NOTICE OF VACANCY

Zoning Board of Appeals

Posted: November 12, 2018

Position Availability:

The Village of Roscoe is seeking applications from Village residents interested in serving on the Village's Zoning Board of Appeals (ZBA) to fill a vacancy on the board.

The Village of Roscoe ZBA is comprised of a seven (7) member volunteer board of Village residents appointed by the Village President, and who serve for 5 year terms of office. The ZBA typically meets once a month (on the third Wednesday of the month) at 5:30 pm at Roscoe Village Hall. No special qualifications are required for appointment to the Board; however, applicants should have a strong desire to serve their community, an interest in the zoning process, as well as the ability to commit to the monthly meetings of the Board.

Duties of ZBA Members:

The ZBA is an appointed body which is established by Village Ordinance and Illinois State Statute, and whose duties include the following:

1) Hearing and deciding appeals from any order, requirement, decision or determination made by the Zoning Administrator or officer under the zoning regulations of the Village code.

2) Hearing testimony, reviewing evidence, and passing upon recommendation to the Village's Board of Trustees for applications of special uses as provided for in the Village's zoning code.

3) Hearing testimony, reviewing evidence, and passing upon recommendations to the Village's Board of Trustees for applications requesting a variation from the terms of the Village's zoning ordinance.

4) Hearing testimony, reviewing evidence, and passing upon recommendation to the Village's Board of Trustees for applications requesting amendments to the Village Map of Zoning Districts.

5) Hearing and deciding on all other matters referred to it and upon which it is required to pass under the Village zoning ordinance, and as prescribed by statute.

How to Apply:

Those individuals interested in serving as a member on the Zoning Board of Appeals are asked to submit a letter of interest that will specifically include their full name, residential address, and brief statement setting forth the reasons that they are interested in the position, and special qualifications or skills that they may have which will assist them in fulfilling their duties as a ZBA member.

To be considered for this position, letters of interest should be sent to:

VILLAGE OF ROSCOE
Scott Sanders, Village Administrator
10631 Main Street
PO BOX 283
Roscoe, IL 61073

For more information on the application process, please contact Zoning Administrator, Scott Sanders at (815) 623-2829.