

Board of Zoning Appeals Member

Position Description – Ohio Township

Purpose

Serve as an impartial member of the Township Board of Zoning Appeals by hearing appeals of zoning decisions, considering requests for variances and conditional uses, and applying the township zoning resolution and Ohio Revised Code fairly and consistently.

Essential Duties

- Attend all scheduled Board of Zoning Appeals meetings and public hearings.
- Review applications, site plans, staff reports, and supporting evidence before meetings.
- Hear testimony from applicants, neighboring property owners, the zoning inspector, and other interested parties.
- Decide appeals alleging errors in decisions made by the zoning inspector.
- Consider and vote on:
 - Area variances
 - Use variances (if authorized by the township zoning resolution)
 - Conditional zoning certificates
 - Administrative appeals
- Apply the standards established in the Ohio Revised Code and township zoning resolution rather than personal opinions.
- Base decisions solely upon evidence presented during the public hearing.
- Make findings of fact that support each decision.
- Protect the rights of applicants while preserving the public health, safety, and welfare.
- Avoid conflicts of interest and disclose any potential conflicts before participating.
- Maintain confidentiality regarding legal advice and executive session matters when applicable.

Responsibilities

- Understand and follow the township zoning resolution.
- Be familiar with applicable sections of the Ohio Revised Code, including Chapters 519 and 2506.
- Follow Ohio Open Meetings Law and Public Records Law.
- Treat all applicants and members of the public respectfully and impartially.
- Participate in continuing education on zoning law and land use.

Qualifications

- Resident of the township's unincorporated area.

- Appointed by the Board of Township Trustees.
- Ability to understand maps, surveys, site plans, and legal descriptions.
- Good judgment and the ability to evaluate evidence objectively.
- Willingness to devote time to meeting preparation and public hearings.

Decision-Making Principles

A Board member should:

- Apply the law consistently.
- Consider competent, credible evidence presented at the hearing.
- Avoid ex parte communications regarding pending cases.
- Not substitute personal preferences for the requirements of the zoning resolution.
- Support decisions with findings based on the applicable legal standards.

Time Commitment

- Monthly or as-needed public meetings.
- Advance review of meeting packets.
- Occasional training seminars sponsored by organizations such as the Ohio Township Association.

Authority

The Board of Zoning Appeals has authority to:

- Hear administrative appeals from decisions of the zoning inspector.
- Grant variances when the legal standards are met.
- Approve conditional zoning certificates where authorized by the township zoning resolution.
- Conduct public hearings and issue written decisions.