



HAMILTON TOWNSHIP ZONING COMMISSION BOARD MEMBER JOB DESCRIPTION

- POSITION:** Member of the Zoning Commission Board
- LENGTH OF TERM:** 5 years
- RESPONSIBILITIES:** Review proposed development applications, zoning amendments, PUD plans, etc. for compliance with the *Hamilton Township Zoning Code (Ch. 2.4 Zoning Commission)*.
- TIME COMMITMENT:** Approximately 5 hours per month

PLANNING BOARD MEMBERSHIP:

The Zoning Commission Board is an advisory board composed of five (5) citizens with one (1) alternate appointed by the Board of Trustees to serve a five (5) year term. The Board of Trustees appoint a chair and the Board annually elects a President and secretary from their membership. The Zoning Commission Board makes recommendations on numerous land use applications as well as acting in an advisory capacity to the Board of Trustees on various other land use matters.

EXPECTED ATTENDANCE:

FUNCTION	DATE	TIME	APPROXIMATE MONTHLY HOURS
Board Meeting	Monthly, 2 nd Monday (4 th Monday as needed)	7:00 PM	5 hours

RESPONSIBILITIES OF THE ZONING COMMISSION BOARD:

The primary responsibility of the Zoning Commission Board is to advise the Board of Trustees, and other agencies and boards on matters affecting community development. In particular, the powers of the Zoning Commission Board include (per *HTZC 2.4.2 Roles and Powers*):

- (1) Initiate proposed amendments to this zoning code and/or the official zoning map and make recommendations to the Board of Township Trustees;
- (2) Review all proposed zoning text and map amendments to the zoning code and make recommendations to the Board of Township Trustees;
- (3) Review and make recommendations to the Board of Township Trustees regarding PUD sketch plans, preliminary site plans, and final site plans and make recommendations to the Board of Township Trustees.

SPECIFIC DUTIES OF ZONING COMMISSION BOARD MEMBERS:

- Recognize and avoid or make public any conflict of interest your position may place you in; don't pursue special privileges; maintain confidentiality; and let your behavior contribute to the smooth operation of your board. Much acrimony and potential legal issues can be avoided this way.
- Become familiar with the law that covers public open meetings and hearings and review the materials you were given when you were sworn in.
- Attend scheduled Zoning Commission Board meetings to review and discuss upcoming agenda items, development issues, work program activities, and to review and make decisions on land use development applications, changes to the land use regulations.
- Attend occasional special work sessions with the Board of Trustees, various interest groups and other planning related presentations, if applicable.
- Have a willingness and dedication to commit both time and personal energy to the Zoning Commission Board.
- Have a desire to assist in implementing the Hamilton Township's Vision and Land Use policies, including the Comprehensive Plan and Zoning Ordinances, for the purpose of protecting the health, safety and welfare of the residents.
- Have a willingness to encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Zoning Commission Board.
- Refrain from actively engaging in social media during meetings

To Apply: Applicants must complete a Hamilton Township application. Return the completed 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*. The deadline to apply is November 27, 2020 at 12 noon.

Applications can be obtained online at www.hamilton-township.org or by calling 513-683-8520 and speaking with Kellie Krieger, Human Resources Manager or emailing her at kkrieger@hamilton-township.org.