



CITY OF NEW BRAUNFELS, TEXAS  
CITY COUNCIL MEETING



CITY HALL - COUNCIL CHAMBERS  
550 LANDA STREET

MONDAY, NOVEMBER 10, 2025 at 6:00 PM

Neal Linnartz, Mayor	Lawrence Spradley, Mayor Pro Tem (District 4)
Toni L. Carter, Councilmember (District 1)	Mary Ann Labowski, Councilmember (District 5)
Michael Capizzi, Councilmember (District 2)	April Ryan, Councilmember (District 6)
D. Lee Edwards, Councilmember (District 3)	Robert Camareno, City Manager

**OUR MISSION**

*The City of New Braunfels serves the community by planning for the future, responding to community needs, and preserving our natural beauty and unique heritage.*

**AGENDA -AMENDED 11-04-2025**

**CALL TO ORDER**

**CALL OF ROLL: CITY SECRETARY**

**REQUEST ALL PHONES AND OTHER DEVICES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL.**

**INVOCATION: MAYOR PRO TEM SPRADLEY**

**PLEDGE OF ALLEGIANCE & SALUTE TO THE TEXAS FLAG**

**PROCLAMATIONS:**

- A) Type 1 Diabetes Awareness Month [25-1228](#)
- B) National Hunger & Homelessness Awareness Week [25-1269](#)
- C) Geography Awareness Week / GIS Day [25-1158](#)

**CITIZENS COMMUNICATIONS**

This time is for citizens to address the City Council on issues and items of concerns not on this agenda. There will be no City Council action at this time. In the interest of protecting the City's network and data, the City is not accepting flash drives or electronic files for use during Citizens Communications. Please use hard copies, the overhead projector or access the City's online digital form to upload electronic files you would like the Mayor and Council to view. The digital form would need to be uploaded two (2) hours prior to the City Council meeting. A link to this form can be accessed on the City Secretary's website. Individuals desiring to speak at citizen's communications should line up behind the podium and be ready to speak.

**1. CONSENT AGENDA**

All items listed below are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business. Citizens must be present to pull an item.

*Action Items*

- A) Approval of the October 27, 2025 city council regular and [25-1392](#) executive session meeting minutes.  
Gayle Wilkinson, City Secretary
- B) Approval of the appointment of Christopher Willis for the [25-1292](#) Heritage Commission (a Spring Board) for an unexpired city resident seat with a term ending 05-31-2028.  
Gayle Wilkinson, City Secretary
- C) Approval of the purchase of vehicles from Bluebonnet [25-1225](#) Motors Ford and Lake Country Chevrolet for various City Departments, and approval to declare the replaced units as surplus.  
Shane Knudson, Fleet Manager
- D) Approval of purchases of a chassis and the remounting [25-1347](#) of the EMS body with Frazer, for the Fire Department and approval to declare replaced unit as surplus.  
Shane Knudson, Fleet Manager
- E) Approval of an expenditure of up to \$90,000 for the [25-1363](#) acquisition of the necessary right-of-way for the Oak Run Intersection Improvements Project and authorization for the City Manager to execute all necessary conveyance documents.  
Matthew Eckmann, Assistant Director of Public Works
- F) Approval to authorize the City Manager to execute a [25-1390](#) Memorandum of Understanding Agreement with the Brownsville Independent School District in accordance with TX Government Code 791 for the sale of City surplus vehicles to the Brownsville ISD. And, to declare the vehicles being sold as surplus.  
Osbaldo Flores, Chief of Police
- G) Approval of an Interlocal Agreement between the City of [25-1364](#) New Braunfels and Comal County for the installation of special tree lighting system in downtown.

Jeff Jewell, Economic and Community Development Director  
Mandi Scott, Economic and Community Development Manager

*Resolutions*

- H) Approval of a resolution recommended by the New [25-1335](#) Braunfels Economic Development Corporation (NBEDC) approving an expenditure, of up to \$250,000, to the SPARK Small Business Center to assist with the operation of an economic development program, pursuant to Section 505.102 of the Texas Local Government Code.

Jeff Jewell, Economic and Community Development Director

*Ordinances*

*(In accordance with Section 3.10 of the City Charter, a descriptive caption of each ordinance shall be read on two separate days.)*

- I) Approval of the first reading of an ordinance, in [25-1282](#) accordance with adopted agreements with the property owner, to annex for limited purposes Lots 1R, 2R, and 3, Block 81, Mayfair - Parcel EA-3 Subdivision, consisting of approximately 8.7 acres.

Christopher J. Looney, AICP, Planning Director

- J) Approval of the first reading of an ordinance amending [25-1394](#) Chapter 14, Section 14-27, International Building Code, and Sec. 14-29-International Residential Code of the City of New Braunfels Code of Ordinances, pertaining to fence regulations.

Latifat Olufemi, Building Official

- K) Approval of the second and final reading of an ordinance [25-1303](#) designating a geographic area within the City of New Braunfels as a reinvestment zone for tax increment financing purposes pursuant to Chapter 311 of the Texas Tax Code to be known as Tax Increment Reinvestment Zone Number Four - Zipp Park ("TIRZ 4: Zipp Park"), City of New Braunfels, describing the property parcels included in the zone, containing findings and provisions related to the creation of the zone, providing a termination date, providing the zone take effect immediately upon passage of the ordinance, providing a severability clause, providing for publication, and

declaring an effective date.

Jeff Jewell, Economic and Community Development Director

- L) Approval of the second and final reading of an ordinance [25-1395](#) regarding a proposed rezoning requested by James Ingalls of INK Civil, on behalf of Audrey Raley of HAW Properties 1863, LLC, of approximately 0.75 of an acre out of the L. Salinas Survey No. 458 Abstract No. 531, from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District), currently addressed as 160 FM 1863

Christopher J. Looney, AICP, Planning Director

**Applicant:** James Ingalls, P.E.

**Owner:** HAW Properties 1863, LLC (Audrey Raley)

- M) Approval of the second and final reading of an ordinance [25-1346](#) requested by Beverly Davidek, on behalf of Richard L. and JoAnn Rothfelder, to rezone approximately 0.4 of an acre out of the John Thompson Survey No. 21, Abstract 608, from R-3 (Multifamily District) to R-3 SUP (Multifamily District with a Special Use Permit to allow a Short Term Rental), currently addressed at 1731 Kuehler Avenue.

Matthew Simmont, AICP Planning Manager

**Applicant:** Beverly Davidek

**Owner:** JoAnn and Richard Rothfelder

## 2. INDIVIDUAL ITEMS FOR CONSIDERATION

Individuals desiring to speak to any individual item should line up behind the podium and be ready to speak when public comment is recognized.

- A) Public hearing and first reading of an ordinance to [25-1355](#) amend the City's Code of Ordinances: Chapter 144-5.3, regarding fences.

Christopher J. Looney, AICP, Planning Director

- B) Discuss and consider a resolution to cast 495 votes [25-1378](#) toward the election of a member of the Comal Appraisal District Board of Directors.

Gayle Wilkinson, City Secretary

- C) Discuss and consider a resolution to cast 53 votes [25-1379](#) toward the election of a member/members of the Guadalupe Appraisal District Board of Directors.

Gayle Wilkinson, City Secretary

**3. EXECUTIVE SESSION**

In accordance with the Open Meetings Act, Texas Government Code, Ch. 551.071, the City Council may convene in a closed session to discuss any of the items listed on this agenda. Any final action or vote on any executive session item will be taken in open session.

- A) Deliberate the appointment, evaluation, duties, discipline, [25-1343](#) or removal of the City Attorney in accordance with Section 551.074 of the Texas Government Code.

**4. IF NECESSARY, RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.**

**ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

---

Gayle Wilkinson, City Secretary

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# City Council Agenda Item Report

550 Landa Street  
New Braunfels, TX

**11/10/2025**

Agenda Item No. A)

---

---



# Proclamation

THE STATE OF TEXAS           §  
COUNTY OF COMAL           §  
CITY OF NEW BRAUNFELS      §

**WHEREAS**, Type 1 Diabetes is an autoimmune disease in which the pancreas produces little to no insulin, requiring individuals to manage their health through insulin therapy, monitoring of blood glucose levels, diet, and lifestyle; and

**WHEREAS**, while Type 1 Diabetes affects people of all ages, races, and genders, children and adolescents represent a significant portion of those diagnosed; and

**WHEREAS**, the impact of Type 1 Diabetes includes medical complications, emotional stress, financial burden for families, and risks of acute and long-term health effects if not managed properly; and

**WHEREAS**, awareness, education, access to care, and support services are vital for prevention of complications and for improving quality of life for those living with Type 1 Diabetes; and

**WHEREAS**, scientific research continues to seek better treatments and ultimately a cure, but progress depends upon community support, funding, advocacy, and public understanding; and

**WHEREAS**, the people of New Braunfels, Texas, wish to recognize the challenges faced by Type 1 Diabetes patients, their caregivers, and the organizations working toward better outcomes, and to show solidarity in supporting awareness, research, and resources.

**NOW THEREFORE**, be it resolved, that I, Neal Linnartz, Mayor of the City of New Braunfels, Texas, hereby proclaim November 2025, as

**"TYPE 1 DIABETES AWARENESS MONTH"**

in New Braunfels and encourage all residents to learn more about Type 1 Diabetes, support those affected, and contribute to the ongoing efforts to find a cure and improve the lives of individuals and families living with this condition.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of New Braunfels to be affixed this the 10<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEAL LINNARTZ, Mayor**



# City Council Agenda Item Report

550 Landa Street  
New Braunfels, TX

**11/10/2025**

Agenda Item No. B)

---

---



# Proclamation

THE STATE OF TEXAS §  
COUNTY OF COMAL §  
CITY OF NEW BRAUNFELS §

**WHEREAS**, for over 26 years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness Week; and

**WHEREAS**, the National Hunger and Homelessness Awareness Week is observed annually during the week preceding Thanksgiving to bring attention to the plight of individuals and families experiencing hunger and homelessness in our community; and

**WHEREAS**, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of housing options in New Braunfels that are affordable for very low income residents; and to encourage support for non-profit agencies and other community resources that provide guidance and support for youth, families, and adults who experience hunger or housing insecurity; and

**WHEREAS**, in our community, over 7,000 people per month are provided food assistance and over 6 million pounds of food are distributed to hungry individuals and families in our community annually; and

**WHEREAS**, a minimum of 700 will face the devastating challenges of homelessness in our community this year, including lack of access to stable housing, healthcare, basic needs, and essential services, which profoundly impacts their health, wellbeing, life trajectory, and opportunities for a brighter future; and

**WHEREAS**, the number of those facing homelessness in our community has doubled in the last 4 years and continues to grow; and

**WHEREAS**, addressing hunger and homelessness aligns with the City of New Braunfels' commitment to upholding human dignity, promoting affordable housing initiatives, and ensuring access to essential resources for all citizens; and

**WHEREAS**, National Hunger and Homelessness Awareness Week serves as a call to action for our community to raise awareness, advocate for policies that prevent and reduce hunger and homelessness, and support programs that aid those in need.

**NOW THEREFORE**, be it resolved, that I, Neal Linnartz, Mayor of the City of New Braunfels, Texas, hereby proclaim November 16-22, 2025, as

**"National Hunger and Homelessness Awareness Week"**

in New Braunfels, and I encourage all residents, businesses, and organizations to recognize the challenges faced by individuals experiencing hunger and homelessness, to support efforts to end food insecurity and homelessness, and to create a future where everyone has access to safe, stable, and affordable housing.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of New Braunfels to be affixed this the 10<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

**NEAL LINNARTZ, Mayor**



# City Council Agenda Item Report

550 Landa Street  
New Braunfels, TX

**11/10/2025**

Agenda Item No. C)

---

---



# Proclamation

THE STATE OF TEXAS           §  
COUNTY OF COMAL           §  
CITY OF NEW BRAUNFELS      §

**WHEREAS**, the City of New Braunfels recognizes that an understanding, use and application of geospatial technology is crucial to operating our infrastructure, sustaining our natural resources, and stimulating economic growth, thus, benefitting the welfare of the general public throughout New Braunfels; and

**WHEREAS**, geographic information systems (GIS) technology allows us to see and model complex relationships and patterns to more intelligently respond; and

**WHEREAS**, there is a need to promote GIS awareness, education and technical training to use this rapidly developing technology to its full potential; and

**WHEREAS**, the City of New Braunfels acknowledges those that have chosen GIS as their profession or as part of their discipline to improve the lives of our citizens; and

**WHEREAS**, to recognize and support the efforts of nonprofits who work on activities to improve conservation, human services, and various humanitarian efforts to better our world; and

**WHEREAS**, having a day of GIS activities open to students, citizens, and government leaders will help promote STEM education and inspire others to a higher calling to use technology for good; and

**WHEREAS**, the City of New Braunfels is committed to utilizing GIS to inform decision making and better serve its residents and make useful geographic information open and easily available to the public, as a platform for innovation.

**NOW THEREFORE**, be it resolved, that I, Neal Linnartz, Mayor of the City of New Braunfels, Texas, do hereby proclaim November 17<sup>th</sup> – 21<sup>st</sup>, 2025, as

**“Geography Awareness Week”**

in New Braunfels, and on November 19, 2025, celebrate

**“GIS Day”**

in New Braunfels.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of New Braunfels to be affixed this the 10<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

**NEAL LINNARTZ, Mayor**



# City Council Agenda Item Report

550 Landa Street  
New Braunfels, TX

11/10/2025

Agenda Item No. A)

---

---

**PRESENTER:**

Gayle Wilkinson, City Secretary

**SUBJECT:**

Approval of the October 27, 2025 city council regular and executive session meeting minutes.

**DRAFT - MINUTES  
OF THE NEW BRAUNFELS CITY COUNCIL  
REGULAR MEETING OF MONDAY, OCTOBER 27, 2025**

**OUR MISSION**

*The City of New Braunfels serves the community by planning for the future,  
responding to community needs, and preserving our natural beauty and  
unique heritage.*

**AGENDA**

**CALL TO ORDER**

Mayor Linnartz called the meeting to order at 6:00 p.m.

**CALL OF ROLL: CITY SECRETARY**

Edwards

**Present:** 7 - Mayor Neal Linnartz, Councilmember Toni Carter, Councilmember Michael Capizzi, Councilmember D. Lee Edwards, Mayor Pro Tem Lawrence Spradley, Councilmember Mary Ann Labowski, and Councilmember April Ryan

**REQUEST ALL PHONES AND OTHER DEVICES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL.**

**INVOCATION: COUNCILMEMBER EDWARDS**

Councilmember Edwards provided the invocation.

**PLEDGE OF ALLEGIANCE & SALUTE TO THE TEXAS FLAG**

Mayor Linnartz led the Pledge of Allegiance and the Salute to the Texas flag.

**PROCLAMATIONS:**

A) Wurstfest

Mayor Linnartz read the aforementioned proclamation.

Members of Wurstfest accepted the proclamation and addressed council.

B) National Chiropractic Health Month

Mayor Linnartz read the aforementioned proclamation.

Representatives from the National Chiropractic Health Month accepted the proclamation.

C) Flocktober

**Mayor Linnartz read the aforementioned proclamation.**

**Representatives from the Pink Warrior Advocates accepted the proclamation and addressed council.**

### **CITIZENS COMMUNICATIONS**

This time is for citizens to address the City Council on issues and items of concerns not on this agenda. There will be no City Council action at this time. In the interest of protecting the City's network and data, the City is not accepting flash drives or electronic files for use during Citizens Communications. Please use hard copies, the overhead projector or access the City's online digital form to upload electronic files you would like the Mayor and Council to view. The digital form would need to be uploaded two (2) hours prior to the City Council meeting. A link to this form can be accessed on the City Secretary's website. Individuals desiring to speak at citizen's communications should line up behind the podium and be ready to speak.

**The following individuals spoke at this time: George Wilbarger Beken, Jim Holster, and Ryan Klaftenegger.**

#### **1. CONSENT AGENDA**

All items listed below are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the consent agenda and considered as part of the normal order of business. Citizens must be present to pull an item.

#### *Action Items*

- A) Approval of the October 13, 2025 city council regular and executive session meeting minutes and the October 20, 2025 city council special meeting minutes.
- B) Approval of annual routine recurring expenditures for FY 2026 in accordance with City Charter Section 9.17.
- C) Approval of annual routine recurring expenditures with Siddons Martin Fire Apparatus for FY 2025 close-out in accordance with City Charter Section 9.17.
- D) Approval of a recommendation by the New Braunfels Economic Development Corporation (NBEDC) approving an administrative support and professional services contract, not to exceed \$455,386,

with the City of New Braunfels for FY 2026.

- E) Approval of a contract modification with Pape Dawson Engineers Inc. for the completion of a schematic design and roadway summary for Conrads Lane from FM 1102 to the Union Pacific Railroad tracks.
- F) Approval to amend the number of Park & Recreation full-time equivalent (FTE's) as adopted in the FY 2026 Budget from 157.0 to 157.75 by changing the classification of the Zipp Family Sports Park Maintenance Workers (3 positions) from part-time regular to full-time.
- G) Approval of the City of New Braunfels Transit Asset Management Plan.
- H) Approval of the acceptance of a 0.11-acre tract of land described as Lot 904, Block 26, Town Creek Subdivision Phase 3 PDD, from the Town Creek Texas Property Owners Association.

#### *Resolutions*

- I) Approval of a resolution and ratification for submission of a grant application to the Alamo Area Council of Governments' FY 2026 & FY 2027 Regional Solid Waste Management Grants Program, and authorization for the City Manager to accept funds and to execute all contract documents associated with the grant, if awarded.
- J) Approval of a resolution adopting the Investment Policy for the City of New Braunfels including the Authorized Broker/Dealer list.
- K) Approval of a resolution recommended by the New Braunfels Economic Development Corporation to approve an economic development agreement with Worth & Associates, for the transfer of electrical infrastructure equipment, pursuant to Section 505.155 of the Texas Local Government Code.

#### *Ordinances*

*(In accordance with Section 3.10 of the City Charter, a descriptive caption of each ordinance shall be read on two separate days.)*

- L) Approval of the second and final reading of an ordinance, in accordance with adopted agreements with the property owner, to annex for limited purposes Lot 1, Block 115, Mayfair - Parcel E-15 Subdivision, consisting of 19.99 acres
- M) Approval of the second and final reading of an ordinance designating a

geographic area within the City of New Braunfels as a reinvestment zone for tax increment financing purposes pursuant to Chapter 311 of the Texas Tax Code to be known as Tax Increment Reinvestment Zone Number Five - West End ("TIRZ 5: West End"), City of New Braunfels, describing the property parcels included in the zone, containing findings and provisions related to the creation of the zone, providing a termination date, providing the zone take effect immediately upon passage of the ordinance, providing a severability clause, providing for publication, and declaring an effective date.

### **Approval of the Consent Agenda**

**Mayor Linnartz read into record the aforementioned resolutions and ordinances on the consent agenda.**

**Councilmember Edwards made a motion to approve the consent agenda. Councilmember Labowski seconded the motion which passed unanimously.**

## **2. INDIVIDUAL ITEMS FOR CONSIDERATION**

Individuals desiring to speak to any individual item should line up behind the podium and be ready to speak when public comment is recognized.

