

MEMORANDUM

To: City of Seguin Mayor and Council Members
Douglas Faseler, City Manager

From: Pamela Centeno, Director of Planning & Codes

Through: Rick Cortes, Assistant City Manager

Subject: Seguin Elks Lodge- Sidewalk & Landscaping Requirements

Date: August 15, 2019

The Seguin Elks Lodge, located at 1331 C.H. Matthies Jr Drive, began their remodel of the facility in late 2016. In November 2016 the contractor was notified that since the renovations were equal to or greater than 50% of the site's assessed value the site would need to be brought into compliance with the City's sidewalk and landscaping requirements. These are requirements adopted in the Unified Development Code (UDC).

The renovations to the building were completed and the City of Seguin issued a Temporary Certificate of Occupancy to allow the Grand Opening of the Seguin Elks Lodge in October 2018. A Temporary Certificate of Occupancy can be issued if a building is safe for occupancy and only incidental construction remains. The certificate was issued for 90 days to allow the completion of the sidewalks and landscaping. Per the requirements adopted in the UDC, a final Certificate of Occupancy is not to be issued if there are outstanding permit requirements. To date, the landscaping and sidewalks have not been constructed and the Seguin Elks Lodge is operating under an expired Temporary Certificate of Occupancy.