



King County

**Department of
Natural Resources and Parks
Historic Preservation Program**

King Street Center
201 S Jackson St, Suite 700
Seattle, WA 98104-3855

LANDMARKS COMMISSIONER JOB DESCRIPTION

The King County Landmarks Commission is composed of nine members, each of whom is appointed by the King County Executive, subject to confirmation by the King 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. at King Street Center, 201 S. Jackson St., Suite 700, Seattle, unless it is sitting as the local landmarks commission for one of the cities for whom it provides preservation services. City meetings are held on the 4th Thursday of each month from 5 to 7 p.m. in the city with business before the commission. In addition to attending monthly meetings of the full commission, commissioners may also choose to participate on the Design Review Committee. This committee meets on the second Thursday of each month from 10 a.m. to noon in King Street Center, 8th Floor. Commissioners can also expect to attend occasional site visits, tours and special training workshops each year. The time commitment for commissioners is generally 4 to 8 hours per month, including travel time.

Commissioners are responsible for the following:

- Reviewing and deciding nominations for landmark designation
- Reviewing and deciding certificates of appropriateness for alterations to or demolition of landmark properties
- Developing policy and planning recommendations for King County's historic preservation program
- Attending periodic training sessions and conferences.

Interested in applying or learning more? Please contact Jennifer Meisner, King County Historic Preservation Officer, at (206) 477-0384 or jennifer.meisner@kingcounty.gov.