

CITY OF HORSESHOE BAY

ORDINANCE NO. 2022-12

CREATING THE HISTORIC PRESERVATION ADVISORY COMMITTEE

AN ORDINANCE OF THE CITY OF HORSESHOE BAY, TEXAS AMENDING THE CODE OF ORDINANCES, CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.06 BOARDS, COMMISSIONS, AND COMMITTEES, CREATING THE HISTORIC PRESERVATION ADVISORY COMMITTEE, ADOPTING PROVISIONS REGARDING THE NAME OF THE COMMITTEE; DEFINING THE PURPOSE, RESPONSIBILITIES, MEMBERSHIP, QUALIFICATIONS, MEETINGS, CONDUCT/ATTENDANCE; AND PROVIDING FOR FINDINGS OF FACT; EFFECTIVE DATE; REPEALER; SEVERABILITY; AND PROPER NOTICE AND MEETING

WHEREAS, the City Council adopted ordinance 2019-36 on August 27, 2019 re-activating the Long-Range Planning Advisory Committee to advise the City Council on issues it considers appropriate regarding long range planning; and

WHEREAS, the City appointed members to the Committee who presented a preliminary report with recommendations at the January 12, 2021 City Council meeting, which included the recommendation to consider and further improve historic preservation activities in the City; and

WHEREAS, the City Council desires that a Historic Preservation Advisory Committee (“Committee”) be created in order to identify potential historic preservation goals and strategies for the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HORSESHOE BAY, TEXAS:

I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

II. HISTORIC PRESERVATION ADVISORY COMMITTEE

(a) Creation

A committee is hereby created and shall be known as the Historic Preservation Advisory Committee, and the Committee shall have such powers and authority as is prescribed by this ordinance and Charter (“**Exhibit A**”). The Committee shall act as an advisory committee to the City Council in the identification of potential historic preservation goals and strategies for the City of Horseshoe Bay. However, the Committee expressly does not have the power to make final decisions or the power to adopt rules or policies regarding public business.

(b) Purpose and Responsibilities

The purpose of this Committee is to identify any potential historic preservation goals and strategies. The Committee will develop a "Plan" document that will act as a recommended blueprint for the preservation of the historical artifacts, documents, or other historically relevant items related to the land, past

communities, and the past and present political entities in the City of Horseshoe Bay's boundaries. Information derived from various sources, such as the City's elected officials and staff, citizens, and other stakeholders, will help guide the development of a historic preservation plan that will proactively address the needs of the community.

Responsibilities: To meet as an advisory committee and work collaboratively with city officials, city staff, the community, and others in identifying potential historic preservation goals and strategies for the City of Horseshoe Bay. Additional responsibilities are included in the Committee Charter, attached as **Exhibit A**.

(c) Membership

Membership will be composed of five (5) voting Committee Members, including the Chair, who will be appointed by City Council. Members may assume the following roles:

- a. Chair and Coordinator: Responsibilities are to 1) manage and schedule all meetings of the Committee; 2) take minutes of the meetings and provide a copy of each to the City Secretary; 3) prepare an annual budget each year under the supervision of the City Manager; 4) report regularly to the City Council about Committee activities.
- b. Member and Archivist: Work with the City Staff Liaison to ensure all records and artifacts are preserved, stored, and accessible to interested researchers.
- c. Member and Liaison with Outside Groups: 1) coordinate with regional and state historical organizations to learn of available resources and best practices, and 2) write grant proposals and requests as needed.
- d. Member and Public Relations Expert: Work with the City Manager (Public Information Officer) to communicate and advertise to the Horseshoe Bay community and other interested entities the results of the work of the HPAC.
- e. Member and Advisor: Identify projects and activities needed to fulfill the purpose and goals of the HPAC.
- f. City Council Liaison: Act as a communication conduit between the HPAC and City Council to provide information, report on activities, and present requests. (Non-voting member)
- g. City Staff Liaison: Act as the main point of contact to the Committee Chair and Members. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee. (Non-voting member)

The Chair will be recognized as the City Historian. The Committee may have an unlimited number of non-voting, advisory participants. Chair and Members shall continue to serve until such time as they resign, are removed, or the Committee is dissolved. Members may be removed from office at any time by a simple majority vote of the City Council. To the greatest extent possible, members will be past graduates of a Citizens' Academy.