- A) Public hearing, discussion, and possible action approving the first reading of an ordinance designating a geographic area within the City of New Braunfels as a reinvestment zone for tax increment financing purposes pursuant to Chapter 311 of the Texas Tax Code to be known as Tax Increment Reinvestment Zone Number Four - Zipp Park ("TIRZ 4: Zipp Park"), City of New Braunfels, describing the property parcels included in the zone, containing findings and provisions related to the creation of the zone, providing a termination date, providing the zone take effect immediately upon passage of the ordinance, providing a severability clause, providing for publication, and declaring an effective date.

**Mayor Linnartz read the aforementioned item.**

**Jordan Matney presented this item providing a PowerPoint and addressed questions.**

**The following individual spoke at this time: Sarah Teal**

**Councilmember Edwards moved to approve this item. Councilmember Capizzi seconded the motion which passed unanimously.**

B) Public hearing and first reading of an ordinance requested by Beverly Davidek, on behalf of Richard L. and JoAnn Rothfelder, to rezone approximately 0.4 of an acre out of the John Thompson Survey No. 21, Abstract 608, from R-3 (Multifamily District) to R-3 SUP (Multifamily District with a Special Use Permit to allow a Short Term Rental), currently addressed at 1731 Kuehler Avenue

**Mayor Linnarz read the aforementioned item.**

**Matthew Simmont presented this item providing a PowerPoint and addressed questions. Applicant, Beverly Davidek, also spoke providing additional information concerning the property.**

**Councilmember Edwards moved to approve this item. Councilmember Labowski seconded the motion which passed unanimously.**

C) Public hearing and first reading of an ordinance regarding a proposed rezoning requested by James Ingalls of INK Civil, on behalf of Audrey Raley of HAW Properties 1863, LLC, of approximately 0.75 of an acre out of the L. Salinas Survey No. 458 Abstract No. 531, from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District), currently addressed as 160 FM 1863

**Mayor Linnartz read the aforementioned item.**

**Chris Looney presented this item providing a PowerPoint and addressed questions. James Ingalls added additional information about this project.**

**Councilmember Ryan moved to approve this item. Councilmember Labowski seconded the motion which passed unanimously.**

### **3. EXECUTIVE SESSION**

In accordance with the Open Meetings Act, Texas Government Code, Ch. 551.071, the City Council may convene in a closed session to discuss any of the items listed on this agenda. Any final action or vote on any executive session item will be taken in open session.

A) Deliberate the appointment, evaluation, duties, discipline, or removal of the Municipal Court Judge and the City Attorney in accordance with Section 551.074 of the Texas Government Code.

4. IF NECESSARY, RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

The aforementioned items took place in executive session at 5:00 p.m.

ADJOURNMENT

Mayor Linnartz adjourned the meeting at 6:49 p.m.

**DRAFT - MINUTES  
OF THE NEW BRAUNFELS CITY COUNCIL - EXECUTIVE SESSION  
REGULAR MEETING OF MONDAY, OCTOBER 27, 2025**

**OUR MISSION**

*The City of New Braunfels serves the community by planning for the future,  
responding to community needs, and preserving our natural beauty and  
unique heritage.*

**AGENDA**

**CALL TO ORDER**

Mayor Linnartz called the meeting to order at 5:00 p.m.

**CALL OF ROLL: CITY SECRETARY**

**Councilmember Carter arrived after executive session convened.**

**Present** 7 - Councilmember D. Lee Edwards, Mayor Pro Tem Lawrence Spradley, Councilmember April Ryan, Councilmember Michael Capizzi, Mayor Neal Linnartz, Councilmember Toni Carter, and Councilmember Mary Ann Labowski

**1. EXECUTIVE SESSIONS**

In accordance with the Open Meetings Act, Texas Government Code, Ch. 551.071, the City Council may convene in a closed session to discuss any of the items listed below. Any final action or vote on any executive session item will be taken in open session.

A) Deliberate the appointment, evaluation, duties, discipline, or removal of the Municipal Court Judge and the City Attorney in accordance with Section 551.074 of the Texas Government Code.

**Mayor Linnartz read the aforementioned executive session items and adjourned into closed session at 5:02 p.m.**

2. **IF NECESSARY, RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.**

Mayor Linnartz reconvened into open session at 5:50 p.m.

Councilmember Carter made a motion stating - Mayor, I would like to make a motion and a vote of confidence in favor of our Municipal Court Judge, Rose Zamora, by approving a 3% salary increase, bringing her annual salary to \$162,207 and reappointing her for a two-year term beginning October 1, 2025. Councilmember Capizzi seconded the motion which passed unanimously.

**ADJOURNMENT**

Mayor Linnartz adjourned the meeting at 5:59 p.m.

By: \_\_\_\_\_  
NEAL LINNARTZ, MAYOR

Attest:

\_\_\_\_\_  
GAYLE WILKINSON, CITY SECRETARY

11/10/2025

Agenda Item No. B)

---

**PRESENTER:**

Gayle Wilkinson, City Secretary

**SUBJECT:**

Approval of the appointment of Christopher Willis for the Heritage Commission (a Spring Board) for an unexpired city resident seat with a term ending 05-31-2028.

**DEPARTMENT:** City Secretary

**COUNCIL DISTRICTS IMPACTED:** All

**BACKGROUND INFORMATION:**

The Heritage Commission acts in an advisory capacity on matters relating to heritage and historic preservation activities, events and projects that will benefit the citizens of the City and advises the City Council on uses of funding available from private and/or public sources that will benefit any local heritage activity, project, or organization and annual HOT funding.

The Commission shall be composed of seven citizens of the city who are interested in historic preservation and heritage activities, which shall not include any current paid employees or board members of any organization that requests funding from the New Braunfels Heritage Commission. Each member will serve a three-year term.

The City Secretary's Office received applications through September 31<sup>st</sup> and the City Council Ad Hoc committee is recommending Chrisopher Willis for the unexpired seat with a term ending 05-31-2028.

**ISSUE:**

Appointments made to the Heritage Commission need City Council approval.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of one individual to the Heritage Commission for an unexpired term ending 05-31-

---

---

---

2028.

**11/10/2025**

Agenda Item No. C)

**PRESENTER:**

Shane Knudson, Fleet Manager

**SUBJECT:**

Approval of the purchase of vehicles from Bluebonnet Motors Ford and Lake Country Chevrolet for various City Departments, and approval to declare the replaced units as surplus.

**DEPARTMENT:** Fleet Services

**COUNCIL DISTRICTS IMPACTED:** City-wide

**BACKGROUND INFORMATION:**

Staff is requesting approval for the purchase of vehicles for various City Departments. These vehicles are a combination of replacement vehicles for those that are being retired from service, and new vehicles to support new staff positions or new capital requests approved in the FY 2026 Budget. Any replacement vehicles have either met or exceeded their useful life as determined by our fleet services division.

The City will utilize multiple vendors: Bluebonnet Motors Ford with a City contract and Lake Country Chevrolet through a TIPS cooperative agreement, all of which have been competitively vetted. The schedule below will provide details for each purchase.

Department	Disposition	Vendor	Qty	Extended Price
<b>Police - Patrol</b> 2024 Chevrolet Silverado Crew Cab 4x4 PPV	Replaces Units: 1902, 1909, 1910, 1913	Lake Country Chevrolet TIPS Cooperative	4	\$55,201.00 each \$220,804.00
<b>TCI</b> 2026 Ford F150 Super Cab 4x4	New Assets General Fund	Bluebonnet Motors Ford <i>City Contract</i>	1	\$42,116.00
<b>Public Works - Solid Waste</b> 2026 Ford Escape Active	Replaces Unit: 54105	Bluebonnet Motors Ford <i>City Contract</i>	1	\$28,175.00
<b>Total</b>			6	\$291,095.00

Additional vehicles were approved in the FY 2026 Budget that will be brought to the City Council for approval as quotes are obtained through manufacturer order schedules or cooperative opportunities, as stock is available from dealers.

In addition, staff recommends declaring the replaced vehicles surplus, which allows for the future sale or donation of the asset.

---

---

**ISSUE:**

Staff is requesting new and replacement vehicles to maintain the fiscal stability of city operations.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

The costs for vehicles described above are incorporated into the FY 2026 General Fund Adopted Budget for the appropriate departments. Therefore, sufficient funds are available to purchase the vehicles.

**RECOMMENDATION:**

Staff Recommends approval of purchases of vehicles with Bluebonnet Motors Ford and Lake Country Chevrolet for various City Departments and approval to declare replaced units as surplus.

**11/10/2025**

Agenda Item No. D)

**PRESENTER:**

Shane Knudson, Fleet Manager

**SUBJECT:**

Approval of purchases of a chassis and the remounting of the EMS body with Frazer, for the Fire Department and approval to declare replaced unit as surplus.

**DEPARTMENT:** Fleet Services

**COUNCIL DISTRICTS IMPACTED:** City-wide

**BACKGROUND INFORMATION:**

Staff is requesting approval for purchase of a chassis and the remounting of the EMS body. This vehicle is a replacement vehicle that is approved in the FY 2026 Budget. The EMS body on this replacement vehicle will be remounted on the new chassis. The replacement vehicle has met its useful life as determined by our fleet services division and the Fire Department.

The city will utilize Frazer as the vender with a HGAC-RMT contract which has been competitively vetted. The schedule below will provide detail to the purchase.

Department	Disposition	Vendor	Qty	Extended Price
Fire Department 2026 Ford F450 single cab	Replaces Unit: 20402	Frazer Contract	1	\$75,350.00
Fire Department Remounting of EMS Body	N/A	Frazer Contract	1	\$168,550.00
<b>TOTAL</b>				<b>\$243,900.00</b>

In addition, staff recommends declaring the replaced chassis surplus which allows for the future sale or donation of the asset.

**ISSUE:**

Staff are requesting the replacement of asset 20402 to maintain fiscal stability of city operations.

**STRATEGIC PLAN REFERENCE:**

- Economic Mobility
- Enhanced Connectivity
- Community Identity
- Organizational Excellence
- Community Well-Being
- N/A

**FISCAL IMPACT:**

The cost for the vehicle described above is incorporated into the FY 2026 Adopted Budget within the Fire

---

Department's General Fund allocation. Therefore, sufficient funds are available to purchase the vehicle.

**RECOMMENDATION:**

Staff recommends approval of purchases of a chassis and the remounting of the EMS body for the Fire Department and approval to declare the replaced unit as surplus.

11/10/2025

Agenda Item No. E)

---

**PRESENTER:**

Matthew Eckmann, Assistant Director of Public Works

**SUBJECT:**

Approval of an expenditure of up to \$90,000 for the acquisition of the necessary right-of-way for the Oak Run Intersection Improvements Project and authorization for the City Manager to execute all necessary conveyance documents.

**DEPARTMENT:** Public Works

**COUNCIL DISTRICTS IMPACTED:** All

**BACKGROUND INFORMATION:**

Improvements to the intersection of Oak Run Parkway at State Highway 46 are required under the development agreement between Veramendi and the City. The construction of the improvements is being performed directly by Veramendi; however, the right-of-way is being acquired by the City utilizing collected Traffic Impact Fees from the development. The project will improve traffic signals, turning lanes, and pedestrian facilities at this intersection.

**ISSUE:**

In order to accomplish this project, it is necessary to acquire right-of-way from two affected properties.

The expenditure shall be utilized for the purchase of right-of-way, and any damages for improvements (fencing, landscaping, etc) that will be affected by the acquisition.

**STRATEGIC PLAN REFERENCE:**

- Economic Mobility  Enhanced Connectivity  Community Identity
- Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

Funding for the acquisition of right-of-way will be provided by Traffic Impact Fees that have been collected from the Veramendi development, therefore sufficient funding is available.

**RECOMMENDATION:**

Staff recommends approval of the expenditure and authorization for the City Manager to execute all necessary conveyance documents.

11/10/2025

Agenda Item No. F)

---

**PRESENTER:**

Osbaldo Flores, Chief of Police

**SUBJECT:**

Approval to authorize the City Manager to execute a Memorandum of Understanding Agreement with the Brownsville Independent School District in accordance with TX Government Code 791 for the sale of City surplus vehicles to the Brownsville ISD. And, to declare the vehicles being sold as surplus.

**DEPARTMENT:** Police

**COUNCIL DISTRICTS IMPACTED:** Citywide

**BACKGROUND INFORMATION:**

This item requests approval for the City Manager to enter into a Memorandum of Understanding (MOU) purchasing agreement with the Brownsville Independent School District, in accordance with Texas Government Code Chapter 791 which allows a city to enter into an agreement with another local government entity for the purchase goods one from the another. This MOU will allow the Brownsville ISD to purchase from the City nine (9) surplus police department vehicles. These nine surplus vehicles are 2018 and older models, (6 Ford Explorers, 2 F150s and 1 Ford Taurus). Staff is requesting that these vehicles be declared as surplus and sold at a reasonable market cost. The total purchase price for the 9 surplus vehicles is \$58,500.00.

**ISSUE:**

The current MOU must have council approval.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility Enhanced Connectivity Community Identity  
Organizational Excellence Community Well-Being N/A

**FISCAL IMPACT:**

The proceeds from this sale will be deposited into the City's General Fund.

**RECOMMENDATION:**

Staff recommends approval to authorize the City Manager to execute a Memorandum of Understanding Purchasing Agreement with the Brownsville Independent School District for the purchase of nine (9) surplus vehicles and to declare such vehicles as surplus.

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
BROWNSVILLE INDEPENDENT SCHOOL DISTRICT  
AND  
CITY OF NEW BRAUNFELS**

**I. PURPOSE**

This Memorandum of Understanding (MOU) is entered into by and between the Brownsville Independent School District ("School District") and the City of New Braunfels ("New Braunfels PD") to establish the terms and conditions under which the Brownsville Independent School District will purchase police vehicles from the City of New Braunfels for the Brownsville Independent School District's Police & Security Services Department ("BISD Police PD").

**II. PARTIES**

- **School District:** Brownsville Independent School District  
1900 E. Price Rd.  
Brownsville, Texas 78521
  
- **City of New Braunfels:** City of Braunfels  
550 Landa St.  
New Braunfels, Texas 782130

**III. SCOPE OF AGREEMENT**

The City of New Braunfels Police Department agrees to sell, and the Brownsville Independent School District agrees to purchase, police vehicles currently owned by the New Braunfels for use within the School District's Police Department. The vehicles are to be used for school safety and law enforcement purposes in accordance with applicable laws and regulations.

**IV. VEHICLES TO BE PURCHASED**

1. 2018 Ford Police Interceptor Utility VIN# 1FM5K8AR1JGA72258
2. 2018 Ford Police Interceptor Utility VIN# 1FM5K8AR3JGA72259
3. 2018 Ford Police Interceptor Utility VIN# 1FM5K8ARXJGA72260
4. 2018 Ford Police Interceptor Utility VIN# 1FM5K8AR1JGA72261
5. 2018 Ford Police Interceptor Utility VIN# 1FMSK8AR9JGA72265
6. 2011 Ford Taurus VIN# 1FAHP2DW7BG156044
7. 2012 Ford F150 VIN# 1FM5K7B86DGA51152
8. 2012 Ford F150 VIN# 1FTEW1CM3CKD71302
9. 2012 Ford Explorer VIN# 1FTEW1CM1CKD71301

## **V. PURCHASE PRICE AND PAYMENT**

- Total purchase price: \$58,500.00
- Payment terms: Purchase Order
- Method of payment: Upon Delivery Mail out a check or electronic transaction

## **VI. DELIVERY**

- Delivery date(s) and location(s): Brownsville ISD Police Dept. will be picking up the vehicles.

## **VII. INSPECTION AND ACCEPTANCE**

- The School District shall have the right to inspect the vehicles prior to acceptance.
- Vehicles are sold [“as-is”/with NO warranties as specified].

## **VIII. LIABILITY AND INSURANCE**

- The School District assumes all liability for the vehicles upon acceptance.
- The School District agrees to maintain appropriate insurance coverage for the vehicles.

## **IX. TERM**

This MOU shall commence on the date signed by both parties and shall remain in effect until all obligations have been fulfilled or terminated by mutual agreement.

## **X. AMENDMENTS**

Any amendments or modifications to this MOU must be made in writing and signed by authorized representatives of both parties.

## **XI. TERMINATION**

This MOU may be terminated by either party upon 30 days written notice to the other party.

## **XII. GENERAL PROVISIONS**

- This MOU does not create a partnership, joint venture, or agency relationship.
- Both parties shall comply with all applicable laws, regulations, and policies.

### **XIII. SIGNATURES**

By signing below, the authorized representatives of the parties acknowledge and agree to the terms of this MOU.

#### **Brownsville Independent School District:**

Name: Dr. Jesus H. Chavez

Title: Superintendent of Schools

Date: \_\_\_\_\_

#### **City of New Braunfels**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

11/10/2025

Agenda Item No. G)

---

**PRESENTER:**

Jeff Jewell, Economic and Community Development Director  
Mandi Scott, Economic and Community Development Manager

**SUBJECT:**

Approval of an Interlocal Agreement between the City of New Braunfels and Comal County for the installation of special tree lighting system in downtown.

**DEPARTMENT:** Economic and Community Development

**COUNCIL DISTRICTS IMPACTED:** 5

**BACKGROUND INFORMATION:**

The proposed Interlocal Agreement (ILA) between the City of New Braunfels and Comal County, Texas would allow for City to attach a wi-fi box onto a County-owned light pole that will provide a special tree lighting system in Downtown New Braunfels. The County and City would agree that constant electrical power must be provided from said light pole to secure the connection with the system controlling the lights.

Adding lights to downtown trees will enhance the downtown experience for visitors and residents. The tree lighting system will be remote programmable and be installed in the City's right-of-way. Lights will be used for special occasions and holidays.

Exhibits A & B, attached to this agenda item, identify the location and additional details for the installation of this project improvement.

**ISSUE:**

Approval of an ILA between the City of New Braunfels and Comal County, Texas to install a wi-fi connection to a County-owned light pole using the existing power supply.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

The cost for this improvement is \$15,000 and is included in the FY 2026 Economic and Community Development Department budget, therefore sufficient funding is available.

**RECOMMENDATION:**

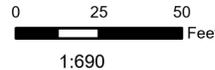
Staff recommends approval of the ILA for tree lighting.



 Subject Property



# 199 Main Plaza



# Exhibit B



**:Wifi Box**  
City will mount to light pole



**Power Source on monument sign:**  
City will configure to provide constant power to the first outlet on wall



**Wire:**  
City will bury lighting power/wire from first outlet to each light, to and up light pole



**Transformer:**  
City will mount using In-Ground Spike near first electrical outlet



**Remaining Outlets:**  
City will disable power to remaining wall outlets

## TREE LIGHTING GOAL:



**INTERLOCAL AGREEMENT**

STATE OF TEXAS           §  
  §  
COUNTY OF COMAL       §

This Interlocal Agreement (hereinafter referred to as the “Agreement”) is made by and between Comal County, Texas, a political subdivision of the State of Texas (hereinafter referred to as the “County”), acting through its duly authorized representative, County Judge, Sherman Krause and the City of New Braunfels, a Municipal Corporation located in Comal County, Texas (hereinafter referred to as the “City”), acting through its duly authorized City Manager, Robert Camareno. This Agreement is for the attachment by the City of a wi-fi box onto a County-owned light pole that will provide a tree lighting system in downtown New Braunfels.

