

Borough of South Bound Brook

Office of the Planning/Zoning Board
12 Main Street
South Bound Brook, New Jersey 08880

Phone: 732-356-0258 Ext. 172

Fax: 732-560-1524

PLANNING/ZONING BOARD CITIZENS ADVISORY COMMITTEE JOB DESCRIPTION

POSITION: Member of the Planning/Zoning Board Citizens Advisory Committee

LENGTH OF TERM: One (1) year

RESPONSIBILITY: To assist or collaborate with the Planning/Zoning Board in its duties.

TIME COMMITMENT: Approximately 1-4 hours per month.

EXPECTED ATTENDANCE:

<u>FUNCTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Regular Board Meeting	Monthly 2 nd Wednesday	7:30 PM	1-3 hours
Special Board Meetings	Variable	N/A	1 hour
Work Sessions, Field Trips, Special Presentations, Training, etc.	Variable	N/A	1 hour

GENERAL RESPONSIBILITIES OF THE PLANNING/ZONING BOARD:

- Hears requests for variances as well as appeals of the decision of the Zoning Officer.
- Review plans for subdivisions and site plans for proposed development.
- Review requested changes to the Zoning regulations and make recommendations to the Borough Council.
- Review and prepare the Master Plan for the Borough.

Should you be interested in this position, kindly contact the Planning/Zoning Board Administrator, Erin Santora LaGrua, at elagrua@southboundbrook.com or 732-356-0258 x172.

The following is a message from Mayor Caryl (Chris) Shoffner:

Thank you for your consideration in joining the Planning Board as part of the Citizens Advisory Committee!

Your participation in the growth and development of our community is critical to balance the public good with the private rights and interests of the Borough of South Bound Brook.

With appreciation, Mayor Shoffner