(d) Qualifications

Members should possess the following skills, knowledge, experience, and other attributes:

- The ability and willingness to work in a team environment;
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values;
- General communication and team facilitation skills;

- Must be open-minded and able to work collaboratively with others;
- Exhibit a positive and constructive attitude;
- Have a demonstrated interest in historic preservation;
- Must be a registered voter of the City of Horseshoe Bay and reside within the city limits;
- Shall have resided in the City not less than 12 months immediately preceding appointment;
- Shall not be in arrears in payment of any taxes or other liabilities due the City;
- Shall have an active application on file with the City Secretary
- Meet any additional requirements as directed by a majority vote of City Council as amended.

(e) Meetings

The meetings of the Committee shall be held on a regular basis, but not less than once every three months. Meetings may be called by the Chair, at the request of two or more Committee Members, or as deemed necessary by City Council. Members shall attend meetings as necessary to complete the assigned duties as specified by City Council. The Committee meetings shall be open to the public. A Member's position is automatically considered vacant if the Member is absent for: 1) three consecutive, regular meetings; or 2) four meetings (cumulative) during the preceding twelve-month period. Exceptions may be granted if the Member has first obtained a written leave of absence from the Chair or Council and absences are due to unusual circumstances beyond the Member's control.

(f) Conduct/Attendance

The Committee Members shall at all times seek to promote positive and respectful cooperation between the City and all citizens, homeowners' associations, institutions involved in historic preservation, and all related stakeholders. Members will act in a professional and confidential manner as representatives of the City. No member of the Committee may authorize, promise, or expend city funds or resources (including staff time).

Each Member has equal standing and shall actively participate in deliberations, reviews, and recommendations. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fair consideration.

Any Member who has, or may have, a conflict of interest related to any item being considered by the Committee must complete and submit a Conflict-of-Interest Affidavit to the City Secretary, whether such interest is direct, indirect, financial, or otherwise.

The Committee does not have the power to make final decisions or the power to adopt rules regarding public business. Committee Members may not direct City staff members to produce work or perform research. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee.

III. EFFECTIVE DATE

This Ordinance shall be and become effective immediately upon and after its passage and publication as may be required by governing law.

IV. REPEALER

All ordinances or parts of ordinances in force when the provisions of this Ordinance become effective which are inconsistent or in conflict with the terms and provisions contained in this Ordinance are hereby repealed only to the extent of such conflict.

V. SEVERABILITY

Should any part, sentence or phrase of this Ordinance be determined to be unlawful, void or unenforceable, the validity of the remaining portions of this Ordinance shall not be adversely affected. No portion of this Ordinance shall fail or become inoperative by reason of the invalidity of any other part. All provisions of this Ordinance are declared to be severable.

VI. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

ADOPTED AND APPROVED on this 19th day of April 2022 by a vote of the City Council of the City of Horseshoe Bay, Texas.

CITY OF HORSESHOE BAY, TEXAS

ATTEST:



Cynthia Cline Smith, Mayor


Kerri Craig, City Secretary





CITY OF HORSESHOE BAY



EXHIBIT A

Historic Preservation Advisory Committee (HPAC) Charter

Adopted by City Council April 19, 2022

Purpose

The purpose of the Historic Preservation Advisory Committee is to serve as an advisory body to the City Council by identifying potential historic preservation goals and strategies for the City. The Committee will develop a "Plan" document that will act as a recommended blueprint for the preservation of the historical artifacts, documents, or other historically relevant items related to the land, past communities, and the past and present political entities in the City of Horseshoe Bay's boundaries. Information derived from various sources, such as the City's elected officials, City staff, citizens, and other stakeholders, will help guide the development of a historic preservation Plan that will proactively address the needs, desires, and education of the community.

Responsibilities

- To act as an advisory committee to the City Council in identifying potential historic preservation goals and strategies for the City of Horseshoe Bay.
- To review the current situation of preserving, recording, and celebrating the history of Horseshoe Bay, and work with regional and state historical organizations to learn of available resources and best practices.
- To draft a Plan that will act as a recommended blueprint for the next five years (2022-2027) relating to historic preservation and coordinate the implementation of any actions approved by City Council,
 - The Plan shall be ready for presentation to City Council by November 15, 2022.
 - The Plan will be drafted after a thorough review of the 2021 Long Range Plan by all Committee Members.
 - A vote of the Committee indicating support of the Plan will be taken prior to the submission of the document to City Council for consideration. If unanimous consensus of support cannot be achieved, a majority vote will allow the Plan to move forward to Council; however, an explanation of any opposing views must be included in a cover letter to Council at the same time the Plan is scheduled for consideration.
 - City Council has the final word on the content of the Historic Preservation Plan. Council will act in one of the following manners: 1) vote to adopt the Plan as presented by the Committee without changes; 2) return the Plan to the Committee for revision with comments; or 3) modify and adopt.
- Locate, collect, document, and store known artifacts and/or documents that help define the history of Horseshoe Bay.
- Schedule regular "open forum" meetings, wherein the public is invited to participate and offer artifacts and/or documents pertinent to the history of Horseshoe Bay.
- To provide updates and reports to City Council on a regular basis regarding the Committee's activities, through the City Council Liaison for the Committee.
- Present a budget proposal (if needed) annually by May 1st to the City Council, with prior review by and under the supervision of the City Manager, for funds needed in the following fiscal year.

