



Town of Greenwich ZONING BOARD MEMBER Job Description

The Zoning Board of Appeals plays a critical role in the development of Greenwich. Its decisions will positively or negatively impact neighborhoods, our community, and the landscape surrounding them, and will set precedent for future actions. It is essential, therefore, that all decisions are based on regulation, laws, and plans applicable to the Town and Village, and protect the public health, safety, morals, and general welfare of the residents, the environment, and community character of the Town and Village of Greenwich.

Zoning Board of Appeals Membership: The Zoning Board of Appeals consists of 7 members appointed by the Town and Village Board to serve a 7 year term. The Town and Village Board annually appoints a chair and the Zoning Board annually elects a vice-chair and officers from their membership. The ZBA has final agency authority on numerous land use applications as well as acting in an advisory capacity to City Council on various other land use matters.

Alternate Membership: One alternate member may be appointed by the Town and Village Board to substitute for a regular member of the ZBA in the event that a regular member is unable to participate in matters before the ZBA because of a conflict of interest, illness or other absence.

Length of Term: 7 years, ending on December 31.

Time Commitment: Approximately 4 hours each month

- Meetings: 1-3 hours each
- Preparation time for meetings and hearings, including site visits: highly variable depending on the type of application.
- Training: 4 hours per year

Meeting Schedule:

- Regular monthly meeting are held on 2nd Wednesday of every month
- All meetings and hearings are held at 7 PM at the Town Office Building located at 2 Academy Street unless otherwise noticed.

Responsibilities of Appointed Planning Board Members

- The general purpose of the Zoning Board of Appeals is to hear and decide any appeal or decision, order or interpretation by the officer whose duty it is to enforce the zoning ordinance, and it shall have the power to reverse any decision of such officer on a concurring vote of the board as provided by statute. The Zoning Board of Appeals shall also conduct hearings on requests for variances.
- Attendance at all regular meetings and hearings, and second or working meetings as called by the Chair, arriving in a timely manner.
- Complete a minimum of 4 hours of relevant training yearly.
- Understand the powers and duties of the Zoning Board of Appeals and Planning Board.
- Develop a working knowledge of regulations, laws, and plans applicable to the Planning Board.

- Code of the Town of Greenwich and the Village of Greenwich, including Zoning, Subdivision Laws and Local Laws.
- Town and Village Joint Comprehensive Plan
- New York State's Environmental Quality Review Act (SEQR)
- New York State Open Meetings Law
- Complete preparation necessary to function effectively at all meetings.
 - Review and be familiar with each pertinent case file prior to hearings.
 - Access and review Town and Village code when necessary to inform decision-making.
 - Any other tasks assigned by the Chair.
- Provide positive assistance to applicants in support of their goals while maintaining adherence to all regulations.
- Understand your role as a representative of the Town and Village of Greenwich.

Ethical Responsibilities of Appointed Town Officials

- Recuse yourself from any issue which presents a personal or professional conflict of interest.
- Pursue no special privilege.
- Maintain confidentiality.
- Conduct yourself in a professional manner in meetings and through social media.
- Speak in a respectful, professional manner to all Planning Board members, applicants, or other individuals attending meetings.