

City of Seguin
Historic Design Review Committee Bylaws

SECTION I. – PURPOSE

The City Council has determined that preservation of the Downtown Commercial Historic District is in the strategic best interest of the City of Seguin. The City Council has appointed this Committee to assist and advise it and downtown property owners on matters related to the historic and architectural preservation of the Downtown Commercial Historic District. The objectives of the Committee shall be:

1. To safeguard existing structures and exterior elements that represent our cultural heritage in the Downtown Commercial Historic District; and
2. To ensure that new construction is appropriate and contributes to the historical integrity of the Downtown Commercial Historic District; and
3. To prevent structures or additions to structures in the Downtown Commercial Historic District from being altered inappropriately or demolished without thoughtful consideration; and
4. To recognize that by stabilizing and improving property values in the Downtown Commercial Historic District, civic pride in the beauty and accomplishments of the past will be fostered, enhancing the City's historic assets that serve as attractions to tourists, visitors and residents.
5. Follow and execute the City's Historic Review Ordinance.

SECTION II. – MEMBERSHIP

- A. Appointment – The Mayor of the City of Seguin shall appoint five (5) persons to the Historic Review Committee. Appointees shall include at least two members who are business and/or property owners within the Downtown Commercial Historic District and one (1) shall be a design professional. A design professional is defined as someone having training or expertise in historic architecture, art, and/or the recommendation of materials and color selection for commercial property. All committee members shall have a known and demonstrated interest, competence or knowledge of historic preservation within the City.

- B. Ex-officio Members – Additionally, the Committee shall have three (3) *ex-officio*, non-voting members each of whom shall be entitled to notice of all meetings of the Committee and to fully participate in the discussion and consideration of all business coming before the Committee. The *ex-officio* members shall be the Building Official, the Planning Director, and the Historic Preservation Officer.
- C. Term – All members shall be appointed for three-year terms. A blind draw shall establish initial staggered terms with two (2) serving 1-year-terms, two (2) serving 2-year-terms, and one (1) serving a 3-year term. Members shall serve a maximum of two full terms.
- D. Attendance – Any member who shall be absent for more than two consecutive meetings during one calendar year shall automatically lose his or her membership.
- E. Vacancies – Should a member resign or fail to serve, notices will be given to the Mayor who shall appoint a new member to fill the unexpired term of the retired member.

SECTION III. – OFFICERS

- A. Election – The Chairman and Vice Chairman shall be elected by and from the members of the Committee and shall serve in their elected position for one year. *Elections shall be held at the first meeting of the calendar year.*
- B. Duties –
 - 1. Chairman – shall conduct meetings and call special meetings, and be the spokesperson for all Committee actions.
 - 2. Vice-Chairman – shall perform all duties of the Chairman in the absence of the Chairman.

SECTION IV. – MEETINGS

Regular meetings shall be held in the City Municipal Building Annex, 211 N. River Street, at 6:00 p.m. on the last Tuesday of each month, or at such other time or place as the Chairman may designate. Notice of all meetings shall be given in writing at least 72 hours prior to the meeting date. All meetings shall be held in conformance with the open meetings act.

SECTION V. – QUORUM

A quorum shall consist of three members, and no action shall be taken in the absence of a quorum.

SECTION VI. VOTING

The affirmative vote of the majority of the members present is necessary for the Committee to take action. Members with a personal interest in the matter submitted for vote may be disqualified by the majority of the members present.

SECTION VII. – AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Committee by a majority vote of the members present, provided notice of the proposed amendment was given to each member in writing at least 72 hours prior to the subject meeting, and the amendment must be subsequently approved by the City Council.

Approved by Council 11-7-06