

Board of Zoning Appeals

Details:

Term Length	3 Years
Term Limit	None
Meeting Schedule	No set meeting schedule. Meetings called when business arises.
Meeting Location	Determined when meeting is scheduled
Staff Contact	City Code Enforcement Officer
Legal Reference	Code of Ordinance Zoning Art. 6, Sec. 6.2
Number/Type of Members	5 Regular, 2 Associate
Compensation	\$25 per meeting attended (Chair), \$20 per meeting attended (other members)
Member Requirements	Residency Required
Member Restrictions	None

Nature of Work:

Hear and decide appeals or an order, decision, requirement, interpretation or ruling made by the code enforcement officer in the administration of the Code of Ordinances. Hear and decide upon matters concerning the application and conformity with the permitted uses and development requirements set forth in the Code of Ordinances. Permit the change of a nonconforming use to another nonconforming use, a conforming use to expand into a zone where it would be nonconforming, determine the exact location of any zoning district boundary and grant variances where strict application of the codes would cause undue hardship.

Duties and Responsibilities:

Attend scheduled meetings, review materials provided, apply the codes fairly and equitably, hear testimony from the applicant and abutters, then apply the code standards in making their decision. Must attend site reviews as needed.

Specific Abilities and Requirements:

- Ability to work collaboratively in a group setting.
- Ability to interpret and apply applicable local ordinances and state and federal laws.
- Must adhere to the City of Waterville Code of Ethics.
- Understanding of development practices helpful.
- Ability to read plans.