

The City of Cincinnati Law Department Office of Administrative Board has multiple voluntary Board member vacancies.

The Boards meet once per month on a regular hearing schedule. Typically the docket has one or two cases per month which can last approximately 2-3 hours depending on the complexity of the cases. Additionally, the Board members are provided case materials prior to the hearing in order to prepare for the hearing on their own time. Our current vacancies are listed below and depending on the type of appointment the terms are four to five year of service:

- The **Board of Building Appeals** conducts public hearings and decides appeals to written decisions, rulings, and orders issued by the Director of the Department of Buildings and Inspections.
- The **Board of Housing Appeals** conducts public hearings and decides appeals from notices of violation, decisions, or orders issued by the Department of Buildings and Inspections, Division of Property Maintenance and Code Enforcement, and the Community Reinvestment Area program.
- The **Historic Conservation Board** conducts public hearings and decides applications for certificates of appropriateness and zoning relief related to properties within local historic districts and properties that are designated as local landmarks. *The HCB meets twice per month with a higher volume docket.*
- The **Zoning Board of Appeals** conducts public hearings and decides appeals to decisions from the Zoning Hearing Examiner, the Historic Conservation Board, zoning orders and decisions issued by the Director of Buildings and Inspections, and certain decisions issued by the City Planning

Additional information about each Board is available on the [City's website](#) or by contacting Kasandra Maynes in the Law Department at 513-352-1559.

Anyone interested in serving as a Board Member is welcome to [complete an application online](#).