

**VILLAGE OF DIMONDALE**  
**Job Description**

**BOARD OF APPEALS MEMBER**

**Supervised by:** N/A  
**Supervises:** No supervisory responsibilities  
**FLSA Status:** Non-Exempt

**Position Summary:**

The Board of Appeals (BOA) meets as needed to hear and decide appeals from any order, requirement or decision made by an officer or board of the Village. Most frequently, this board hears requests for variances to yard setback requirements, but also is charged with interpretation of the Zoning Code and issuance of certain temporary or conditional permits. The BOA consists of five members, including an appointed Chairperson to guide and control the meetings, and one alternate. The alternate member is called to sit as a regular member in the absence of a regular appointee or in the case of extenuating circumstances such as a conflict of interest. BOA members are appointed by the Village Council for a three-year term. A decision of the BOA is final and any further appeal must be made to the Eaton County Circuit Court. This position receives no financial compensation.

**Essential Job Functions:**

*An appointee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the appointee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Hears requests for variances from lot area and width regulations, building height and bulk restrictions, yard and depth regulations, and parking and loading requirements.
2. Interprets the provisions of the Zoning Code to carry out its intent and purpose in areas such as district boundary lines, parking, or uses not specifically mentioned within the regulations of any zoning district.
3. Grants exceptions for temporary structures or in cases where unique conditions exist. Imposes specific limitations where necessary.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Must be a resident of the Village of Dimondale.
- Ability to critically assess situations and solve problems in a group setting.
- Ability to communicate effectively and present ideas and concepts orally in a public setting.

- Willingness and commitment to serve the community.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the official functions in a group setting in the Village Council Chambers with a controlled climate while sitting for a period of time. Travel throughout the Village over rough or uneven terrain may be required.