

**HAMILTON TOWNSHIP
ZONING COMMISSION
BOARD MEMBER JOB DESCRIPTION**

POSITION: Member of the Zoning Commission Board
Alternate Member of the Zoning Commission Board

LENGTH OF TERM: 4 years

RESPONSIBLE TO: Advisory board to the Board of Trustees

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 four (4) 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.

ALTERNATE MEMBERSHIP

One alternate member may be appointed by the Board to substitute for a regular member of the Zoning Commission Board in the event that a regular member is unable to participate in matters before the Zoning Commission Board because of a conflict of interest, illness or other absence.

EXPECTED ATTENDANCE:

<u>FUNTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Board Meeting	Monthly, 2 nd Monday	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 are:

- (1) Land use regulations. The Zoning Commission Board may draft and recommend the adoption or amendment of land use regulations to the Board of Trustees.
- (2) Review subdivisions. The Zoning Commission Board may approve, conditionally approve or disapprove subdivision plans for the purpose of providing for the orderly and wise development of the Township and affording adequate facilities for housing, transportation, distribution, comfort, convenience, safety and the health and welfare of its population.
- (3) Review site plans. The Zoning Commission Board may review and approve, approve with modifications or disapprove site plans according to standards set forth in this chapter.

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 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, 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.

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 October 31, 2021 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.