**HISTORIC ZONING COMMISSION**

**JOB DESCRPITION & EXPECTATIONS**

The Metro Historic Zoning Commission (MHZC) guides new development and alterations, and protects historic character and sites, through a design review process. The Commission meets on the 3rd Wednesday of each month, Sonny West Conference Center, 2pm usually for 3-5 hours. (The Chair makes an additional 1 hour commitment to meet with staff and legal prior to the meeting.) The meetings are televised and archived on YouTube. Attendance is important as if a quorum is not present (5 commissioners) for each meeting, there is the possibility that all applications on the agenda will automatically be approved as presented.

The Commission is made up of nine volunteers, often with experience or interest in the following areas:

* History
* Preservation
* Real estate and related businesses such as appraisals, inspections and banking
* Construction/ building sciences
* Architecture/design

Commissioners conduct monthly design review of preservation permit applications for historic overlays, and makes final decisions, using the design guidelines and with the assistance of staff reports and applicant/public comments.  Commissioners are provided with the applications and staff reports no later than the Friday before the meeting via a SharePoint stie. A typical work-load is between 20 and 30 applications a month.  Some commissioners report that they spend 2-4 hours preparing for the meeting while others report 6-7 hours. Preparation includes reviewing reports and plans, driving by the sites and attending walk-thru meetings that are typically scheduled for demolition requests.

In addition to preservation permits, the MHZC provides recommendations regarding historic overlays to Metro Council.

Initial training is provided for rules, procedures and the design guidelines. Following that, commissioners receive a minimum of 3-hours of continuing education a year, as required by the Rules of Order.