WHEREAS, Chapter 791 of the Texas Government Code authorizes local governments to enter into interlocal cooperation agreements; and

WHEREAS, the County and the City desire to enter into this Agreement for the public purpose of providing a tree lighting system designed to enhance downtown visitation; and

WHEREAS, the County and the City have agreed the programmable tree lighting system will be installed in the City’s right-of-way on occasions and colors deemed appropriate by the City; and

WHEREAS, the County and the City have agreed that constant electrical power must be provided to a secure wi-fi connection, lighting, and transformer used to program the lighting system; and

WHEREAS, the County and the City have agreed that constant electrical power will be provided from the County’s monument sign’s electrical panel then distributed to an outlet in the East San Antonio landscaping bed and into the County’s light pole; and

WHEREAS, the County and the City have agreed the box containing the wi-fi connection will be mounted to the top of the County’s light pole; and

WHEREAS, the County and the City have determined that this interlocal agreement will serve the best interests of the citizens of Comal County and the City of New Braunfels; and

WHEREAS, the governing bodies of both the County and the City have authorized the Agreement.

NOW, therefore, in consideration of the mutual promises and covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

**ARTICLE I  
PREMISES**

1. PREMISES: The following County-owned properties are subject to this Agreement (hereinafter referred to as the “Premises”) and shall be used to affix the wi-fi box and to provide constant electrical power to the wi-fi box.
  - a. The property located at 199 Main Plaza, including the light pole, electrical panel on County’s monument sign, and outlet on the wall of the County’s East San Antonio landscaping bed are hereinafter referred to as the “Properties” and said Properties being more particularly described in a diagram attached as Exhibit “A” and incorporated herein by reference for all purposes.

**ARTICLE II  
TERM**

1. INITIAL TERM: The initial term of this agreement shall be for a period of ten (10) years commencing on \_\_\_\_\_, 2025.
2. TERMINATION: After the first anniversary of this Agreement, this Agreement may be terminated at any time, by the mutual agreement in writing between the County and the City and approved by the respective governing bodies.

**ARTICLE III  
IMPROVEMENTS**

The City shall cause to be constructed on the Properties, a light pole-mounted wi-fi box, transformer, tree lights, and underground wiring as described on the attached Exhibit “B”. The City will be expending \$15,000 on the improvement of the Properties in the construction described above. Construction shall commence no later than January 31, 2026 and shall be completed no later than February 13, 2026.

**ARTICLE IV  
MAINTENANCE AND REPAIRS**

The City shall have the responsibility to maintain the Properties.

**ARTICLE V  
INSTALLATION AND UTILITIES**

The City will be responsible for the installation and costs of the tree lighting system including equipment such as lights, transformer, and wi-fi box, along with wi-fi service fees and running power from the County’s electrical panel to an outlet on the Properties. The

remaining outlets will be disabled so that only the City’s lighting, transformer, and wi-fi box is connected to the electrical panel. The County agrees that it will pay for all costs associated with usage of any and all utilities related to electrical power needed by the City’s wireless lighting system. This cost has been estimated by manufacturers to be less than \$100 per year.

**ARTICLE VI  
NATURE OF RELATIONSHIP**

1. Nothing contained in this Agreement shall be deemed or constructed to create the relationship of principal and agent or that of partnership or joint venture or any association between the County and the City, and any intention to create a joint venture or partnership relationship between the Parties hereto is hereby expressly disclaimed. The City shall maintain exclusive control, direction and management of its own employees, and the County shall have no rights with respect thereto, except for the County’s right to enforce covenants of the City as set forth in this agreement.
2. IMMUNITY: It is expressly understood and agreed that, in the execution of this Agreement, neither the City nor County waive, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercising of governmental powers and functions.
3. LIABILITY: Both parties shall be responsible for the acts or failure to act of their respective employees, agents or servants, provided, however, their responsibility shall be subject to the terms, provisions and limitations of the Constitution and laws of the State of Texas, particularly the Texas Tort Claims Act.

**ARTICLE VII  
INSURANCE**

The City shall be responsible for providing all necessary insurance to cover the property during the term of this agreement.

**ARTICLE VIII  
ASSIGNMENT**

The City shall not assign or sublet any portion of the premises without the County’s written consent. The County likewise shall not assign or sublet any portion of the premises without the City’s written consent.

**ARTICLE IX  
PROVISIONS**

1. NOTICES: All notices required herein shall be sent to the respective parties at the following addresses:

To the County: Comal County  
Attn: County Judge Sherman Krause  
150 N. Seguin Ave.  
New Braunfels, TX 78130

To the City: City of New Braunfels  
Attn: City Manager  
550 Landa Street  
New Braunfels, TX 78130

2. **BINDING EFFECT:** The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and permitted assigns.
3. **GOVERNING LAW/VENUE:** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Texas. Exclusive venue shall be in a court of competent jurisdiction in Comal County, Texas.
4. **SEVERABILITY:** If any term or provision of this Agreement, or the application to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
5. **REPRESENTATIONS AND WARRANTIES:** The County and City represent that each respective signatory has the full and complete authority to enter into this Agreement and that the joinder of no other person is required in order to cause this Agreement to be fully binding upon their respective properties.
6. **AMENDMENT:** This Agreement may not be altered, waived, or otherwise modified, except where done in writing, and signed by the duly authorized representative of the County and the City.
7. **CURRENT REVENUES:** Each party shall render performance and/or payment required under this Agreement from then-current revenues legally available to each party.
8. **ENTIRE CONTRACT:** This instrument contains the entire Agreement between the parties relating to the subject matter herein. There are no other verbal or written understandings, promises, agreements, or representations relating to the subject matter of this Agreement which have not been included herein, and this Agreement supersedes any and all other agreements, either oral, or in writing, between the parties hereto with respect to the subject matter herein.

**IN WITNESS WHEREOF**, this instrument is executed this \_\_\_\_ day of \_\_\_\_\_, 2025.

**COUNTY**

By: \_\_\_\_\_  
Sherman Krause, County Judge

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Bobbie Koepp, County Clerk

Date: \_\_\_\_\_

**CITY**

By: \_\_\_\_\_  
Robert Camareno, City Manager

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Gale Wilkinson, City Secretary

Date: \_\_\_\_\_

11/10/2025

Agenda Item No. H)

---

**PRESENTER:**

Jeff Jewell, Economic and Community Development Director

**SUBJECT:**

Approval of a resolution recommended by the New Braunfels Economic Development Corporation (NBEDC) approving an expenditure, of up to \$250,000, to the SPARK Small Business Center to assist with the operation of an economic development program, pursuant to Section 505.102 of the Texas Local Government Code.

**DEPARTMENT:** Economic and Community Development

**COUNCIL DISTRICTS IMPACTED:** Citywide

**BACKGROUND INFORMATION:**

SPARK Small Business Center (SPARK) supports and develops the entrepreneurial and small business environment by focusing on and providing counseling sessions, expanding access to capital, contracting and procurement opportunity, and exporting initiatives. In 2011, SPARK joined with the Small Business Development Center (SBDC) of University of Texas at San Antonio's Institute for Economic Development (UTSA) to establish the Small Business Development satellite center in New Braunfels. The satellite center is staffed by a Certified Business Advisor and a Program Specialist and offers integrated services to meet the needs of experienced small business owners as well as individuals interested in starting a business in the New Braunfels area.

As a part of the required quarterly reporting process, SPARK representatives will provide quarterly written updates and two in-person presentations to the NBEDC Board on the number of business plans created, new business starts, number of jobs created, number of jobs retained, and the amount of financing closed. Additional reporting metrics include updates on events, training, marketing, or any other supplemental work furthering the support of entrepreneurs and small businesses in the area.

The NBEDC held a public hearing at its October 16, 2025 meeting and voted, unanimously, to approve the expenditure.

**ISSUE:**

The SPARK Small Business Center contract expired September 30, 2025 and a new one-year contract is being proposed for consideration.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

The funding request of \$250,000 provides the amount estimated to operate the center for one year. This amount includes utilities, rent, marketing, remaining operating expenses, and contingency allowances to operate the center at the West San Antonio Street location. The NBEDC has available funds to accommodate this expenditure.

---

---

**RECOMMENDATION:**

Staff recommends approval of the one-year contract with SPARK Small Business Center.

**CONTRACT BETWEEN THE NEW BRAUNFELS ECONOMIC DEVELOPMENT CORPORATION AND SPARK SMALL BUSINESS CENTER**

---

THE STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF COMAL           §

THIS CONTRACTUAL AGREEMENT, is made and entered into by and between the New Braunfels Economic Development Corporation, a Non-Profit Corporation of the State of Texas, hereinafter called "EDC", acting by and through its duly authorized officers, and Spark Small Business Center, formerly known as the Center for Entrepreneurship, a Non-Profit Corporation of the State of Texas, hereinafter called "SPARK", acting by and through its officers:

W I T N E S S E T H:

I.

WHEREAS, Texas Local Government Code §501.054 provides the EDC with the powers of non-profit corporations incorporated under the Texas Non-Profit Corporation Act, as amended, and Section Seven of the Bylaws of the EDC allows for the President and Secretary of the EDC to execute any contract which the Board has approved and authorized to be executed; and

II.

WHEREAS, upon the recommendation of the EDC at its meeting on **October 16, 2025** and the City Council of New Braunfels, Texas by **Resolution** on **Month Day**, 2025 approved the EDC's determination that the following funds be allocated to SPARK to participate in a funding arrangement to continue operation of a Small Business Development Center ("SBDC") satellite center to the University of Texas at San Antonio's SBDC in New Braunfels:

- (1) A grant in an amount up to \$250,000 to SPARK for the costs to continue the operation of a Small Business Development Center satellite office to September 30, 2026;
- (2) The grant funds, or parts thereof, shall be distributed to SPARK within thirty (30) days after receiving a request(s) from SPARK with attached invoice from SPARK for operation of the satellite center;
- (3) SPARK shall at all times comply with the ordinances of City of New Braunfels and the laws of the State of Texas;
- (4) All funds received by SPARK from EDC as herein provided shall be expended solely for the purposes stated herein and as attached as Exhibit A with regard to the costs of establishing and operating the satellite center in New Braunfels. Any proven breach of this covenant shall be cause for immediate termination of the distribution of funds.

III.

SPARK will provide written quarterly reports, in a manner acceptable to the NBEDC, via email to the NBEDC’s administrative support at the City of New Braunfels, due to the NBEDC by:

Quarter 1	1/15/2026
Quarter 2	4/16/2026
Quarter 3	7/16/2026
Quarter 4	10/15/2026

The reports will deliver information on SPARK’s activities as it deems necessary, as well as information about the performance objectives and measurements as further detailed in Appendix B.

SPARK shall make at least two presentations annually, at a previously scheduled NBEDC Board Meeting, about its fulfilment of the performance measures in Appendix B by the following deadlines:

Presentation 1	4/16/2026
Presentation 2	10/15/2026

IV.

Any breach of the terms and conditions of this grant by SPARK will result in the repayment of the grant unless EDC and SPARK agree, in writing, to modify the terms of the grant.

V.

In the performance of this contract, SPARK shall not discriminate against any user, performer, or customer of the SPARK because of his/her race, color, religion, national origin, sex, disability or ancestry. Proven breach of this covenant may be regarded as a material breach of the contract causing its termination.

VI.

Employment of Undocumented Workers. During the term of this Agreement, SPARK agrees not to knowingly employ an undocumented worker and if convicted of a violation of 8 U.S.C. Sec. 1324a(f), the SPARK shall repay the amount of the Grant and any other funds received by the SPARK from the EDC as of the date of such violation within sixty (60) days after the date the SPARK is notified by the EDC of such violation, plus interest at the rate periodically announced by the Wall Street Journal as the prime or base commercial rate, or if the Wall Street Journal shall ever cease to exist or cease to announce a prime or base lending rate, then at the annual rate of interest from time to time announced by Citibank, N.A. (or by any other New York money center bank selected by the EDC) as its prime or base commercial lending rate, from the date of such notice until paid.

VII.

All communications between EDC and SPARK shall be addressed to the President of the New Braunfels Economic Development Corporation, c/o City of New Braunfels, 550 Landa Street, New Braunfels, Texas 78130. Any communication to SPARK shall be addressed to the President, Spark Small Business Center, 800 W. San Antonio, St. New Braunfels, TX 78130. If contact information references in this section changes, the party whose contact information is changing must notify the other party in writing of the changed contact information.

VIII.

It is understood and agreed that in the event any provision of this contract is inconsistent with requirements of law, the requirements of law will control and the parties shall revert to their respective positions, which would otherwise be enjoyed or occupied by the respective parties for the terms of this contract.

IX.

The foregoing instrument in writing between the parties herein, constitutes the entire agreement between the parties, relative to the funds made the basis hereof, and any other written or oral agreement with the EDC being expressly waived by SPARK.

IN WITNESS WHEREOF, the parties hereto execute this agreement in duplicate originals on this \_\_\_\_ day of \_\_\_\_\_, 2025.

NEW BRAUNFELS ECONOMIC  
DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Shane Hines, *President*

By: \_\_\_\_\_  
Larry Hammonds, *Secretary*

APPROVED AS TO FORM:

\_\_\_\_\_  
Valeria Acevedo, City Attorney

SPARK SMALL BUSINESS CENTER

By: \_\_\_\_\_  
Ron Richardson, *Business Advisor*

By: \_\_\_\_\_  
Justin Meadows, *Spark Board President*

Appendix A

<b>2025-2026 Spark Budget</b>	
	<b>2025-2026</b>
<i>New Braunfels EDC Funding</i>	\$250,000
<i>Reserve Account High Yield Savings (3%)</i>	\$5,000
<b>Total Revenue</b>	<b>\$255,000</b>
UTSA 1st Quarter Payment (Jan- Mar)	-\$18,000
UTSA 2nd Quarter Payment (Apr - Jun)	-\$18,000
UTSA 3rd Quarter Payment (Jul - Sep)	-\$18,000
UTSA 4th Quarter Payment (Oct - Dec)	-\$18,000
Employee Expenses	-\$110,000
Alarm Expense	-\$600
NBU Utilities Expense	-\$2,000
Rent Expense	-\$26,000
Insurance Expense	-\$1,800
Phone/Internet Expense	-\$2,250
Equipment	-\$4,000
Office Supplies	-\$2,500
Miscellaneous office expenses	-\$5,000
Community Outreach	-\$4,000
Website Maintenance	-\$2,500
Marketing Materials, Signage, Client Photos	-\$2,500
5% contingency for unexpected expenses & opportunities	-\$11,758
Expense Total	<b><u>-\$246,908</u></b>
Ending Balance (Added to Spark SBC Reserve)	<b>\$8,093</b>

**Appendix B**  
Performance objectives and measurements

Key Measurements required in Quarterly Reporting & Presentations:

- Number of business plans created
- New business starts
- Number of jobs created
- Number of jobs retained
- Amount of financing closed
- Updates on events, training, marketing, or any other supplemental work furthering the support of entrepreneurs and small businesses in the area

**RESOLUTION NO. 2025 – RXX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS APPROVING A RECOMMENDATION OF THE NEW BRAUNFELS ECONOMIC DEVELOPMENT CORPORATION FOR AN EXPENDITURE, OF UP TO \$250,000, TO THE SPARK SMALL BUSINESS CENTER TO ASSIST WITH THE OPERATION OF AN ECONOMIC DEVELOPMENT PROGRAM, PURSUANT TO SECTION 505.102 OF THE TEXAS LOCAL GOVERNMENT CODE.**

WHEREAS, the New Braunfels Economic Development Corporation (NBEDC) Board of Directors met on October 16, 2025, to consider an expenditure of up to \$250,000 to continue operating a Small Business Development Center satellite location of the University of Texas at San Antonio’s program in New Braunfels; and

WHEREAS, the cost for staffing and operating the satellite location in New Braunfels through September 30, 2026 is approximately \$250,0000; and

WHEREAS, the NBEDC is an economic development corporation formed by the City of New Braunfels and Local Government Code Chapter 505.102 authorizes a Type B corporation to contract with another entity to assist with the development or operation of an economic development program; and

WHEREAS, the NBEDC held a public hearing on October 16, 2025, to solicit public comment with regard to the expenditure request; and

WHEREAS, the NBEDC, after discussing the request, voted unanimously to approve the expenditure, of up to \$250,000, to the SPARK Small Business Center to assist with the operation of an economic development program;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

SECTION 1: That the recommendation of the New Braunfels Economic Development Corporation for an expenditure of up to \$250,000 to the SPARK Small Business Center to assist with the operation of an economic development program is hereby approved.

SECTION 2: That this resolution shall become effective from and after the date of its passage.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of New Braunfels, Texas on this 10<sup>th</sup> day of November, 2025.

\_\_\_\_\_  
Neal Linnartz, Mayor

ATTEST:

\_\_\_\_\_  
Gayle Wilkinson, City Secretary

11/10/2025

Agenda Item No. 1)

**PRESENTER:**

Christopher J. Looney, AICP, Planning Director

**SUBJECT:**

Approval of the first reading of an ordinance, in accordance with adopted agreements with the property owner, to annex for limited purposes Lots 1R, 2R, and 3, Block 81, Mayfair - Parcel EA-3 Subdivision, consisting of approximately 8.7 acres.

**DEPARTMENT:** Neighborhood and Community Planning**COUNCIL DISTRICTS IMPACTED:** District 4**BACKGROUND INFORMATION:**

**Petitioner:** Comal County Water Improvement District No. 3 (Mayfair)  
c/o Allen Boone Humphries  
Attn: Ryan Harper  
919 Congress Ave., Suite 1500  
Austin, TX 78701

**Owner:** Southstar at Mayfair Developer, LLC  
Thad Rutherford, President/CEO  
1118 Vintage Way  
New Braunfels, TX 78132

**Staff Contact:** Matt Greene  
(830) 221-4053 | [mgreene@newbraunfels.gov](mailto:mgreene@newbraunfels.gov)

As part of the Mayfair Development Agreement adopted in 2022, the City of New Braunfels and Comal County Water Improvement District No. 3 negotiated a Strategic Partnership Agreement (SPA) for limited purpose annexation of certain properties within Mayfair. Under the Agreement, once properties designated for commercial or “mixed commercial and residential” development (per the Sector Plan) are platted they shall be annexed into the City for the limited purpose of sales tax collection. The City will not collect property taxes in these areas and will correspondingly provide only limited municipal services as specified in Article VI of the SPA. Residents of areas annexed for limited purposes may vote in elections for City Council and City Charter amendments but may not vote in bond elections.

**ISSUE:**

Per the SPA, limited purpose annexations must take place within 180 days after a plat for such property is recorded. The Mayfair - Parcel EA-3 Subdivision plat establishing Lots 1R, 2R, and 3, Block 81, (attached) was recorded with Comal County on July 1, 2025. Final action on the limited purpose annexation of Lot 1 (second reading) must occur before December 28, 2025.

