

LANDMARKS COMMISSIONER JOB DESCRIPTION

The Landmarks Commission is composed of nine members, each of whom is appointed by the King County Executive, subject to confirmation by the County Council. All appointments are for a three-year term. Commissioners serve without compensation except for out-of-pocket expenses incurred in connection with Commission meetings or programs. When the Commission acts on behalf of a City with which the County has a contract to provide historic preservation services, the City appoints a tenth member to the Commission. This special member sits as a regular member of the Commission for all business conducted in that city.

The Commission as a whole meets on the 4th Thursday of each month from 4:30 to 6:30 p.m. in Suite 700 of the King Street Center, 201 S. Jackson Street in Seattle, unless it is sitting as the local Commission for one of the cities. City meetings are held on the 4th Thursday of each month from 7:00 to 9:00 p.m. in the city where business needs to be conducted. In addition to monthly meetings of the full Commission, commissioners also rotate membership on the Design Review Committee. This committee meets on the second Thursday of each month from 10:00 a.m. to Noon in Suite 700 of the King Street Center. Commissioners can also expect to attend one or two day-long tours each year and occasional special training workshops. The average time commitment is approximately 18 hours monthly.

Prospective commission members must have demonstrated interest and experience in historic preservation, archaeology, heritage education, heritage museums or related fields, and should be familiar with quasi-judicial proceedings. Commissioners are responsible for:

- developing policy and planning recommendations for King County's historic preservation programs;
- reviewing and deciding nominations for landmark designation;
- reviewing and deciding certificates of appropriateness for alterations to or demolition of landmark properties; and
- attending training sessions and conferences as required.

Special members (city commissioners) are responsible for reviewing and deciding landmark nominations and certificates of appropriateness, and attending special training workshops.

Interested in serving on the Commission? Contact Julie at julie.koler@kingcounty.gov.