Qualifications of Applicants

Committee members shall meet (and continue to maintain for the duration of their service on the Committee) the following qualifications for appointment:

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must be interested in historic preservation;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Committee members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.
- Have a demonstrated interest in, or experience with, historic preservation.

Ultimately, City Council will be mindful of the personal and professional background of each current and potential member when making the final appointments, including any prior experience in historic preservation related fields. Formal education in related fields is not required, but some demonstrated experience or involvement in historic preservation projects or planning is preferred.

Membership

- Five (5) voting Committee Members, including the Chair, will be appointed by City Council.
- Members may assume the following roles:
 - Chair and Coordinator: Responsibilities are to 1) manage and schedule all meetings of the Committee; 2) take minutes of the meetings and provide a copy of each to the City Secretary; 3) prepare an annual budget each year under the supervision of the City Manager; 4) report regularly to the City Council about Committee activities.
 - Member and Archivist: Work with the City Staff Liaison to ensure all records and artifacts are preserved, stored, and accessible to interested researchers.
 - Member and Liaison with Outside Groups: 1) coordinate with regional and state historical organizations to learn of available resources and best practices, and 2) write grant proposals and requests as needed.
 - Member and Public Relations Expert: Work with the City Manager (Public Information Officer) to communicate and advertise to the Horseshoe Bay community and other interested entities the results of the work of the HPAC.
 - Member and Advisor: Identify projects and activities needed to fulfill the purpose and goals of the HPAC.
 - City Council Liaison: Act as a communication conduit between the HPAC and City Council to provide information, report on activities, and present requests. (Non-voting member)
 - City Staff Liaison: Act as the main point of contact to the Committee Chair and Members. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee. (Non-voting member)

- The Chair will be recognized as the City Historian.
- The Committee may have an unlimited number of non-voting, advisory participants.
- Chair and Members shall continue to serve until such time as they resign, are removed, or the Committee is dissolved. Members may be removed from office at any time by a simple majority vote of the City Council.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.

Meeting Schedule and Attendance

The meetings of the Committee shall be held on a regular basis, but not less than once every three months. Meetings may be called by the Chair, at the request of two or more Committee Members, or as deemed necessary by City Council. Members shall attend meetings as necessary to complete the assigned duties as specified by City Council. The Committee meetings shall be open to the public. A Member's position is automatically considered vacant if the Member is absent for: 1) three consecutive, regular meetings; or 2) four meetings (cumulative) during the preceding twelve-month period. Exceptions may be granted if the Member has first obtained a written leave of absence from the Chair or Council and absences are due to unusual circumstances beyond the Member's control.

Conduct of the Members

- The Committee Members shall at all times seek to promote positive and respectful cooperation between the City and all citizens, homeowners' associations, institutions involved in historic preservation, and all related stakeholders. Members will act in a professional and confidential manner as representatives of the City. No member of the Committee may authorize, promise, or expend city funds or resources (including staff time).
- Each Member has equal standing and shall actively participate in deliberations, reviews, and recommendations. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully. Members will treat citizens who attend the meetings with respect and fair consideration.
- Any Member who has, or may have, a conflict of interest related to any item being considered by the Committee must complete and submit a Conflict-of-Interest Affidavit to the City Secretary, whether such interest is direct, indirect, financial, or otherwise.
- The Committee does not have the power to make final decisions or the power to adopt rules regarding public business. Committee Members may not direct City staff members to produce work or perform research. All communications between Committee Members and the City must go through the City Staff Liaison assigned by City Council to the Committee.

City Council Liaison for the HPAC: Council Member Jerry Gray – jgray@horseshoe-bay-tx.gov

City Manager: Jeff Koska – jkoska@horseshoe-bay-tx.gov

City Staff Liaisons for the HPAC:

Bill Teeter – bteeter@horseshoe-bay-tx.gov
Beth Kuentz – bkuentz@horseshoe-bay-tx.gov