas related to the land planning and zoning within the Village. In pursuit of these duties, members review applications for variances submitted by applicants and accompanied by administrative staff review that typically include building and site plans, and individual members may elect to conduct related research and on-site property visits.