

**Town of Beverly Shores**  
**Board of Zoning Appeals (BZA) Member**  
**Job Description**

**Job Title**

Board of Zoning Appeals (BZA) Member

**Department**

Board of Zoning Appeals

**Description of Work**

**General Statement of Duties**

Works with the other members of the BZA board, the BZA's attorney, and Building Commissioner to make decisions about applications for variances to Town Ordinances (Code), Special Uses, Wetlands Permits, and on appeals from determinations of Town agencies and officials regarding interpretation of the Town Zoning, Building, and Subdivision regulations, in accordance with Law, the Town Code, and the by-laws established for the Board of Zoning Appeals.

**Supervision Received**

BZA President as to procedural issues during meetings

The BZA is a quasi-judicial body and the BZA's decisions are reviewable only by a court of competent jurisdiction.

**Typical Activities Performed**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Attends the January meeting, or first meeting of the new year, that is convened for the purpose of reorganization of the Board for the current year
- Participates in officer elections in January to determine whom shall serve for the one (1) year term
- Attends, prepares for, and participates in meetings, as convened by the Chairperson (President)
- In good faith, enters into voice vote on decisions of the BZA
- Should a direct or indirect financial conflict of interest exist, the BZA Member shall recuse themselves for a case under consideration
- Participates in public meetings, in order to receive information and documentation relevant to making decisions about granting variances to the Town Code, special uses, Wetlands Permits, and on appeals from determinations of Town agencies and officials regarding interpretation of the Town Zoning, Building and Subdivision regulations.

- Participates in BZA executive sessions.
- Participate in hearings, both preliminary and final, in order to make decisions about granting variances to the Town Ordinances and making other decisions
- Participate in BZA meetings required by law, and, at the BZA's discretion, attend additional public hearings when it is decided such hearings will be in the public's best interest
- Refer to the determinations required by IC 36-7-4-918.5 and Sections 540 — 542 of the Zoning Ordinance

### **Position Requirements**

- Must be Appointed

### **Education**

- High school diploma or GED, four year degree preferred.

### **Experience**

- Knowledge of construction and Town building code preferred.

### **Special Knowledge, Skills, or Abilities**

- Critical thinking skills
- Analytical skills
- Decision making skills
- Sound judgment
- Working knowledge of Town Zoning Ordinances
- Ability to read and interpret information and documentation
- Ability to communicate with the public and other BZA Members
- Effective public speaking skills
- Ability to listen to and understand positions of the parties before BZA
- Ability to be objective and impartial regardless of personal feelings
- Ability and willingness to abide by legal procedural requirements