

# HAMILTON TOWNSHIP

## BOARD OF ZONING APPEALS

### BOARD MEMBER JOB DESCRIPTION

<b>POSITION:</b>	Member of the Board of Zoning Appeals
<b>LENGTH OF TERM:</b>	5 years
<b>RESPONSIBILITIES:</b>	The BZA is responsible for reviewing and making determinations on variance requests, conditional uses and appeals to the zoning administrator's decisions based on the interpretation of the <i>Hamilton Township Zoning Code</i> .
<b>TIME COMMITMENT:</b>	Approximately 5 hours per month

#### BOARD OF ZONING APPEALS

The BZA is responsible for reviewing variance requests, conditional uses and appeals to the zoning administrator's decisions based on the interpretation of the *Hamilton Township Zoning Code*. If you would like more detailed information on the BZA, please refer to *HTZC 2.5 Board of Zoning Appeals*, or view a copy of Board's Bylaws. Meetings are generally scheduled on the 2<sup>nd</sup> Thursday of the month (and the 4<sup>th</sup> Thursday of the month, as needed).

See *HTZC 2.5.2 Roles and Powers* for a detailed description of the Board of Zoning Appeals.

Hearings are conducted at the Hamilton Township Building at 7780 State Route 48, Hamilton Township, Ohio, 45039. All meetings begin promptly at 7:00PM. Copies of the application for an appeal, variance or conditional use are available on-line.

#### MEMBERS

The Hamilton Township Board of Zoning Appeals (BZA) is comprised of five members and one alternate member. Each member is appointed by the Trustees for a staggered term of five years.

**To Apply:** Applicants must complete and return a Hamilton Township application, a current resume, a copy of your valid Driver's License, and any other pertinent certifications to the Human Resources office or via email [at kkrieger@hamilton-township.org](mailto:kkrieger@hamilton-township.org). The deadline to apply is November 27, 2020 at 12 noon.

Applications can be obtained online at [www.hamilton-township.org](http://www.hamilton-township.org) or by calling (513) 683-8520 and speaking with Kellie Krieger, Human Resources Manager or emailing her at [kkrieger@hamiltontownship.org](mailto:kkrieger@hamiltontownship.org).

Hamilton Township Zoning Code Section 2.5.2 Board of Zoning Appeals Roles and Powers:

## 2.5.2. Roles and Powers

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The BZA shall have the following roles and powers:

- A.** To hear and decide appeals where it is alleged by the appellant that there is error in an order, requirement, decision, grant, or refusal made by the zoning inspector, other township official, or administrative body of the township in the interpretation or enforcement of the provisions of this zoning code.
- B.** To hear and decide, in accordance with the provisions of this zoning code, applications filed for conditional uses. In granting a conditional use, the BZA may impose such conditions, safeguards or restrictions upon the premises benefited by the conditional use as may be necessary to comply with the standards set out in [Section 3.8 Appeals, Variances, and Conditional Uses](#) in order to reduce or minimize potentially injurious effects of such conditional use upon other property in the neighborhood and to carry out the general purpose and intent of this code.
- C.** To authorize upon appeal in specific cases, filed as herein provided, such variances from the provisions or requirements of this zoning code as will not be contrary to the public interest, where owing to special conditions pertaining to a specific piece of property, the literal enforcement of the provisions or requirements of this zoning code will result in practical difficulty, and so that the spirit of the zoning code shall be observed and substantial justice done. Under no circumstances shall the BZA grant a use not permitted by the zoning code in the district involved.
- D.** To authorize the completion, restoration, reconstruction, in whole or in part, extension, or substitution of nonconforming uses, taking into consideration the nature of such uses in relationship to the character of the adjacent uses, lot size, setback lines, traffic conditions, terrain, and all other factors which, in the opinion of the BZA are pertinent to such completion, restoration, reconstruction, extension, or substitution in compliance with [CHAPTER 10 Nonconformities](#).
- E.** To hear and provide an interpretation of the zoning map whenever there is a question of how the zoning districts are applied to the zoning map.
- F.** To perform all other powers conferred upon township boards of zoning appeals in [ORC Chapter 519](#), or as authorized by the board of township trustees in compliance with this zoning code and state law.