

MEMORANDUM

To: Mayor Donna Dodgen and Seguin City Council
Steve Parker, Seguin City Manager

From: Kyle Kramm, Main Street & CVB Director

Through: Rick Cortes, Seguin Deputy City Manager

Subject: Minimum Maintenance Standards – Historic Districts and Landmarks

Date: **December 28, 2023**

Section 3.3.5.F defines the minimum maintenance standards for structures within the downtown historic district or designated as individual landmarks. This includes the following:

- Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
- Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or buckling.
- Deterioration or crumbling of exterior plaster finishes, surfaces or mortars.
- Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
- Rotting, holes, and other forms of material decay.
- Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
- Deterioration that has a detrimental effect upon the special character of the district as a whole or the unique attributes and character of the contributing structure.
- Deterioration of any exterior feature so as to create or permit the creation of any hazardous or unsafe conditions to life, health, or other property.

If a property is found to not be meeting the minimum maintenance requirements, the demolition by neglect process can begin with the property owner being notified and time to fix the property's maintenance neglect. Failure to secure the property, will lead to citations.

MAIN STREET & CVB

Staff tries to encourage property owners to take advantage of the variety of incentives that are offered to downtown properties to correct the neglect and have kept beginning the demolition by neglect process as a means of last resort.

The code allows the City of Seguin to address issues of health and safety, but does not allow us to address cosmetic concerns.

In addition to minimum maintenance standards and demolition by neglect which are within the Unified Development Code, the City's building official and fire marshal also report and work with property owners who are in violation of their respective codes.

One of the projects included in the downtown master plan is the creation of a vacant building registry which would require properties that are vacant for a set time pay a fee to be placed on the registry. The registry would also require additional criteria be met to ensure the structure's safety, including insurance requirements, a local property manager, and more. The Main Street Advisory Board was planning on working on the registry later in 2024.