Lot 1R is designated for Recreation Center use, but will include some commercial components, and Lots 2R

---

and 3 are designated for Neighborhood Commercial use. These lots make up the area of the Mayfair development known as Midtown Mayfair.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

- Objective: Considering statutory and market-based factors, continue to diversify revenue streams to support long-term fiscal sustainability of the organization.

**FISCAL IMPACT:**

In accordance with the negotiated and adopted SPA, limited purpose annexation of the subject tract is required and will allow the city to share in sales tax collection in order to provide the requisite limited scope of corresponding municipal services.

**RECOMMENDATION:**

Approval

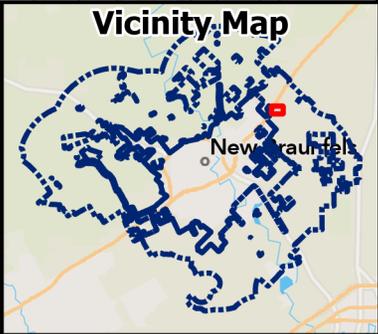
Resource Links:

- Mayfair Strategic Partnership Agreement (SPA):  
[newbraunfels.gov/DocumentCenter/View/26106/Mayfair-Partnership-Agreement?bidId=<https://newbraunfels.gov/DocumentCenter/View/26106/Mayfair-Partnership-Agreement?bidId=>](https://newbraunfels.gov/DocumentCenter/View/26106/Mayfair-Partnership-Agreement?bidId=<https://newbraunfels.gov/DocumentCenter/View/26106/Mayfair-Partnership-Agreement?bidId=>)

# LOCATION MAP

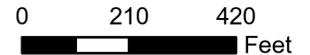


- Subject Property
- Mayfair / Comal County WID No. 3



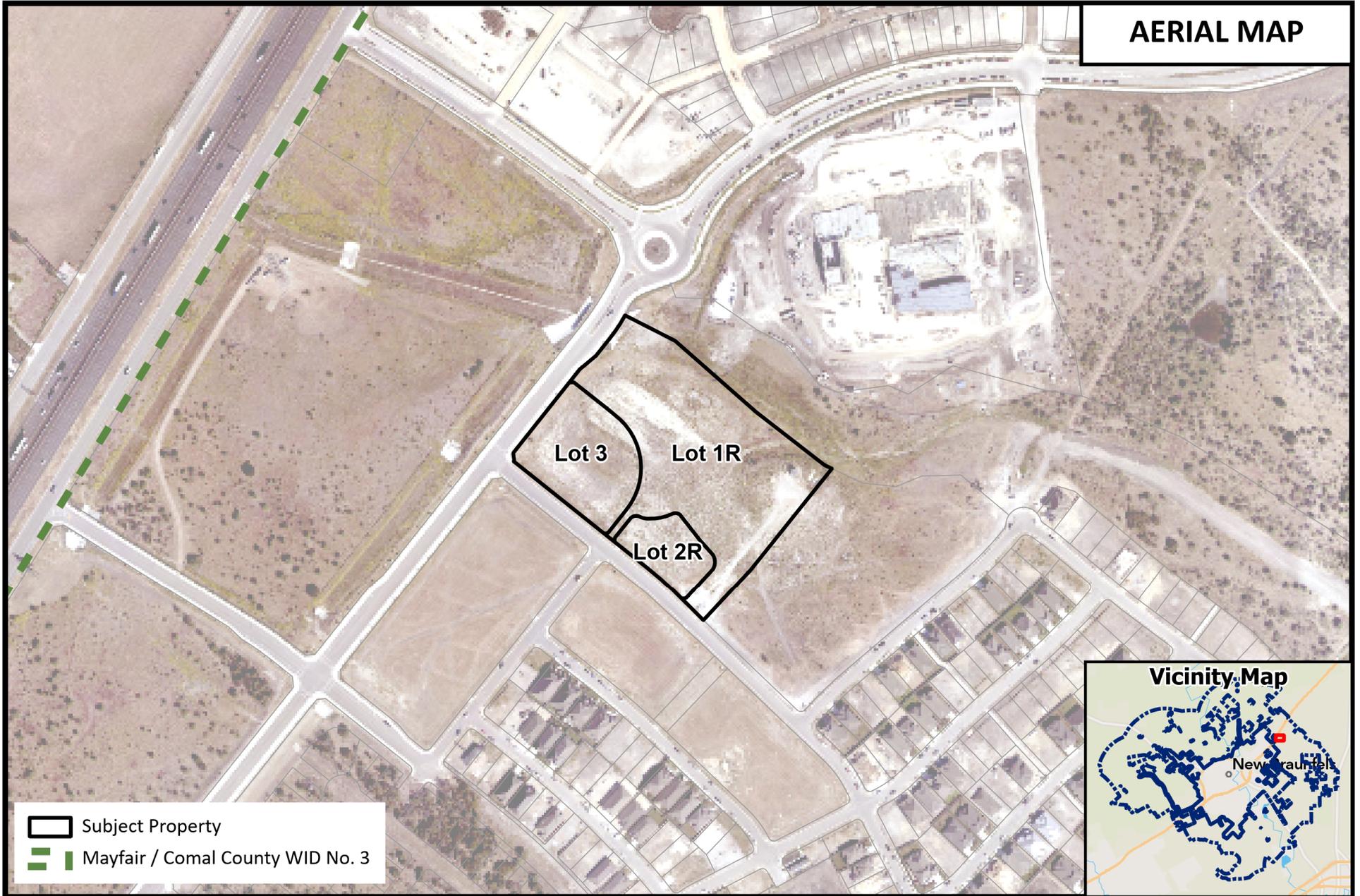
## CS25-0383 Limited Purpose Annexation Lots 1R, 2R, & 3, Block 81, Mayfair - Parcel EA-3

Source: City of New Braunfels Planning  
Date: 10/16/2025

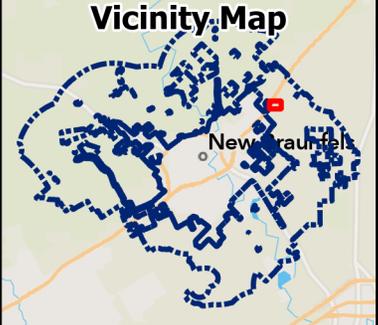


DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of New Braunfels. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of New Braunfels officials or employees for any discrepancies, errors, or variances which may exist.

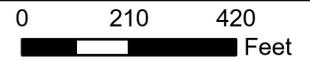
# AERIAL MAP



 Subject Property  
 Mayfair / Comal County WID No. 3



## CS25-0383 Limited Purpose Annexation Lots 1R, 2R, & 3, Block 81, Mayfair - Parcel EA-3



Path: P:\Annexations\Limited Purpose Annexations\Mayfair\CS25-0383 Midtown Parcel

Source: City of New Braunfels Planning  
Date: 10/16/2025

DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of New Braunfels. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of New Braunfels officials or employees for any discrepancies, errors, or variances which may exist.

FINAL PLAT OF THE  
MAYFAIR - PARCEL EA-3,  
LOTS 1R, 2R & 3, BLOCK 81  
BEING A REPLAT OF MAYFAIR - PARCEL EA-3, LOTS 1 & 2,  
BLOCK 81, AS RECORDED IN DOCUMENT NO. 202306002618  
OF THE PLAT RECORDS OF COMAL COUNTY, TEXAS, IN  
THE ANTONIO M. ESNAURIZAR SURVEY, ABSTRACT 98,  
COMAL COUNTY, TEXAS

FLOOD ZONE NOTE:

1. ACCORDING TO MAP COMMUNITY PANEL NO. 4854630295F, MAP NO. 48091C0295F, EFFECTIVE DATE: SEPTEMBER 2, 2009 OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM), THE SUBJECT TRACT IS LOCATED WITHIN ZONE "X" (UN-SHADED) WHICH IS DEFINED BY FEMA AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN," COMMONLY KNOWN AS THE 500-YEAR FLOODPLAIN. ZONE "X" (UN-SHADED) IS OUTSIDE OF ANY FEMA ESTABLISHED FLOOD HAZARD ZONE. ALL ZONE DELINEATIONS SHOWN HEREON ARE APPROXIMATE. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE ANY LIABILITY ON THE PART OF KIMLEY-HORN OR THE UNDERSIGNED.

PLAT NOTES:

- 1. THIS SUBDIVISION IS LOCATED IN THE COMAL INDEPENDENT SCHOOL DISTRICT.
- 2. THIS SUBDIVISION IS NOT LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE OR THE CONTRIBUTING ZONE.
- 3. FUTURE DEVELOPMENT IS SUBJECT TO CHAPTER 114 (STREETS, SIDEWALKS, AND OTHER PUBLIC SPACES) OF THE CITY OF NEW BRAUNFELS CODE OF ORDINANCES.
- 4. MAINTENANCE OF DEDICATED DRAINAGE EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER.
- 5. NO STRUCTURES, WALLS OR OTHER OBSTRUCTIONS OF ANY KIND SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. NO LANDSCAPING, FENCES, OR OTHER TYPE OF MODIFICATIONS WHICH ALTER THE CROSS SECTIONS OF THE DRAINAGE EASEMENTS OR DECREASE THE HYDRAULIC CAPACITY OF THE EASEMENT, AS APPROVED, SHALL BE ALLOWED WITHOUT THE APPROVAL OF THE CITY ENGINEER. THE CITY OF NEW BRAUNFELS AND THE COUNTY SHALL HAVE THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT PROPERTY TO REMOVE ANY OBSTRUCTIONS PLACE WITH THE LIMITS OF THE SAID DRAINAGE EASEMENTS AND TO MAKE ANY MODIFICATIONS OR IMPROVEMENTS WITHIN SAID DRAINAGE EASEMENTS.
- 6. ALL LOTS MEET THE REQUIRED MINIMUM SQUARE FOOTAGES ACCORDING TO ZONING ORDINANCE.
- 7. FOR NEW CONSTRUCTION, THE FINISHED FLOOR OF ALL LOTS MUST BE A MINIMUM OF TEN (10) INCHES ABOVE FINAL ADJACENT GRADE AND THE LOT GRADED IN ACCORDANCE WITH THE APPROVED GRADING PLAN.
- 8. PER SEC. 2.5 OF THE NEW BRAUNFELS DRAINAGE AND EROSION CONTROL CRITERIA MANUAL, DEVELOPMENT ADJACENT TO STORMWATER CONVEYANCE STRUCTURES MUST BE ELEVATED 12 INCHES ABOVE THE 100-YEAR WATER FLOW ELEVATION (IN THE CONVEYANCE STRUCTURE) TO THE SAME ELEVATION THAT A DEVELOPMENT ADJACENT TO A 100-YEAR FLOODPLAIN WOULD BE REQUIRED TO MEET.
- 9. NBU WILL ONLY SERVE WATER OR WASTEWATER TO A PLATTED LOT ONLY IF THE DEVELOPER AND LANDOWNERS COMPLY WITH THEIR OBLIGATIONS OUTLINED WITHIN THE UTILITY COST SHARING AGREEMENT SOUTHSTAR AT MAYFAIR, LLC.
- 10. THIS SUBDIVISION CONTAINS 1 BLOCK AND 3 LOTS.

NBU NOTES:

- 1. MAINTENANCE OF DEDICATED UTILITY EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. ANY USE OF AN EASEMENT, OR ANY PORTION OF IT, INCLUDING LANDSCAPING OR DRAINAGE FEATURES, IS SUBJECT TO AND SHALL NOT CONFLICT WITH THE TERMS AND CONDITIONS OF THE EASEMENT, MUST NOT ENDANGER OR INTERFERE WITH THE RIGHTS GRANTED BY THE EASEMENT TO NEW BRAUNFELS UTILITIES. IT SUCCESSORS AND ASSIGNS, AND SHALL BE SUBJECT TO APPLICABLE PERMIT REQUIREMENTS OF THE CITY OF NEW BRAUNFELS OR ANY GOVERNING BODY. THE PROPERTY OWNER MUST OBTAIN, IN ADVANCE, WRITTEN AGREEMENT WITH THE UTILITIES TO UTILIZE THE EASEMENT OR ANY PART OF IT.
- 2. UTILITIES WILL POSSESS A 5 FOOT WIDE SERVICE EASEMENT TO THE BUILDING STRUCTURES ALONG THE SERVICE LINE TO THE SERVICE ENTRANCE. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF BUILDING STRUCTURE.
- 3. UTILITIES SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARD AND METER LOCATIONS SHALL NOT BE LOCATED WITHIN FENCED AREAS.
- 4. EACH LOT MUST HAVE ITS OWN METER AND SEWER SERVICE AT THE OWNER'S/DEVELOPER'S EXPENSE.
- 5. DO NOT COMBINE ANY NEW UTILITY EASEMENTS (UE) WITH DRAINAGE EASEMENTS (DE) OR MAKE CHANGES TO IN GRADE WITHIN THE UTILITY EASEMENTS WITHOUT WRITTEN APPROVAL FROM NEW BRAUNFELS UTILITIES.
- 6. NEW BRAUNFELS UTILITIES IS NOT RESPONSIBLE FOR DAMAGES TO PROPERTY IMPROVEMENTS (I.E. LANDSCAPING, TREES, PAVEMENT, SIGNS, DRAINAGE STRUCTURE, PRIVATE UTILITIES, ETC.) THAT ARE PLACED IN ANY TYPE OF UTILITY EASEMENT. TO ENSURE NO CONFLICTS EXIST WITH UTILITY INFRASTRUCTURE IN THE EASEMENT, ALL SUCH IMPROVEMENTS PLACED IN ANY TYPE OF UTILITY EASEMENT MUST BE REVIEWED AND APPROVED THROUGH THE NEW BRAUNFELS UTILITIES EASEMENT ENCROACHMENT PROCESS. NEW BRAUNFELS UTILITIES DEVELOPMENT SERVICES FACILITATES THE EASEMENT ENCROACHMENT APPLICATION PROCESS.

SIDEWALK PLAT NOTES:

- 1. FOUR (4) FOOT WIDE SIDEWALKS WILL BE CONSTRUCTED BY THE HOMEBUILDER PER CITY STANDARDS AT THE TIME OF BUILDING PERMIT ADJACENT TO GARLAND AVENUE.
- 2. FOUR (4) FOOT WIDE SIDEWALKS ARE EXISTING ADJACENT TO GUTHRIE TRL.

SURVEYOR'S CERTIFICATION:

KNOW ALL MEN BY THESE PRESENTS:

I, THE UNDERSIGNED MICHAEL A. MONTGOMERY II, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECTLY MADE UNDER MY SUPERVISION AND IN COMPLIANCE WITH CITY AND STATE SURVEY REGULATIONS AND LAWS AND MADE ON THE GROUND AND THAT THE CORNER MONUMENTS WERE PROPERLY PLACED UNDER MY SUPERVISION.

*[Signature]*  
June 11, 2025

MICHAEL A. MONTGOMERY II, R.P.L.S.  
REGISTERED PROFESSIONAL  
LAND SURVEYOR NO. 6890



STATE OF TEXAS  
COUNTY OF COMAL

I (WE) THE UNDERSIGNED OWNER(S) OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS THE MAYFAIR - PARCEL EA-3, LOTS 1R, 2R & 3, BLOCK 81 SUBDIVISION TO THE CITY OF NEW BRAUNFELS, COUNTY OF COMAL, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, DO HEREBY SUBDIVIDE SUCH PROPERTY AND DEDICATE TO THE USE OF THE PUBLIC ALL STREETS, ALLEYS, PARKS, DRAINS, EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

*[Signature]*  
OWNER/DEVELOPER: JIM VATER  
SOUTHSTAR AT MAYFAIR DEVELOPER, LLC  
A TEXAS LIMITED LIABILITY COMPANY  
1118 VINTAGE WAY  
NEW BRAUNFELS, TX, 78132

STATE OF TEXAS  
COUNTY OF Brewer

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 11<sup>th</sup> DAY OF June, 2025, BY Theresa D. Contreras

*[Signature]*  
NOTARY PUBLIC, STATE OF TEXAS  
MY COMMISSION EXPIRES 4/24/28



APPROVED THIS THE 6<sup>th</sup> DAY OF May, 2025, BY THE CITY OF NEW BRAUNFELS, TEXAS.

APPROVED FOR ACCEPTANCE:

6/30/2025  
DATE

6/16/2025  
DATE

*[Signature]*  
for PLANNING AND DEVELOPMENT SERVICES DIRECTOR

*[Signature]*

CITY ENGINEER

STATE OF TEXAS  
COUNTY OF COMAL

I, BOBBY KOEPP, DO CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORD IN THE MAP AND PLAT RECORDS, DOC. NO. 202506020326 OF COMAL COUNTY ON THIS THE 1<sup>st</sup> DAY OF July, 2025, AT 1:56 O'CLOCK P. M.  
WITNESS MY HAND AND OFFICIAL SEAL, THIS THE 1<sup>st</sup> DAY OF July, 2025.



COUNTY CLERK, COMAL COUNTY, TEXAS  
BY: *[Signature]*, DEPUTY

Kimley»Horn

10814 JOLLYVILLE ROAD, CAMPUS IV SUITE 200, AUSTIN, TEXAS 78759 TEL. NO. (512) 418-1771  
TBPELS FIRM # 10194624 WWW.KIMLEY-HORN.COM

COPYRIGHT © 2025  
KIMLEY-HORN AND ASSOCIATES, INC.  
ALL RIGHTS RESERVED  
XXX-XXXX-XXXX.0APA

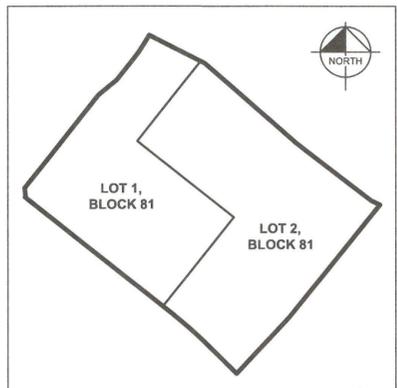
SCALE	DRAWN BY	CHECKED BY	DATE	PROJECT NO.	SHEET NO.
N/A	MSB	MMII	6/11/2025	068800400	1 OF 2

#202506020326

# FINAL PLAT OF THE MAYFAIR - PARCEL EA-3, LOTS 1R, 2R & 3, BLOCK 81

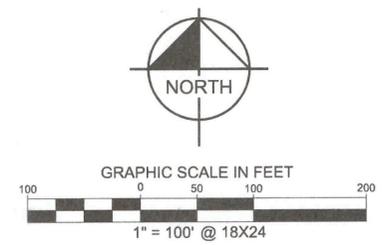
BEING A REPLAT OF MAYFAIR - PARCEL EA-3, LOTS 1 & 2,  
BLOCK 81, AS RECORDED IN DOCUMENT NO. 202306002618  
OF THE PLAT RECORDS OF COMAL COUNTY, TEXAS, IN  
THE ANTONIO M. ESNAURIZAR SURVEY, ABSTRACT 98,  
COMAL COUNTY, TEXAS

EASEMENT LABELS	
(A)	ACCESS AND UTILITY EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(B)	UTILITY EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(C)	UTILITY EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(D)	UTILITY EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(E)	UTILITY EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(F)	DRAINAGE EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(G)	DRAINAGE EASEMENT (HEREBY DEDICATED BY THIS PLAT)
(H)	DRAINAGE EASEMENT (HEREBY DEDICATED BY THIS PLAT)



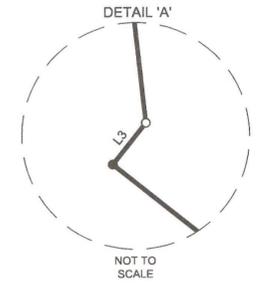
**AREA BEING REPLATED**  
BEING ALL OF LOTS 1 & 2, BLOCK 81, MAYFAIR PARCEL EA-3,  
PREVIOUSLY RECORDED IN DOCUMENT NO. 202306002618 OF  
THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

**PURPOSE OF THE REPLAT:** TO SUBDIVIDE LOTS 1 & 2 INTO  
THREE (3) LOTS TO ESTABLISH LOTS 1R, 2R & 3.



BENCHMARKS	
BM #100	MAG NAIL WITH WASHER STAMPED "KHA 100" FOUND IN THE SIDEWALK ALONG THE WEST SIDE OF GUTHRIE TRAIL, ±47.5 FEET SOUTHWEST OF THE INTERSECTION OF GUTHRIE TRAIL AND GARLAND AVENUE. N: 13825201.66 E: 2270707.28 ELEV. = 719.57

VERTICAL DATUM IS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD '88), GEOID 18.



CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	5°07'38"	1028.00'	91.99'	N48°53'46"W	91.96'
C2	9°51'42"	441.00'	75.90'	N33°36'34"E	75.81'
C3	4°22'51"	88.00'	6.73'	N40°43'50"E	6.73'
C4	80°00'00"	30.00'	41.89'	N01°27'35"W	38.57'
C5	5°00'00"	212.00'	18.50'	N38°57'35"W	18.49'
C6	78°57'10"	20.00'	27.56'	N75°56'10"W	25.43'
C7	26°20'24"	147.00'	67.58'	S77°45'27"W	66.99'
C8	25°07'55"	62.00'	27.20'	N76°30'23"W	26.98'
C9	77°31'09"	20.00'	27.06'	S77°18'00"W	25.04'
C10	90°00'00"	188.00'	295.31'	N06°27'35"W	265.87'
C11	7°14'13"	212.00'	26.78'	S47°50'28"E	26.76'
C12	74°58'57"	20.00'	26.16'	S81°41'50"E	24.34'
C13	25°19'30"	62.00'	27.40'	N73°29'26"E	27.18'
C14	81°20'24"	147.00'	208.69'	S53°10'37"E	191.60'
C15	78°58'26"	20.00'	27.57'	S51°59'38"E	25.44'
C16	78°54'31"	20.00'	27.54'	S49°02'30"W	25.42'
C17	32°54'20"	147.00'	84.42'	S26°02'25"W	83.27'
C18	78°57'10"	20.00'	27.56'	S03°01'00"W	25.43'
C19	5°00'00"	188.00'	16.41'	S38°57'35"E	16.40'
C20	80°00'00"	54.00'	75.40'	S01°27'35"E	69.42'
C21	4°22'51"	112.00'	8.56'	S40°43'50"W	8.56'
C22	175°31'43"	123.00'	376.82'	N01°27'35"W	245.81'
C23	116°38'27"	25.00'	50.89'	S35°22'30"E	42.55'
C24	48°48'38"	212.00'	180.60'	S01°27'35"E	175.19'
C25	116°38'28"	25.00'	50.89'	S32°27'20"W	42.55'
C26	16°07'26"	50.00'	14.07'	N30°28'42"E	14.02'
C27	80°00'00"	50.00'	69.81'	N01°27'35"W	64.28'
C28	3°01'57"	1138.39'	60.25'	N36°30'22"W	60.25'
C29	99°56'33"	167.00'	291.30'	N07°28'41"W	255.75'
C30	2°18'00"	167.00'	6.70'	N65°28'13"W	6.70'
C31	7°12'31"	159.07'	20.01'	N70°03'12"W	20.00'
C32	20°21'39"	167.00'	59.35'	N83°40'00"W	59.03'
C33	23°55'20"	82.00'	34.24'	S74°11'31"W	33.99'
C34	22°12'45"	168.00'	65.13'	N27°26'03"E	64.72'
C35	45°48'21"	168.00'	134.31'	N13°24'02"W	130.76'
C36	5°36'06"	168.00'	16.42'	N45°55'46"W	16.42'
C37	26°05'17"	30.00'	13.66'	N25°29'47"E	13.54'

LINE TABLE			LINE TABLE		
NO.	BEARING	LENGTH	NO.	BEARING	LENGTH
L1	N45°06'18"W	112.38'	L32	S48°32'25"W	12.42'
L2	N46°19'57"W	10.00'	L33	N26°52'44"E	22.44'
L3	N38°32'25"E	2.83'	L34	N63°07'16"W	20.00'
L4	N06°27'35"W	21.21'	L35	S26°52'44"W	21.66'
L5	N50°14'36"E	59.16'	L36	N38°32'25"E	63.14'
L6	N38°32'25"E	62.95'	L37	N80°33'48"W	22.89'
L7	S64°41'01"E	23.18'	L38	S38°32'25"W	72.01'
L8	N87°55'16"E	14.78'	L39	N38°32'25"E	92.00'
L9	N42°55'16"E	88.11'	L40	N76°27'35"W	19.81'
L10	N38°32'25"E	18.49'	L41	N13°32'25"E	20.00'
L11	N41°27'35"W	65.06'	L42	S76°27'35"E	19.59'
L12	N36°27'35"W	56.38'	L43	S49°45'19"W	19.13'
L13	S38°32'25"W	70.88'	L44	N40°14'41"W	20.00'
L14	S06°27'35"E	14.14'	L45	N49°45'19"E	19.32'
L15	N83°32'25"E	14.14'	L46	N38°32'25"E	20.02'
L16	N38°32'25"E	82.00'	L47	S38°32'25"W	48.00'
L17	S83°32'25"W	14.14'	L48	N51°27'35"W	20.00'
L18	S06°27'35"E	14.56'	L49	N38°32'25"E	48.00'
L19	N88°32'25"E	12.13'	L50	N38°32'25"E	106.73'
L20	S01°27'35"E	24.00'	L51	S75°07'09"E	21.84'
L21	S88°32'25"W	12.16'	L52	S38°32'25"W	115.50'
L22	S36°27'35"E	56.38'	L53	S48°32'25"W	28.00'
L23	S41°27'35"E	65.06'	L54	N41°27'35"W	20.00'
L24	S38°32'25"W	18.49'	L55	N48°32'25"E	28.27'
L25	S42°55'16"W	88.11'	L56	N89°59'57"W	67.69'
L26	S02°04'44"E	17.04'	L57	N00°00'03"E	20.00'
L27	S25°57'30"E	26.34'	L58	S89°59'57"E	65.17'
L28	N38°32'25"E	23.66'	L59	S71°26'53"E	42.56'
L29	N41°27'35"W	55.68'	L60	S41°28'46"W	21.72'
L30	N48°32'25"E	12.78'	L61	N71°26'53"W	31.36'
L31	N41°27'35"W	20.00'			

**UTILITY PROVIDER NOTE:**  
WATER: NEW BRAUNFELS UTILITIES  
SANITARY SEWER: NEW BRAUNFELS UTILITIES  
ELECTRICITY: NEW BRAUNFELS UTILITIES  
TELECOM: CENTRIC  
GAS: CENTRIC

**SURVEYOR'S NOTES:**

- BASIS OF BEARINGS IS THE TEXAS COORDINATE SYSTEM OF 1983, SOUTH CENTRAL ZONE (4204). ALL COORDINATES AND DISTANCES SHOWN HEREON ARE SURFACE VALUES. THE SURFACE ADJUSTMENT FACTOR IS 1.00016. THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.
- ACCORDING TO MAP COMMUNITY PANEL NO. 4854630295F, MAP NO. 48091C0295F, EFFECTIVE DATE: SEPTEMBER 2, 2009 OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM), THE SUBJECT TRACT IS LOCATED WITHIN ZONE "X" (UN-SHADED) WHICH IS DEFINED BY FEMA AS "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN," COMMONLY KNOWN AS THE 500-YEAR FLOODPLAIN. ZONE "X" (UN-SHADED) IS OUTSIDE OF ANY FEMA ESTABLISHED FLOOD HAZARD ZONE. ALL ZONE DELINEATIONS SHOWN HEREON ARE APPROXIMATE. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE ANY LIABILITY ON THE PART OF KIMLEY-HORN OR THE UNDERSIGNED.

LINE TYPE LEGEND	
	BOUNDARY LINE
	LOT LINE
	ADJOINER LINE
	ADJOINER TIE-IN LINE
	PROPOSED EASEMENT LINE
	EXISTING EASEMENT LINE

LEGEND	
	= 1/2-INCH IRON ROD W/ "KHA" CAP SET
	= 1/2-INCH IRON ROD W/ "PAPE DAWSON" CAP FOUND
	= CALCULATED POINT
O.P.R.C.C.T. = OFFICIAL PUBLIC RECORDS COMAL COUNTY, TEXAS	

# Kimley»Horn

10814 JOLLYVILLE ROAD, CAMPUS IV SUITE 200, AUSTIN, TEXAS 78759 TEL. NO. (512) 418-1771  
TBPELS FIRM # 10194624 WWW.KIMLEY-HORN.COM

SCALE	DRAWN BY	CHECKED BY	DATE	PROJECT NO.	SHEET NO.
1" = 100'	MSB	MMII	6/11/2025	068800400	2 OF 2

COPYRIGHT © 2025  
KIMLEY-HORN AND ASSOCIATES, INC.  
ALL RIGHTS RESERVED  
XXX-XXXX-XXXX.0APA

DWG NAME: Z:\AUS\_SURVEY\AUSTIN SURVEY PROJECTS\068800400 - MIDTOWN MAYFAIR\DWG\PLATS\PLAT-068800400.DWG PLOTTED BY: BAIN, MICHAEL 6/23/2025 9:48 AM LAST SAVED: 6/23/2025 9:38 AM

**ORDINANCE NO. 2025-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS, APPROVING THE LIMITED PURPOSE ANNEXATION OF LOTS 1R, 2R, AND 3, BLOCK 81, MAYFAIR – PARCEL EA-3 SUBDIVISION, CONSISTING OF 8.7407 ACRES; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; CONTAINING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City is authorized to annex territory for limited purposes in accordance with Chapter 43 of the Texas Local Government Code, and the City of New Braunfels, Texas home-rule charter, and by statute; and

**WHEREAS**, the City of New Braunfels and the Comal County Water Improvement District No. 3 (“District”) negotiated a Strategic Partnership Agreement (“Agreement”), adopted and effective April 22, 2024, and recorded in the Comal County Official Public Records as Document No. 202506028248, specifying the terms of a limited purpose annexation of certain properties within the District designated for commercial or “mixed commercial and residential” development; and

**WHEREAS**, the City published notice of public hearings regarding the Agreement and held public hearings as required by state law on April 8, 2024, and April 22, 2024;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** That the following described territory, depicted in Exhibit “A” attached, is hereby annexed into the city for the limited purpose of the collection of sales tax pursuant to the terms set forth in the Agreement, and that the boundary limits of the city are hereby extended to include said territory within the city limits and the same shall hereafter be included within the territorial limits of said city with the explanation that said territory is annexed into the city for limited purposes:

Being all of Lots 1R, 2R and 3, Block 81, Mayfair – Parcel EA-3 Subdivision, as depicted in Exhibit “A” attached.

## **SECTION 2**

**THAT** The City shall provide to the herein annexed territory only those municipal services in accordance with Article VI of the Agreement.

## **SECTION 3**

**THAT** the qualified voters residing within the Limited Purpose Tract may vote in City elections, as voters in Council District 4, pursuant to Local Government Code Sections 43.0751(q) and 43.130.

## **SECTION 4**

**THAT** the city secretary is hereby directed to file with the county clerk and other appropriate officials and agencies, as required by state and federal law and city annexation procedures, a certified copy of this ordinance.

## **SECTION 5**

**THAT** all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

## **SECTION 6**

**THAT** if any provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

## **SECTION 7**

**THAT** in accordance with the provisions of the City Charter, this Ordinance may be read and published by descriptive caption only. This Ordinance has been publicly available in the office of the City Secretary prior to its adoption.

## **SECTION 8**

**THAT** ordinance will take effect upon the second and final reading in accordance with the provisions of the Charter of the City of New Braunfels.

**PASSED AND APPROVED:** First reading this 10<sup>th</sup> day of November 2025.

**PASSED AND APPROVED:** Second reading this 24<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEAL LINNARTZ**, Mayor

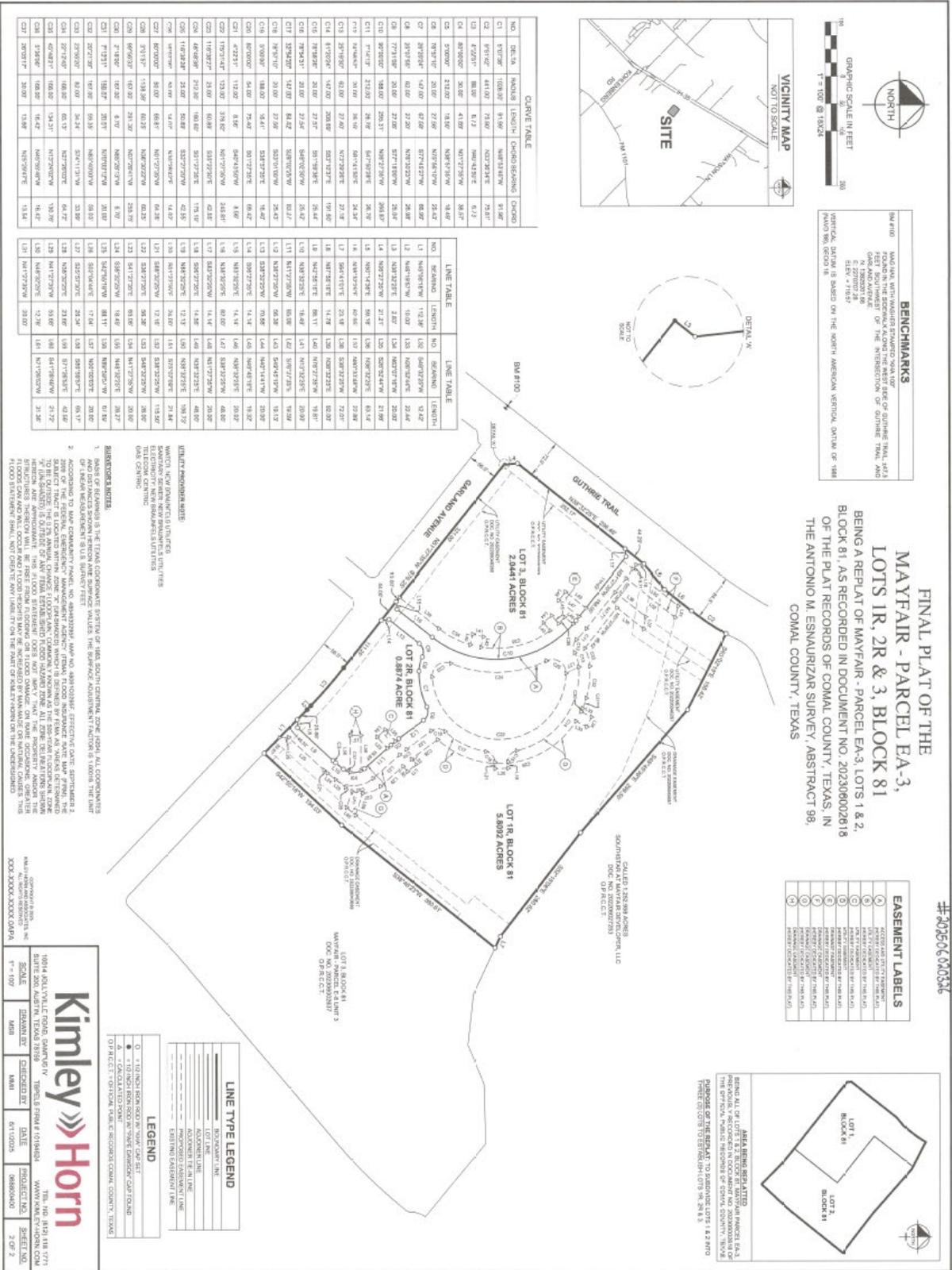
**ATTEST:**

\_\_\_\_\_  
**GAYLE WILKINSON**, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**VALERIA M. ACEVEDO**, City Attorney

# EXHIBIT "A"



**BENCHMARKS**

VERTICAL DATUM IS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88). GRID IS 18.

