

- b. Membership Credentials. All Commission members shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the City of Castroville.
- c. Terms. Commission members shall serve for staggered terms of two (2) years ending on October 31. The City Council shall appoint the chairperson of the Commission. The vice-chairperson shall be elected annually by the Commission members.
- d. Ex Officio Members – In addition to seven (7) members appointed by the City Council, the Historic Preservation Officer, a liaison from the Planning and Zoning Commission, and a representative from the Building Inspection Department shall sit on the Commission as ex officio members. Liaisons from different segments of the community may also be appointed by the City Council to assist the Commission in its official duties. None of the ex officio members shall have voting power but shall assist the Commission in its various function.
- e. Powers and duties. The powers of the Commission shall include:
  1. Landmark Eligibility. To thoroughly familiarize itself with the structures, land, areas, and districts within the city that may be eligible for designation as historic landmarks.
  2. Survey and Inventory. Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the city.
  3. Preservation Plan. To create, examine and update the historic preservation plan and present any modifications to Planning and Zoning Commission for inclusion in the comprehensive plan of the city.
  4. Recommend Designations. Recommend the designation of resources as landmarks and historic districts.
  5. Certificates of Appropriateness. Approval or disapproval of applications for certificates of appropriateness and certificates of demolition pursuant to this act.
  6. Demolition by Neglect. To identify cases of demolition by neglect and initiate remedial actions.
  7. Maintain Minutes. Maintain written minutes that record all actions taken by the Committee and the reasons for taking such actions. These minutes shall be forwarded to the CLG Director each month at the Texas Historical Commission.
  8. Design Guidelines. Prepare specific design guidelines for the review of landmarks and districts.
  9. Incentive Programs. Propose preservation incentive program(s) for landmarks or districts.
  10. Recognize Contributions to Preservation. Confer recognition upon the owners of landmarks or within districts by means of certificates, plaques, or markers.
  11. Increase Public Awareness. Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education and training programs.
  12. Recommendations for Use of Funds. Make recommendations to the city government concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city.