

**It's real.**

**MEMORANDUM**

**To:** Mayor Don Keil and Seguin City Council  
Douglas G. Faseler, Seguin City Manager

**From:** Kyle Kramm, Main Street & CVB Director/HPO

**Through:** Rick Cortes, Seguin Assistant City Manager

**Subject:** Historic Preservation Ordinance

**Date:** January 29, 2019

The City of Seguin's Preservation Ordinance is incorporated within the Unified Development Code. After reviewing the ordinance with staff from the Texas Historical Commission, staff has initiated a revision of the ordinance. In addition to minor edits, the following changes are being proposed:

- Changing the name of the preservation commission from Historic Design Review Committee to Historic Preservation & Design Commission to reflect that the commission has been empowered to enforce the ordinance.
- Additions to the responsibilities of the Commission and Historic Preservation Officer.
- Definitions for historic preservation.
- Added additional criteria options for designation of local landmarks and districts.
- Amended the designation process to streamline the process.
- Allows the City to begin the process of designating local landmarks and districts.
- Defines when a Certificate of Appropriateness (application for altering a historic landmark or property within a district) is necessary.
- Defines Certificates of Appropriateness that can be administratively approved by the HPO.
- Declares the process for approving the demolition/relocation of a landmark.
- Sets minimum maintenance standards for properties designated as landmarks or within a historic district.
- Adds an economic hardship process.
- Allows for stop work orders to be issued when work is being done without a Certificate of Appropriateness or is not being done to what was approved.

Please find attached the existing ordinance and the revised ordinance. The Historic Design Review Committee has approved these changes at its October 2018 meeting and the Seguin Planning & Zoning Commission approved the amendments at its January 2019 meeting. Staff requests the City Council approval of the ordinance as presented.