BM #	DESCRIPTION	ELEVATION
BM 1100	WALSH WITH MARIETTA TRIANGULATION POINT IN THE SECOND A CORNER OF QUINCY TRAIL AND GRAND AVENUE	1100.00
BM 1101	WALSH WITH MARIETTA TRIANGULATION POINT IN THE INTERSECTION OF QUINCY TRAIL AND GRAND AVENUE	1101.00
BM 1102	WALSH WITH MARIETTA TRIANGULATION POINT IN THE INTERSECTION OF QUINCY TRAIL AND GRAND AVENUE	1102.00



**CURVE TABLE**

NO.	CH. NO.	ANGLE	LENGTH	CHORD BEARING	CHORD
C1	101.00	108.00	81.60	N87°10'00"E	81.60
C2	101.00	41.00	12.60	N23°24'18"E	12.60
C3	101.00	82.00	12.60	N67°42'36"E	12.60
C4	101.00	30.00	41.60	N67°42'36"E	41.60
C5	101.00	112.00	19.60	N07°58'30"W	19.60
C6	101.00	20.00	21.00	N07°58'30"W	21.00
C7	101.00	147.00	42.00	S77°42'36"E	42.00
C8	101.00	62.00	21.00	N75°12'24"W	21.00
C9	101.00	20.00	21.00	N75°12'24"W	21.00
C10	101.00	147.00	208.51	N67°42'36"E	208.51
C11	101.00	212.00	28.90	S67°42'36"E	28.90
C12	101.00	30.00	28.90	S67°42'36"E	28.90
C13	101.00	82.00	27.40	N77°23'24"E	27.40
C14	101.00	147.00	208.68	S07°12'24"E	208.68
C15	101.00	20.00	21.57	S07°12'24"E	21.57
C16	101.00	147.00	84.42	S87°02'30"W	84.42
C17	101.00	20.00	21.56	S87°02'30"W	21.56
C18	101.00	30.00	21.56	S87°02'30"W	21.56
C19	101.00	147.00	27.26	S23°12'24"E	27.26
C20	101.00	112.00	8.40	S47°42'36"E	8.40
C21	101.00	112.00	8.40	S47°42'36"E	8.40
C22	101.00	112.00	8.40	S47°42'36"E	8.40
C23	101.00	112.00	8.40	S47°42'36"E	8.40
C24	101.00	112.00	8.40	S47°42'36"E	8.40
C25	101.00	112.00	8.40	S47°42'36"E	8.40
C26	101.00	112.00	8.40	S47°42'36"E	8.40
C27	101.00	112.00	8.40	S47°42'36"E	8.40
C28	101.00	112.00	8.40	S47°42'36"E	8.40
C29	101.00	112.00	8.40	S47°42'36"E	8.40
C30	101.00	112.00	8.40	S47°42'36"E	8.40

**LINE TABLE**

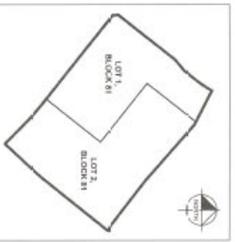
NO.	BEARING	LENGTH	NO.	BEARING	LENGTH
L1	N67°42'36"E	112.36	L31	S47°42'36"E	112.36
L2	N67°42'36"E	112.36	L32	S47°42'36"E	112.36
L3	N67°42'36"E	112.36	L33	S47°42'36"E	112.36
L4	N67°42'36"E	112.36	L34	S47°42'36"E	112.36
L5	N67°42'36"E	112.36	L35	S47°42'36"E	112.36
L6	N67°42'36"E	112.36	L36	S47°42'36"E	112.36
L7	N67°42'36"E	112.36	L37	S47°42'36"E	112.36
L8	N67°42'36"E	112.36	L38	S47°42'36"E	112.36
L9	N67°42'36"E	112.36	L39	S47°42'36"E	112.36
L10	N67°42'36"E	112.36	L40	S47°42'36"E	112.36
L11	N67°42'36"E	112.36	L41	S47°42'36"E	112.36
L12	N67°42'36"E	112.36	L42	S47°42'36"E	112.36
L13	N67°42'36"E	112.36	L43	S47°42'36"E	112.36
L14	N67°42'36"E	112.36	L44	S47°42'36"E	112.36
L15	N67°42'36"E	112.36	L45	S47°42'36"E	112.36
L16	N67°42'36"E	112.36	L46	S47°42'36"E	112.36
L17	N67°42'36"E	112.36	L47	S47°42'36"E	112.36
L18	N67°42'36"E	112.36	L48	S47°42'36"E	112.36
L19	N67°42'36"E	112.36	L49	S47°42'36"E	112.36
L20	N67°42'36"E	112.36	L50	S47°42'36"E	112.36
L21	N67°42'36"E	112.36	L51	S47°42'36"E	112.36
L22	N67°42'36"E	112.36	L52	S47°42'36"E	112.36
L23	N67°42'36"E	112.36	L53	S47°42'36"E	112.36
L24	N67°42'36"E	112.36	L54	S47°42'36"E	112.36
L25	N67°42'36"E	112.36	L55	S47°42'36"E	112.36
L26	N67°42'36"E	112.36	L56	S47°42'36"E	112.36
L27	N67°42'36"E	112.36	L57	S47°42'36"E	112.36
L28	N67°42'36"E	112.36	L58	S47°42'36"E	112.36
L29	N67°42'36"E	112.36	L59	S47°42'36"E	112.36
L30	N67°42'36"E	112.36	L60	S47°42'36"E	112.36

**FINAL PLAT OF THE MAYFAIR - PARCEL EA-3, LOTS 1R, 2R & 3, BLOCK 81**

BEING A REPLAT OF MAYFAIR - PARCEL EA-3, LOTS 1 & 2, BLOCK 81, AS RECORDED IN DOCUMENT NO. 202309020818 OF THE PLAT RECORDS OF COMAL COUNTY, TEXAS, IN THE ANTONIO M. ENSAURIZAR SURVEY, ABSTRACT 988, COMAL COUNTY, TEXAS

**EASEMENT LABELS**

(A)	5' WIDE EASEMENT
(B)	10' WIDE EASEMENT
(C)	15' WIDE EASEMENT
(D)	20' WIDE EASEMENT
(E)	25' WIDE EASEMENT
(F)	30' WIDE EASEMENT
(G)	35' WIDE EASEMENT
(H)	40' WIDE EASEMENT
(I)	45' WIDE EASEMENT
(J)	50' WIDE EASEMENT



**Kimley-Horn**

1914 EAST L.C. ROAD, SUITE 100, AUSTIN, TEXAS 78758  
 TEL: 512.424.1111  
 WWW.KIMLEY-HORN.COM

PROJECT NO. 6110205  
 SHEET NO. 2 OF 2

**LINE TYPE LEGEND**

(Symbol)	PROPOSED LINE
(Symbol)	EXISTING LINE
(Symbol)	ADJACENT TO LINE
(Symbol)	PROPOSED ADJACENT LINE
(Symbol)	EXISTING ADJACENT LINE

**LEGEND**

- 4" TYPICAL ROUND IRON PIPE CAP SET
- 4" TYPICAL ROUND IRON PIPE CAP SET FOUND

**REMARKS:**

1. THIS PLAT IS THE FINAL PLAT OF THE SOUTH-CENTRAL ZONE FINAL ALI COMMUNITIES AND DISTRICTS SPONSORED BY THE STATE OF TEXAS. THE STATE OF TEXAS HAS ADOPTED THE 2015 ANNUAL CHANGE EDITION OF THE 2012 FLOOD HAZARD ZONE MAP. THE 2015 ANNUAL CHANGE EDITION OF THE 2012 FLOOD HAZARD ZONE MAP IS THE BASIS FOR THE FLOOD HAZARD ZONE MAP SHOWN ON THIS PLAT. THE FLOOD HAZARD ZONE MAP IS A PUBLIC RECORD OF THE STATE OF TEXAS. THE FLOOD HAZARD ZONE MAP IS A PUBLIC RECORD OF THE STATE OF TEXAS. THE FLOOD HAZARD ZONE MAP IS A PUBLIC RECORD OF THE STATE OF TEXAS.

11/10/2025

Agenda Item No. J)

---

**PRESENTER:**

Latifat Olufemi, Building Official

**SUBJECT:**

Approval of the first reading of an ordinance amending Chapter 14, Section 14-27, International Building Code, and Sec. 14-29-International Residential Code of the City of New Braunfels Code of Ordinances, pertaining to fence regulations.

**DEPARTMENT:** Transportation and Construction Services  
Neighborhood & Community Planning

**COUNCIL DISTRICTS IMPACTED:** All

**BACKGROUND INFORMATION:**

**This topic was presented to the City Council at their October 20, 2025, Special Meeting.**

Staff consistently reviews permitting procedures to identify redundancies and other opportunities to streamline processes, reduce workload, and shorten turnaround times. Fence permits have been identified as one such opportunity.

There are various types of fences desired by property owners. Some are predominantly open, such as chain-link or wrought iron. Others are solid screens using materials such as wood pickets or pre-cast concrete. Some fences are required, such as those intended to secure swimming pools or to buffer commercial uses from residential areas, while property owners desire others to delineate their property boundaries or control access.

Currently, all fences require building permits; some fence repairs also require permits. Depending on the type of fence and its location, there are various rules to comply with. The rules are basic and relatively consistent with those of most other jurisdictions, making compliance straightforward. If the requirement to obtain a permit were eliminated for most fence types, that would create capacity for Plans Examiners to focus on other, more complex permit types, reducing overall turnaround times.

**ISSUE:**

The current requirement for a building permit for all fence installations and certain repairs has been identified as an opportunity to improve efficiency and enhance customer service. While fencing plays a role in property aesthetics, security, and privacy, the permitting process for most standard fence types provides limited benefit relative to the staff time required for review and issuance. Most fences are simple in design and construction, and compliance with height, placement, and material standards can be verified through existing inspection or code compliance procedures.

Eliminating the permit requirement for most fence types would align with the City's goals of streamlining development processes, reducing turnaround times, and improving customer experience. This adjustment would allow Plans Examiners to focus on more complex permit types that have a greater impact on life safety and development quality, while still maintaining public safety and compliance through existing standards and enforcement tools. In-turn, the reduced workload will result in faster review turnaround times on other permit

---

types.

These amendments to the Building and Residential Codes are concurrent with an amendment to the Zoning Ordinance. If approved, permits will only be required for fences:

1. Built to secure swimming pools
2. 7 feet tall or taller
3. Proposed to be built in drainage easements
4. Proposed to be built in the special flood hazard area.

**COMPREHENSIVE PLAN REFERENCE:**

The proposed ordinance amendment is consistent with the following actions from Envision New Braunfels:

- **Action 1.11:** Update policies and codes to achieve development patterns that implement the goals of this plan
- **Action 3.6:** Proactively provide a regulatory environment that remains business and resident-friendly.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility Enhanced Connectivity Community Identity  
Organizational Excellence Community Well-Being N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approval

**ORDINANCE NO. 2025-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS, AMENDING THE NEW BRAUNFELS CODE OF ORDINANCES, CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, SECTION 27 (2021 INTERNATIONAL BUILDING CODE) AND SECTION 29 (2021 INTERNATIONAL RESIDENTIAL CODE); REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; CONTAINING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City of New Braunfels ("City") adopted the 2021 International Residential, Building, Plumbing, Mechanical, Fuel Gas, Energy Conservation, Fire, Property Maintenance, and Existing Building Codes and the 2020 National Electrical Code in October 2023; and

**WHEREAS**, the City of New Braunfels Strategic Plan has multiple objectives in the Economic Mobility and Organizational Excellence Strategic Priorities supporting updates that improve regulations; and

**WHEREAS**, the Comprehensive Plan, Envision New Braunfels, has multiple action items supporting updates that improve regulations, including Action Items 1.11: Update policies and codes to achieve development patterns that implement the goals of this plan; 3.6: Proactively provide a regulatory environment that remains business and resident-friendly; and

**WHEREAS**, the City Council hereby finds and determines that regularly updating the code for clarification provides improved customer service and is in the best interest of the citizens of New Braunfels; and

**WHEREAS**, the City Council hereby finds that adopting these amendments would align with the City's goals of streamlining development processes, reducing turnaround times, and improving customer experience.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** Chapter 14, Buildings and Building Regulations, Article II, Building Code, Section 14-27(e), *Work Exempt from Permit*, is hereby amended to include the following underlined additions:

## Chapter 14 – BUILDINGS AND BUILDING REGULATIONS

\*\*\*\*\*

### ARTICLE II. – BUILDING CODE

Sec. 14-27. – 2021 International Building Code (IBC).

\*\*\*\*\*

e) 105.2 Work exempt from permit.

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following, provided that there is no special flood hazard area (SFHA) on the associated property:

Building:

\*\*\*\*\*

12. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

13. Fences, other than those that are:

a. swimming pool barriers,

b. fences over 7 feet (2134mm) tall, or

c. fences in a drainage easement.

\*\*\*\*\*

### SECTION 2

THAT Chapter 14, Buildings and Building Regulations, Article III, Residential Code, Section 14-29(b), *Work Exempt from Permit*, is hereby amended to include the following underlined additions:

## Chapter 14 – BUILDINGS AND BUILDING REGULATIONS

\*\*\*\*\*

### ARTICLE III. – RESIDENTIAL CODE

Sec. 14-29. – 2021 International Residential Code (IRC).

\*\*\*\*\*

b) R105.2 Work exempt from permit.

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following provided that there is no special flood hazard area (SFHA) on the associated property.

Building:

\*\*\*\*\*

8. Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

9. Fences, other than those that are:

a. swimming pool barriers,

b. fences over 7 feet (2134mm) tall, or

c. fences in a drainage easement.

\*\*\*\*\*

### SECTION 3

**THAT** it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

### SECTION 4

**THAT** all provisions of the Code of Ordinances of the City of New Braunfels not herein amended or repealed shall remain in full force and effect.

### SECTION 5

**THAT** all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

**SECTION 6**

**THAT** in accordance with the provisions of the City Charter, this Ordinance may be read and published by descriptive caption only. This Ordinance has been publicly available in the office of the City Secretary prior to its adoption.

**SECTION 7**

**THAT** this Ordinance shall become adopted and effective upon its second reading, signature required by City Charter, and filing with the City Secretary’s Office.

**PASSED AND APPROVED:** First reading this 10th day of November 2025.

**PASSED AND APPROVED:** Second reading this 27th day of November 2025.

**CITY OF NEW BRAUNFELS**

---

**NEAL LINNARTZ, Mayor**

**ATTEST:**

---

**GAYLE WILKINSON, City Secretary**

**APPROVED AS TO FORM:**

---

**VALERIA M. ACEVEDO, City Attorney**

11/10/2025

Agenda Item No. K)

---

**PRESENTER:**

Jeff Jewell, Economic and Community Development Director

**SUBJECT:**

Approval of the second and final reading of an ordinance designating a geographic area within the City of New Braunfels as a reinvestment zone for tax increment financing purposes pursuant to Chapter 311 of the Texas Tax Code to be known as Tax Increment Reinvestment Zone Number Four - Zipp Park (“TIRZ 4: Zipp Park”), City of New Braunfels, describing the property parcels included in the zone, containing findings and provisions related to the creation of the zone, providing a termination date, providing the zone take effect immediately upon passage of the ordinance, providing a severability clause, providing for publication, and declaring an effective date.

**DEPARTMENT:** Economic and Community Development

**COUNCIL DISTRICTS IMPACTED:** 2

**BACKGROUND INFORMATION:**

The City Council held a public hearing on October 27, 2025 and unanimously approved the first reading of the ordinance (7-0).

The proposed ordinance would create a Tax Increment Reinvestment Zone (TIRZ) Number 4 around the Zipp Sports Park area for a 25-year period. The TIRZ would allow the City to use the incremental increase in property taxes above the base (2025) year collections for designated improvements within the zone area. A TIRZ works to capture a portion of the new tax revenue occurring within the defined zone and making this “Tax Increment Fund” available to assist in financing identified projects. The project categories are identified in the Preliminary Project and Financing Plan (Exhibit C on attached Ordinance). The proposed TIRZ #4 will cover approximately 195.9 acres including right of way. The 2025 baseline taxable property value of the TIRZ #4 footprint is approximately \$1,050,000 and a map is included in the Preliminary Project and Financing Plan (and on Exhibit B on the attached Ordinance). The Plan fulfills the legal requirements of designating a TIRZ as identified in Chapter 311 of the Texas Tax Code. Notice of the public hearing was published on October 18-19, 2025 in the Herald-Zeitung - at least seven days prior to today’s public hearing.

The Preliminary Project and Financing Plan calls for 85% of the City’s property tax to be directed into the Tax Increment Fund for a period of 25-years. No other taxing entities are contributing a portion of their tax increment into the fund and no sales tax is proposed to be directed into the fund. The TIRZ #4 revenue would be used to fund projects like: parks & streetscape enhancements, public infrastructure improvements, and economic development incentives and grants.

The TIRZ #4 boundaries, increment percentages, and Plan details can be amended with action by the (soon to be created) TIRZ #4 Board and City Council. The City Council, after adopting the Preliminary Project and Financing Plan (detailed in the attached Ordinance as Exhibit C), will consider the adoption of a Final Project and Financing Plan and appoint seven (7) members to the mandated TIRZ #4 Board.

Action tonight will establish the TIRZ #4 boundaries, establish the initial incremental percentage to the fund,

---

and forecast the anticipated revenues and project expenditures. No commitment or obligations to expend funding or address projects/initiatives are being considered with tonight's second reading.

**ISSUE:**

Second and final reading of an ordinance establishing TIRZ #4 - Zipp Park

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

Over a 25-year term, TIRZ #4 is anticipated to generate approximately \$5,106,016 in increment for the fund; providing funding to projects as specified in the Preliminary Project and Financing Plan.

**RECOMMENDATION:**

Staff recommends approval of the second and final reading of the ordinance to establish TIRZ #4

**ORDINANCE NO. 2025-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS, DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY OF NEW BRAUNFELS AS A REINVESTMENT ZONE FOR TAX INCREMENT FINANCING PURPOSES PURSUANT TO CHAPTER 311 OF THE TEXAS TAX CODE TO BE KNOWN AS TAX INCREMENT REINVESTMENT ZONE NUMBER FOUR – ZIPP PARK (TIRZ 4: ZIPP PARK), CITY OF NEW BRAUNFELS; DESCRIBING THE PROPERTY PARCELS INCLUDED IN THE ZONE; CREATING A BOARD OF DIRECTORS FOR THE ZONE, ESTABLISHING A TAX INCREMENT FUND FOR THE ZONE; CONTAINING FINDINGS AND PROVISIONS RELATED TO THE CREATION OF THE ZONE; PROVIDING A DATE FOR THE TERMINATION OF THE ZONE; PROVIDING THE ZONE TAKE EFFECT IMMEDIATELY UPON PASSAGE OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND DECLARING AN EFFECTIVE DATE.**

WHEREAS, the City of New Braunfels, Texas (the “City”), pursuant to the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code (the “Act”), may designate a geographic area within the City as a tax increment reinvestment zone if the area satisfies the requirements of the Act; and

WHEREAS, the Act provides that the governing body of a municipality by ordinance may designate a geographic area that is in the corporate limits or extra-territorial jurisdiction of the municipality to be a reinvestment zone if the governing body determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future; and

WHEREAS, the City Council desires to promote the development of a certain geographic area in the City, which is more specifically described as being a +/- 195.9 acre tracts of land and right-of-way, more or less, and including the properties assigned a Parcel ID by the Guadalupe County Appraisal District as presented in “Exhibit A” and as depicted on the map attached hereto as “Exhibit B” and incorporated herein, through the creation of a new reinvestment zone as authorized by and in accordance with the Act (the “Zone”); and

WHEREAS, pursuant to and required by the Act, the City has prepared a Preliminary Project & Financing Plan for Tax Increment Reinvestment Zone Number Four – Zipp Park, New Braunfels, Texas, attached as “Exhibit C” (hereinafter referred to as the “Preliminary Project & Financing Plan”); and

WHEREAS, notice of the public hearing on the creation of the Zone was published on October 18-19, 2025 (Weekend Edition) in the New Braunfels Herald-Zeitung, a newspaper of general circulation in the City of New Braunfels, the publication date occurred before the seventh (7<sup>th</sup>) day before the public hearing held on October 27, 2025 (first reading); and

WHEREAS, at the public hearing on October 27, 2025, interested persons were allowed to speak for or against the creation of the Zone, its boundaries, and the concept of tax increment financing, and owners of the property in the Zone were given a reasonable opportunity to protest

the inclusion of the property in the Zone; the public hearing was held in full accordance with Section 311.003(c) of the Act; and

WHEREAS, after all comments and evidence were received by the City Council, the public hearing was closed on October 27, 2025; and

WHEREAS, the City has taken all actions required to create the Zone including, but not limited to, all actions required by the home-rule Charter of the City, the Act, the Texas Open Meetings Act, and all other laws applicable to the creation of the Zone; and

WHEREAS, the percentage of property in the Zone, excluding property that is publicly owned, currently used for residential purposes is less than thirty (30) percent.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**Section 1: RECITALS INCORPORATED**

The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct.

