



## POSITION DESCRIPTION: ZBA ASSOCIATE MEMBER

### **About the Zoning Board of Appeals**

The Zoning Board of Appeals is a quasi-judicial board which interprets and enforces the Town's Zoning Bylaw. On a case by case basis the Board of Appeals has the power to hear and decide on petitions for:

- Appeals from the decisions of the Inspector of Buildings
- Comprehensive Permits under Chapter 40B of the General Laws of the Commonwealth
- Site Plan Approval under Section 16A for Site Plan Approvals
- Special Permits as allowed under the Zoning Bylaw
- Variances from the requirements of the Zoning Bylaw

### **Board Composition**

The Zoning Board of Appeals is comprised of three regular members and three associate members, all appointed for three-year terms by the Board of Selectmen. The members are assisted in their work by the Executive Secretary and Technical Administrator.

### **Services**

The Board of Appeals holds public hearings on cases before it. Hearings are generally held on two Thursday evenings each month. Notice of these hearings must be published 14 days before the hearing, and property owners who live within 300 feet must also be notified at the same time. The entire application, hearing and approval process takes a minimum of two months from the time of application to a signed decision. After a decision is written, signed and filed with the Town Clerk, there is a 20 day appeals period.

### **Specific Duties and Expectations of ZBA Members**

- Have an interest in comprehensive community planning, zoning and subdivision of land and the protection of the environment.
- Familiarity with current zoning bylaws, MA statutes, Planning Board regulations and priorities.
- Attend ZBA meetings to review and discuss upcoming agenda items, development issues and to review and make decisions and land use development applications.
- Balance public good with private rights and interest.

### **Preferred Qualifications**

Licensed Attorney