

SMITHVILLE HISTORIC PRESERVATION AND DESIGN STANDARD ADVISORY BOARD GUIDELINES AND PROCEDURES

Historic Preservation and Design Standard Advisory Committee

The Historic Preservation and Design Standard (HPDS) Advisory Committee is to be considered an Advisory Committee with recommendations to be made to the Mayor and City Council for approval. Members will be responsible to the City Council of the City of Smithville.

Limitations of Advisory Committee

- a. The HPDS shall have no authority to incur or create any debt in connection with city operations; nor shall the HPDS be empowered to enter into any contract, leases, or other legal obligations binding upon the City of Smithville; nor shall the HPDS have authority to hire personnel or direct city personnel in the execution of their duties.
- b. The HPDS may establish its own rules and regulations for its meetings and procedures, which are not inconsistent with the ordinances of the City of Smithville or the laws of the State of Texas, with final approval of the City Council. The recommendations of the Board may be submitted for consideration by the City Council by filing such recommendation with the City Secretary.

Advisory Committee Tasks and Responsibilities

- a. Provide guidance to the City Council when developers or property owners apply to meet the Smithville Certificate of Appropriateness;
- b. Assist the Texas Department of Transportation (TXDOT) through the EPIC program, ensuring that any contractors working in the historic districts are taking adequate precautions to protect our historic resources (similar requests to assist in similar functions with other projects/from other agencies will be considered in the future as necessary at request of Mayor and/or City Manager);
- c. Review existing design guidelines and examples showing what kinds of design features should be protected, encouraged, and discouraged; and
- d. Review applications to the "City Historical Marker" program.
- e. The Board, in its entirety, shall be entrusted with the responsibility to encourage, educate, and support historic preservation and community-preferred design standards.
- f. Each member is responsible to be involved with a subcommittee and report at each board meeting (subcommittees may include volunteers from the public who shall have no voting powers).
- g. Each member should keep current on relevant development and historic preservation/design standards issues that arise in the Smithville community as well as best practices more generally.

Members of the Board

- a. The Historic Preservation and Design Standard (HPDS) Advisory Committee shall be composed of nine (9) members to be appointed by the Mayor of the City of Smithville upon the election of the Mayor, with approval by the city council, City of Smithville.
- b. The nine (9) members will be representatives from the Smithville Heritage Society, the Richard D. Latham Cultural District, and the Chamber of Commerce, as well as six (6) at-large community

members. Organizational members will be selected by each organization with no residential requirements. Each at-large member must live OR own a business within city limits.

- c. Members of the HPDS shall serve without compensation.
- d. Members of the HPDS must disclose any potential conflict of interest prior to serving on the Committee and/or during any procedures that may benefit them during the course of HPDS activity.
- e. There will be no restrictions on number of times an individual can serve on board.
- f. Any resignation letters prior to end of term from Board members shall be submitted to the Chair of the HPDS who will then notify the Mayor.

Officers

- a. The Committee shall elect its officers from its membership.
- b. The Officers of the Committee shall be a Chairperson, Vice-Chairperson, and Secretary. The City Financial Director shall serve as Treasurer in an Ex-Officio position. Any funds collected will promptly be delivered to the Treasurer.
- c. The duties of the Officers shall be:
 - 1. The Chairperson shall conduct all meetings. The Chairperson may appoint special committees for the study and investigation of special problems and special committees will serve until completion of the work for which they are appointed.
 - 2. In the event of the Chairman's absence, the Vice-Chairman will serve in that capacity.
 - 3. The Secretary shall keep permanent records of all meetings and file them with the City Secretary at City Hall.

Procedural Guidelines

- a. The Board members shall set date and time of meetings and the Board may meet as often as necessary as long as the proper posting for meetings has been met (notice given to City Secretary for posting). It is necessary for a quorum be present to conduct business. Five (5) members will constitute a quorum. Any member absent from three (3) consecutive meetings shall be reported to the Mayor and that position will be filled for the duration of that member's term of office.
- b. Agendas for all meetings must be presented to the City Secretary or a designee for posting in accordance with the Open Meetings Act. Agendas must be posted 72 hours preceding their meetings.
- c. Any recommendation from the Board to the Council must be in writing to the City Secretary. The City Secretary must receive any agenda items by Wednesday noon prior to the regular Council meeting on the second Monday of each month.

These were passed and approved by Smithville City Council at the November 13, 2017 Council Meeting.



Brenda C. Page, City Secretary