**Section 2: FINDINGS**

The City Council, after conducting the above-described hearings and have heard the evidence and testimony presented at the hearing, has made the following findings and determined based on the evidence and testimony presented to it:

- (a) That the public hearings on creation of the Zone has been properly called, held, and conducted and that notice of such hearing has been published as required by law.
- (b) That the proposed improvements in the Zone will significantly enhance the value of all the taxable real property in the Zone and will be of general benefit to the City.
- (c) That the Zone meets the criteria and requirements of the Act because due to the size, location, drainage issues, and physical characteristics, new development and redevelopment in the area will not likely occur due to:
  - a. Defective or inadequate sidewalk layout;
  - b. The deterioration of site or other improvements;
- (d) That the Zone contains predominantly open or undeveloped land
- (e) That the Zone is a geographic area located wholly within the corporate limits of the City of New Braunfels;
- (f) That less than thirty percent (30%) of the property in the Zone, excluding property that is publicly owned, is used for residential purposes; and
- (g) That the total appraised value of taxable real property in the Zone, and in existing reinvestment zones of the City, does not exceed fifty percent (50%) of the total appraised value of taxable real property in the City and in industrial districts created by the City.

### **Section 3: DESIGNATION AND NAME OF THE ZONE**

That the City, acting under the provisions of the Act, does hereby designate as a reinvestment zone, and create and designate a reinvestment zone over the area more specifically described as being +/- 195.9 acre tracts of land and right-of-way, more or less, and including the properties as assigned a Parcel ID by the Guadalupe County Appraisal District as presented in "Exhibit A" and as depicted on the map attached hereto as "Exhibit B" and incorporated herein to promote the development of the area. The reinvestment zone shall hereafter be named for identification as Tax Increment Reinvestment Zone Number Four – Zipp Park, City of New Braunfels, Texas (the "Zone").

### **Section 4: BOARD OF DIRECTORS**

That there is hereby created a Board of Directors for the Zone, which shall consist of seven (7) members, including any members appointed by the participating taxing jurisdictions. Members One through Four shall be reserved for City of New Braunfels appointees and members Five, Six, and Seven shall be reserved for participating taxing jurisdictions within the Zone, each of whom may appoint one Director.

Outside of the City of New Braunfels, the taxing jurisdictions within the Zone include: Guadalupe County, Guadalupe County Lateral Road, and Marion Independent School District. Participating taxing jurisdictions entitled to appoint a director shall be assigned a Board position number in the order the appointment is received by the City. Failure of any taxing unit to appoint a director as provided herein, shall be deemed a waiver of the right to appoint a director, and the City Council as a whole, shall be entitled to appoint persons to the position.

The initial directors to the Board of Directors of the Zone shall be appointed by ordinance of the City. An increase in the number of Board of Directors shall be accomplished by resolution or Ordinance of the City but shall not exceed a total of fifteen (15) members. All members of the Board of Directors shall meet eligibility requirements set forth in Chapter 311 of the Act to include:

- (a) Individuals must be at least 18 years of age; and
  - a. **Either:**
    - i. be a resident of the county in which the Zone is located or in an adjacent county – or –
    - ii. Own real property in the Zone

All members will serve two-year terms beginning when assigned and appointed by the City Council. A vacancy on the Board of Directors is filled for the unexpired term by appointment of the City Council. Each year the City Council shall annually designate one (1) member of the Board of Directors to serve as Chair for a one (1) year term that begins on January 1<sup>st</sup> of the following year. The Board of Directors shall elect from its members a Vice Chair to preside in the absence of the Chair or when there is a vacancy in the role. The Board of Directors may elect other officers as it considers appropriate.

### ***Board of Directors Roles/Responsibilities***

The Board of Directors shall make recommendations to the City Council concerning the administration, management, and operation of the Zone. The Board of Directors shall prepare or cause to be prepared and adopt a Project and Financing Plan for the Zone and shall submit such plans to the City Council for its approval. The City hereby authorizes the Board of Directors to exercise all of the City's powers necessary to administer, manage, or operate the Zone and prepare the Project and Financing Plan, including the power to employ consultants, legal counsel, financial advisors, or enter into any reimbursement agreements with consultants, legal counsel, and financial advisors payable solely from the Tax Increment Fund established by this Ordinance, subject to the approval of the City Manager or his designee, that may be reasonably necessary or convenient to assist the Board of Directors in the administration, management, or operation of the Zone and the preparation of the Project and Financing Plan. Notwithstanding the foregoing, the Board of Directors shall not be authorized to issue bonds, impose taxes or fees, exercise the power of eminent domain, or give final approval to the Project and Financing Plan. The Board of Directors of the Zone may not exercise any power granted to the City by Section 311.008 of the Act without additional authorization from the City.

### **Section 5. DURATION OF THE ZONE**

That the Zone shall take effect immediately upon the passage and approval of this Ordinance, and termination of the operation of the Zone shall occur on December 31, 2045 (duration of 20 years), or at an earlier time designated by subsequent ordinance, or at such time, subsequent to the issuance of tax increment bonds, if any, that all project costs, tax increment bonds, and the interest on the bonds, have been paid in full.

### **Section 6. TAX INCREMENT BASE**

That the Tax Increment Base of the City or any other taxing unit participating in the Zone is the total appraised value of all real property taxable by the City or other taxing unit participating in the Zone and located in the Zone, determined as of January 1, 2025, the year in which the Zone is designated as a reinvestment zone (the "Tax Increment Base").

### **Section 7. TAX INCREMENT FUND**

That there is hereby created and established a Tax Increment Fund for the Zone which may be divided into subaccounts as authorized by subsequent ordinances. All TAX Increments, as defined below, shall be deposited in the Tax Increment Fund. The Tax Increment Fund and any subaccount shall be maintained at the depository bank of the City and shall be secured in the manner prescribed by law for funds of Texas cities. The annual Tax Increment shall equal the percentage of the tax increment, as defined by Section 311.012(a) shall equal eighty-five percent (85%) of the City's portion of property tax increment as defined by Section 311.012(a) of the Act, less any amounts that are to be collected from the Tax Increment pursuant to the Act. All revenues from the sale of any tax increment bonds, notes, or other obligations hereinafter issued by the City for the benefit of the Zone, if any; revenues from the sale of property acquire as part of the Project and Financing Plan, if any; and other revenues to be used in the Zone shall be deposited into the Tax Increment Fund. Prior to termination of the Zone, money shall be disbursed from the Tax Increment Fund only to pay project costs, as defined by the Act, for the Zone, to satisfy the claims

of holders of tax increment bonds or notes issued for the Zone, or to pay obligations incurred pursuant to agreements entered into to implement the Project and Financing Plan and achieve their purposes pursuant to Section 311.010(b) of the Act.

**Section 8. SEVERABILITY**

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the City as a whole or any part thereof, other than the part so declared invalid.

**Section 9. OPEN MEETINGS**

It is hereby found, determined, and declared that a sufficient written notice of the date, hour, place, and subject of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at City Hall for the time required by law preceding the meetings, as required by the Open Meetings Act, Texas Government Code, Chapter 551, and that these meetings have been open to the public as required by law at all times during which this Ordinance and the subject matter hereof have been discussed, considered, and formally acted upon. The City Council further ratifies, approves, and confirms such a written notice and the content and posting thereof.

**Section 10. EFFECT**

This Ordinance shall take effect immediately upon the second and final reading of the same in accordance with and as provided by Section 311.004(a)(3) of the Act and the City’s Charter.

**PASSED AND APPROVED:** First Reading on October 27, 2025

**PASSED AND APPROVED:** Second and Final Reading on November 10, 2025

\_\_\_\_\_  
NEAL LINNARTZ, *MAYOR*

ATTEST:

\_\_\_\_\_  
GAYLE WILKINSON, *CITY SECRETARY*

APPROVED AS TO FORM:

\_\_\_\_\_  
VALERIA ACEVEDO, *CITY ATTORNEY*

**Exhibit A  
Included Property Parcels**

<b>Parcel ID/Property ID</b>	<b>Owner</b>	<b>Land Use Code</b>
187540	CITY OF NEW BRAUNFELS	City
187541	CITY OF NEW BRAUNFELS	City
187542	CITY OF NEW BRAUNFELS	City
199295	DRAGO DEVELOPMENT LLC	Commercial/Multi-Family

**Source:** Guadalupe Appraisal District



**Exhibit C:**  
**Preliminary Project & Financing Plan**  
*(Following Pages)*

New Braunfels Tax Increment Reinvestment Zone #4  
Preliminary Project & Financing Plan

City of New Braunfels, Texas  
September 15, 2025



Prepared by



**TXP, Inc.**

1310 South 1st Street, Suite 105

Austin, Texas 78704

(512) 328-8300 phone

[www.txp.com](http://www.txp.com)

## Table of Contents

<b>Section 1 – Project Plan</b> .....	1
Overview.....	1
Existing Tax Increment Financing Districts in the City of New Braunfels .....	1
Description of the Tax Increment Reinvestment Zone #4.....	1
Properties within the TIRZ.....	4
Existing Zoning and Land Use Guidelines Applicable to TIRZ #4.....	4
Taxing Jurisdictions Applicable to TIRZ.....	4
Proposed Changes in Master Plans, Zoning Ordinances, and Building Codes.....	4
Relocation of Displaced Persons.....	4
<b>Section 2 – Project Plan Improvements</b> .....	5
Eligible Project Costs .....	5
<b>Section 3 – Financing Plan</b> .....	6
Compliance & Reporting .....	6
Public Sector Entities Participating in TIRZ #4 .....	6
Financial Forecast Assumptions.....	7
Financial Forecast Summary Results .....	8
<b>Conclusion</b> .....	9
<b>Appendix: Properties within the Proposed TIRZ #4</b> .....	10
<b>Legal Disclaimer</b> .....	11



.....

## List of Figures

Figure 1: Existing New Braunfels TIRZ..... 2  
Figure 2: Proposed TIRZ #4 Geographic Boundary ..... 3  
Figure 3: Existing Land Use within the Proposed TIRZ #4 ..... 3

## List of Tables

Table 1: Existing New Braunfels TIRZ (2025)..... 1  
Table 2: Existing Land Use of Proposed TIRZ #4 (2025) ..... 2  
Table 3: Taxing Jurisdictions Participating in TIRZ #4 ..... 6  
Table 4: Preliminary TIRZ #4 Buildout and Revenue Forecast..... 8  
Table 5: Properties within the Proposed TIRZ #4 ..... 10



## Section 1 – Project Plan

### Overview

The City of New Braunfels, Texas is considering implementing a tax increment reinvestment zone (TIRZ) to fund a portion of the infrastructure and development costs associated property near the Zipp Family Sports Park. In addition, the City would like to encourage new commercial activity in south New Braunfels. The proposed new zone would be named TIRZ #4 – Zipp Park TIRZ (TIRZ #4).

This document is designed to meet the legal requirements of designating a TIRZ. The statutes governing tax increment financing are in Chapter 311 of the State of Texas Tax Code. This preliminary feasibility study and project plan is required by state law.

### Existing Tax Increment Financing Districts in the City of New Braunfels

There are three existing TIRZ in New Braunfels. According to state law, cities with more than 100,000 residents may not create a new TIRZ if the total appraised value of taxable real property in the proposed reinvestment zone and in the existing reinvestment zones would exceed 25.0 percent of the total appraised value of taxable real property within the city and its industrial districts. In addition, a TIRZ may not be created if more than 30.0 percent of the property in the proposed new TIRZ (excluding publicly-owned property) is used for residential purposes at the time of designation. The proposed TIRZ #4 complies with these state rules.

**Table 1: Existing New Braunfels TIRZ (2025)**

Land Use	Taxable Value
TIRZ #1 - Creekside	\$755,420,464
TIRZ #2 - River Mill	\$30,403,695
TIRZ #3 - Downtown	\$177,912,825
Total TIRZ	\$963,736,984
City of New Braunfels	\$15,769,960,560
TIRZ as % of Total	6.1%

Source: Comal Appraisal District; City of New Braunfels; TXP, Inc.

### Description of the Tax Increment Reinvestment Zone #4

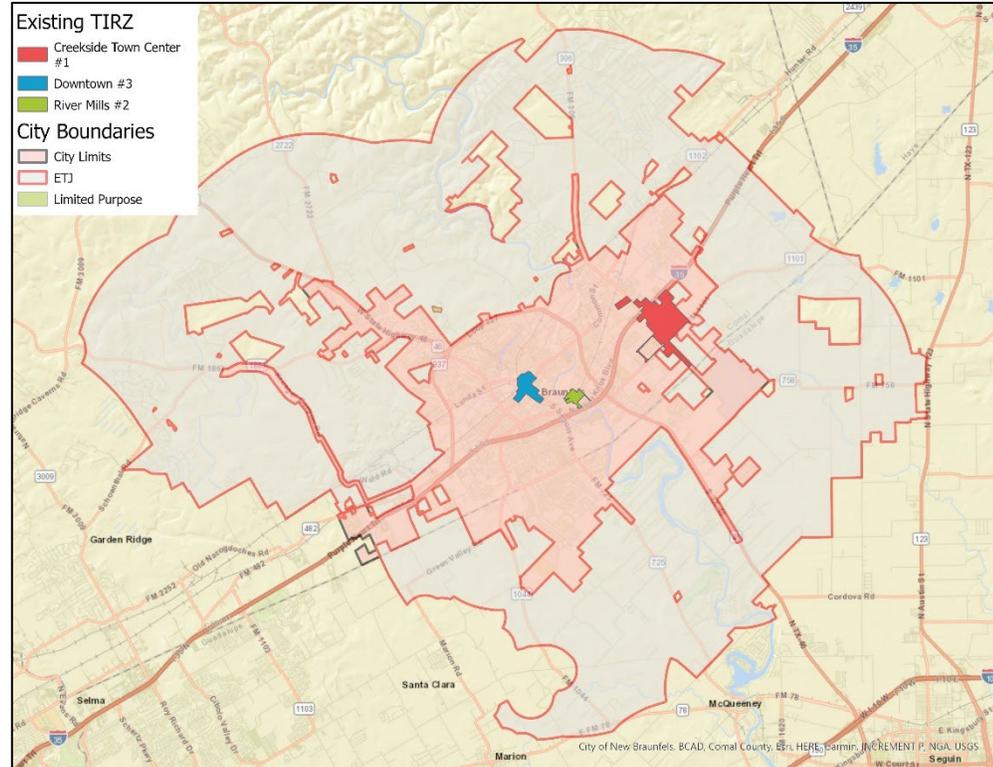
The proposed TIRZ #4 will cover approximately 195.9 acres (including roads and right of way). The 2025 baseline taxable property value of the proposed TIRZ is approximately \$1,050,000. See the appendix for the list of properties within the TIRZ.

**Table 2: Existing Land Use of Proposed TIRZ #4 (2025)**

Land Use	Parcel Count	Acreage	Taxable Value
City of New Braunfels	3	146.7	\$0
Commercial/Multi-family	1	7.5	\$1,050,000
Roads & Right of Way	N.A.	41.7	\$0
<b>Total</b>	<b>4</b>	<b>195.9</b>	<b>\$1,050,000</b>

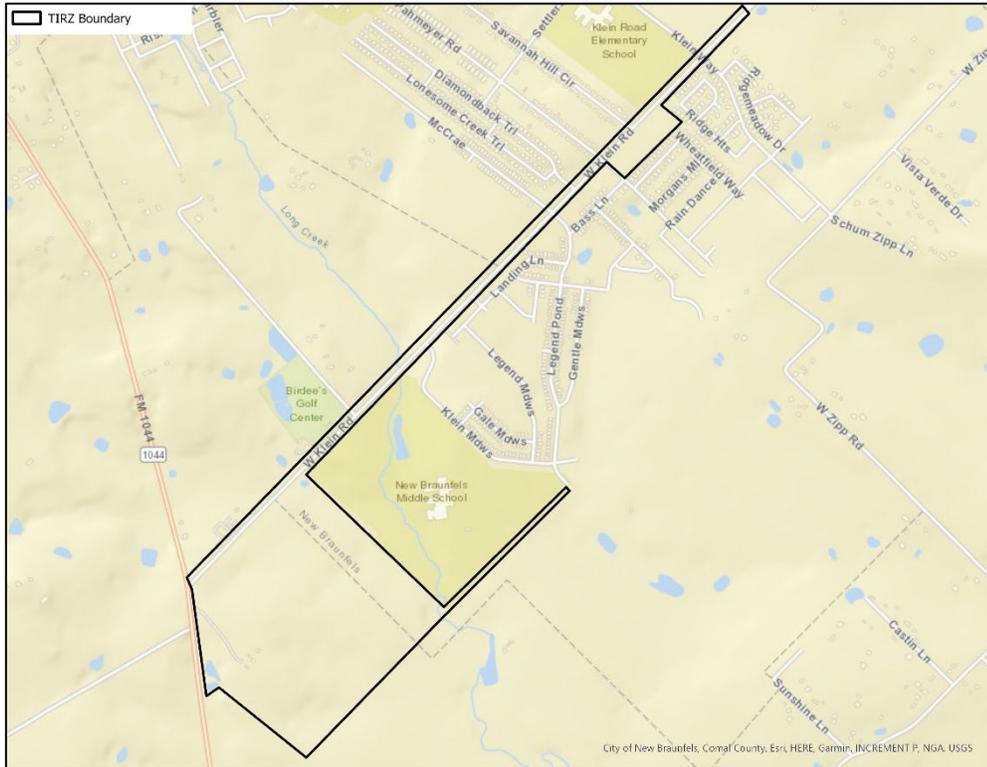
Source: Guadalupe Appraisal District; TXP, Inc.

**Figure 1: Existing New Braunfels TIRZ**



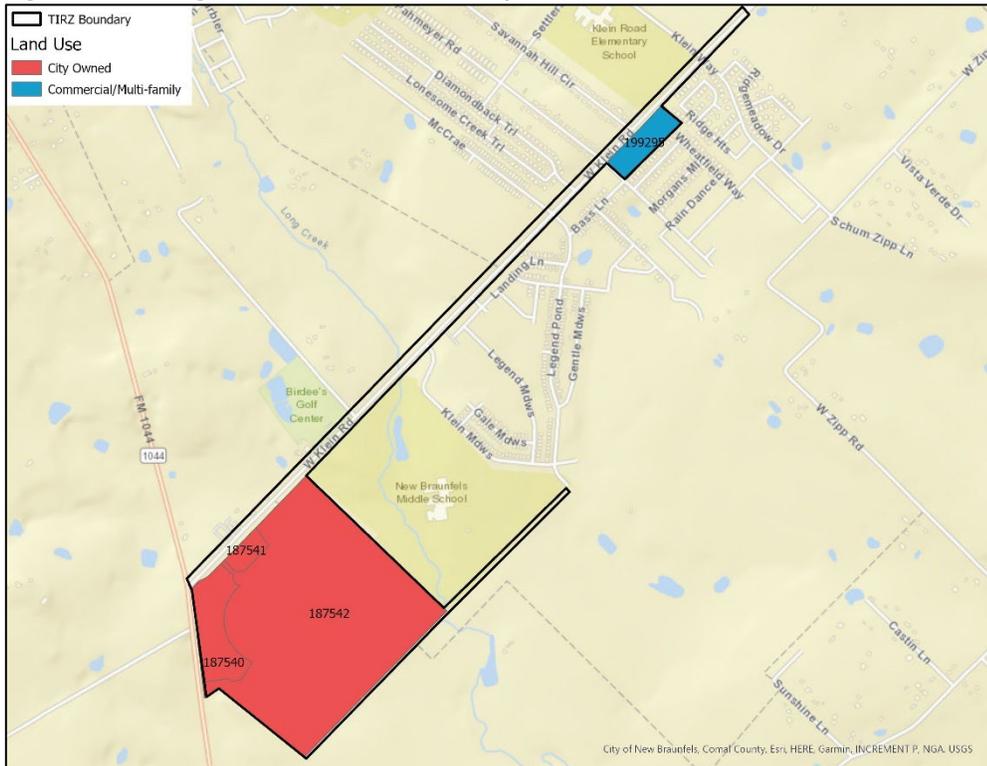
Source: TXP, Inc.

**Figure 2: Proposed TIRZ #4 Geographic Boundary**



Source: TXP, Inc.

**Figure 3: Existing Land Use within the Proposed TIRZ #4**



Source: Guadalupe Appraisal District; TXP, Inc.

**Properties within the TIRZ**

The parcels identified in the appendix and the boundary map (Figure 3) provide sufficient detail to identify with ordinary and reasonable certainty the territory included in the zone.

**Existing Zoning and Land Use Guidelines Applicable to TIRZ #4**

Existing New Braunfels land use, zoning guidelines, and policies would apply to all properties.

**Taxing Jurisdictions Applicable to TIRZ**

The proposed TIRZ #4 is located within the following taxing jurisdictions:

- City of New Braunfels
- Guadalupe County
- Guadalupe County Lateral Road
- Marion Independent School District
- New Braunfels Independent School District

**Proposed Changes in Master Plans, Zoning Ordinances, and Building Codes**

There are no anticipated changes to the master development and zoning ordinances.

**Relocation of Displaced Persons**

This plan currently does not call for nor anticipate the displacement and relocation of persons for the proposed projects.

## Section 2 – Project Plan Improvements

TIRZ #4 will provide support for catalytic infrastructure and economic development projects that will facilitate the development of properties within this area of south New Braunfels. Due to its size, location, drainage issues, and physical characteristics, new private sector development and redevelopment in TIRZ #4 will not likely occur solely through private investment. Proposed public improvements would likely include new and refurbished utilities, streets and drainage, streetscapes, open spaces, and parking facilities.

### **Eligible Project Costs**

The following categories generally describe what might be included in the final project and finance plan:

#### **1. Parks & Streetscape Enhancements**

This category includes gateway features, linear parks, corridor landscaping, public plazas, etc. Sports facilities and complexes would be included in this category.

#### **2. Public Infrastructure Improvements**

This category includes water, sanitary sewer and storm water improvements, roadway and street intersection enhancements, parking, public transportation, relocation of aboveground utilities, public sidewalks, public buildings, etc.

#### **3. Economic Development Grants**

It is anticipated that economic development loans or grants might be made to assist in creating the tax base that facilitates implementing the project plan. The City, with advisement from the TIRZ Board shall have the authority to establish and administer economic development programs, including but not limited to grants and loans, authorized under Chapter 380 of the Texas Local Government Code. Should such loans or grants be made, it will be done with the intent to fulfill the public purposes of developing and diversifying the economy, eliminating unemployment or underemployment, and developing or expanding transportation, business, and commercial activity in the TIRZ.

#### **4. Non-Project Costs**

The private sector will develop and redevelop properties within the TIRZ. Non-project costs are those project costs that will be funded by others (ex. private developer) and are necessary for the development of the TIRZ. The TIRZ will not fund non-project costs.

#### **5. Administration & Implementation**

Administration costs, including reasonable charges for time spent by City of New Braunfels employees, will be eligible for reimbursement as project costs.

## Section 3 – Financing Plan

Tax increment financing is a tool used by local governments to publicly finance needed infrastructure and other improvements within a defined area. These improvements are usually undertaken to promote the viability of existing businesses and to attract new commercial enterprises to the area. The statutes governing tax increment financing are located in Chapter 311 of the State of Texas Tax Code.

The costs of improvements in the defined zone are repaid by the contribution of future property tax revenues by each taxing unit that levies taxes against the property. Specifically, each taxing unit can choose to dedicate all, a portion, or none of the tax revenue that is attributable to the increase in property values due to the improvements within the reinvestment zone. The additional tax revenue that is received from the affected properties is referred to as the tax increment. Each taxing unit determines what percentage of its tax increment, if any, it will commit to repayment of the cost of financing the public improvements.

### **Compliance & Reporting**

The TIRZ Board policies shall comply with all federal, state, and local laws, rules and regulations. The TIRZ Board will submit project status reports and financial reports as required by state law.

### **Public Sector Entities Participating in TIRZ #4**

All project costs will be paid through the contribution of incremental property taxes collections. This preliminary plan assumes that the City of New Braunfels will contribute a portion of its total tax rate (maintenance and operations (M&O) and interest and sinking (I&S) ad valorem tax rate for 25 years.

**Table 3: Taxing Jurisdictions Participating in TIRZ #4**

Entity	Property Tax Rate per \$100 (2025)	% Contribution
City of New Braunfels	\$0.408936	85.0%

Source: TXP, Inc.

---

### **Financial Forecast Assumptions**

- **TIRZ Duration** – The TIRZ will have a 25-year lifespan.
- **TIRZ Allocation** – The City of New Braunfels will contribute 85.0 percent of its total incremental tax collections.
- **Tax Rate** – While tax rates do change over time, the 2025 tax rate was held constant for the duration of the TIRZ.
- **Existing Properties** – The 2025 baseline property value of the TIRZ is approximately \$1,050,000.
- **Real Property** – Only taxable real property values are included in the tax increment calculations. By law, business personal property values are excluded from TIRZ.
- **Future Development Patterns** – To provide an order of magnitude estimate, TXP has incorporated the build out of the New Braunfels Economic Development Corporation property.
- **Inflation & Appreciation Rate** – The inflation rate used for construction costs and the value of improvements is 3.0 percent per year.

### **Financial Forecast Summary Results**

The following tables depicts the anticipated revenue generated over 25 years. The revenue forecast assumes the TIRZ is established in 2025 (baseline year). The first TIRZ increment will occur in 2026 (2026 value less 2025 baseline value). Note, 2026 taxes are not due until January 2027.

**Table 4: Preliminary TIRZ #4 Buildout and Revenue Forecast**

<b>Year</b>	<b>Period</b>	<b>Total Taxable Value</b>	<b>Incremental Value</b>	<b>City Revenue @ 85% Contribution</b>
2025	0	\$1,050,000	\$0	\$0
2026	1	\$1,081,500	\$31,500	\$109
2027	2	\$1,113,945	\$63,945	\$222
2028	3	\$1,147,363	\$97,363	\$338
2029	4	\$3,713,468	\$2,663,468	\$9,258
2030	5	\$31,547,206	\$30,497,206	\$106,007
2031	6	\$40,086,126	\$39,036,126	\$135,688
2032	7	\$49,033,064	\$47,983,064	\$166,787
2033	8	\$58,403,297	\$57,353,297	\$199,358
2034	9	\$60,155,396	\$59,105,396	\$205,448
2035	10	\$61,960,058	\$60,910,058	\$211,721
2036	11	\$63,818,859	\$62,768,859	\$218,182
2037	12	\$65,733,425	\$64,683,425	\$224,837
2038	13	\$67,705,428	\$66,655,428	\$231,691
2039	14	\$69,736,591	\$68,686,591	\$238,752
2040	15	\$71,828,688	\$70,778,688	\$246,024
2041	16	\$73,983,549	\$72,933,549	\$253,514
2042	17	\$76,203,055	\$75,153,055	\$261,229
2043	18	\$78,489,147	\$77,439,147	\$269,175
2044	19	\$80,843,821	\$79,793,821	\$277,360
2045	20	\$83,269,136	\$82,219,136	\$285,790
2046	21	\$85,767,210	\$84,717,210	\$294,473
2047	22	\$88,340,227	\$87,290,227	\$303,417
2048	23	\$90,990,433	\$89,940,433	\$312,629
2049	24	\$93,720,146	\$92,670,146	\$322,117
2050	25	\$96,531,751	\$95,481,751	\$331,890
				<b>\$5,106,016</b>

Source: TXP, Inc.



## Conclusion

Based on the preliminary development concepts and activity zones within this area, anticipated tax revenue, and market demand projections, TIRZ #4 is economically and financially feasible. The TIRZ could generate substantial revenue to pay for infrastructure and redevelopment costs. Over the next 25 years, the TIRZ could generate \$5.1 million in nominal TIRZ revenue.

These projections are based on the best available datasets and information related to market conditions in the region. The substantial commitment of a few large developers could have a significantly positive impact on both the level and timing of future growth. Moreover, the financial projections make no allowance for positive spillover to the value of other properties in area as a result of new development (beyond inflation), could occur. At the same time, a slowdown in development as a result of a weaker national economy, negative changes in key drivers of regional economy, or other unforeseen issues could materially reduce the volume of construction put in place, and resulting tax revenue, over the next 25 years.

**Appendix: Properties within the Proposed TIRZ #4**

**Table 5: Properties within the Proposed TIRZ #4**

Parcel	Property ID	Owner	Land Use Code
1	187540	CITY OF NEW BRAUNFELS	City
2	187541	CITY OF NEW BRAUNFELS	City
3	187542	CITY OF NEW BRAUNFELS	City
4	199295	DRAGO DEVELOPMENT LLC	Commercial/Multi-family

Source: Guadalupe Appraisal District; TXP, Inc



## Legal Disclaimer

TXP, Inc. (TXP) reserves the right to make changes, corrections, and/or improvements at any time and without notice. In addition, TXP disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions, or discrepancies. TXP disclaims any liability due to errors, omissions, or discrepancies made by third parties whose material TXP relied on in good faith to produce the report.

Any statements involving matters of opinion or estimates, whether or not so expressly stated, are set forth as such and not as representations of fact, and no representation is made that such opinions or estimates will be realized. The information and expressions of opinion contained herein are subject to change without notice, and shall not, under any circumstances, create any implications that there has been no change or updates.

11/10/2025

Agenda Item No. L)

**PRESENTER:**

Christopher J. Looney, AICP, Planning Director

**Applicant:** James Ingalls, P.E.**Owner:** HAW Properties 1863, LLC (Audrey Raley)**SUBJECT:**

Approval of the second and final reading of an ordinance regarding a proposed rezoning requested by James Ingalls of INK Civil, on behalf of Audrey Raley of HAW Properties 1863, LLC, of approximately 0.75 of an acre out of the L. Salinas Survey No. 458 Abstract No. 531, from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District), currently addressed as 160 FM 1863

**DEPARTMENT:** Neighborhood and Community Planning**COUNCIL DISTRICTS IMPACTED:** 3**BACKGROUND INFORMATION:****Case Number:** PZ25-0333**Applicant:** James Ingalls, P.E, plats@ink-civil.com**Owner:** HAW Properties 1863, LLC, Audrey Raley, audreyraley@gmail.com**Staff Contact:** Mary Lovell, (830) 221-4051, mlovell@newbraunfels.gov

**The City Council held a public hearing on October 27, 2025 and unanimously approved the first reading of the applicant's requested rezoning ordinance (7-0-0).**

The subject property is approximately 700 feet southwest of the intersection of SH 46 West and FM 1863. The immediate surrounding zoning is APD (Agricultural Predevelopment District) with R-1 (Single-Family District) across FM 1863, and a variety of commercial zoning districts surrounding, including at the aforementioned highway intersection. Nearby land uses include residences, undeveloped land, a school to the west, and the Mission Valley Bowling Club to the northeast.

**ISSUE:**

The applicant requests a zoning change to allow for the proposed development of an optometry office that is currently operating in the nearby Oak Run Point Shopping Center on State Highway 46. Currently, the subject property is developed with a house.

**Traffic Impact Analysis (TIA):** Per adopted ordinance, if a TIA is required, it will be conducted at the Subdivision Platting and/or Building Permit stage, as applicable.

**Drainage:** Per adopted ordinance, if a drainage study is required, it will be conducted with the Public Infrastructure Construction Plan approval process and/or Building Permit stage, as applicable.

**Utilities:** As part of the routine intake review process, the water provider for the subject site, NBU (New

---

Braunfels Utilities), reviewed the proposed zoning change request and has responded with no comments.

**COMPREHENSIVE PLAN REFERENCE:**

C-1A at this location is consistent with the following actions from Envision New Braunfels:

- **Action 1.3:** Encourage balanced and fiscally responsible land use patterns.
- **Action 1.6:** Incentivize infill development and redevelopment to take advantage of existing infrastructure.
- **Action 2.33:** Encourage vertical growth and development of key areas to take advantage of infrastructure capacity, maintain the core, and discourage sprawl.
- **Action 3.1:** Plan for a healthy jobs/ housing balance.
- **Action 3.3:** Balance commercial centers with stable neighborhoods.

**Future Land Use Plan:** The subject property is located within Hoffman Lane Sub Area, near an existing Education Center, as well as a Future Market Center expected at the corner of State Highway 46 and FM 1863.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility Enhanced Connectivity Community Identity  
Organizational Excellence Community Well-Being N/A

- **Economic Mobility:** Incentivize mixed-use developments and redevelopments in targeted locations to create a built environment with integrated housing, commercial centers, and opportunities for improved connectivity.
- **Economic Mobility:** Develop a cohesive framework for economic development incentives that encourage a built environment that results in enhanced walkability, mixed housing types, and the co-location of commercial and residential uses.
- **Economic Mobility:** Support Confluence, the New Braunfels Chamber of Commerce Economic Development Strategic Plan, by helping to ensure a community that supports the targeted industries and increases the diversity of job opportunities in the community.

**FISCAL IMPACT:**

The proposed rezoning request is in alignment with the following recommendations and strategies of the Land Use Fiscal Analysis:

- Provide a mix of uses and building types, heights, and sizes in a more walkable context to produce more value and fiscal productivity.
- Prioritize infill projects that add people and buildings in areas with existing infrastructure. This will increase revenue to provide service delivery without significant impacts on infrastructure costs and distribute cost burdens across more home/business owners.

**RECOMMENDATION:**

C-1A at this location aligns with Envision New Braunfels, the Strategic Plan, and the Land Use Fiscal Analysis, therefore staff recommends approval.

The Planning Commission held a public hearing on October 8, 2025 and unanimously recommended approval of the applicant’s request (8-0-0).

*Mailed notification as required by state statute:*

**Public hearing notices were sent to owners of 4 properties within 200 feet of the request. Pursuant to**

---

**state statute, a simple majority vote of City Council will be required to approve the applicant's request.**

Resource Links:

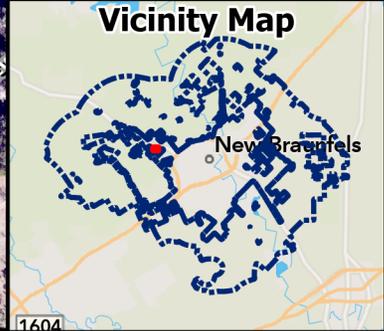
- Chapter 144, Sec. 3.4-1 (APD) of the City's Code of Ordinances:  
[https://library.municode.com/tx/new\\_braunfels/codes/code\\_of\\_ordinances?](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances?)
- Chapter 144, Sec. 3.4-12 (C-1A) of the City's Code of Ordinances:  
[https://library.municode.com/tx/new\\_braunfels/codes/code\\_of\\_ordinances?](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances?)

Aerial Exhibit

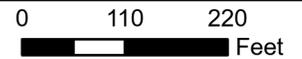


Subject Property

Vicinity Map



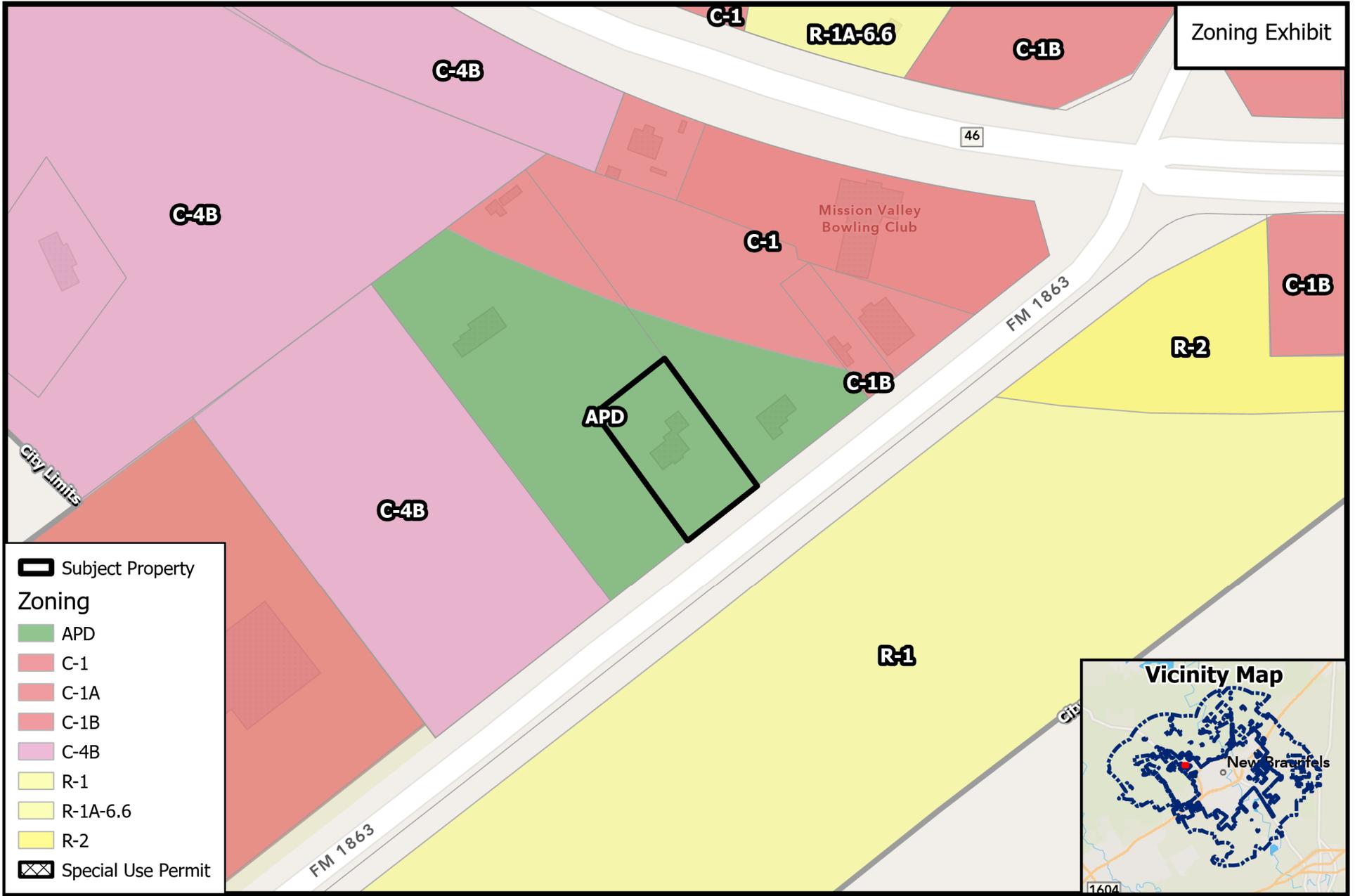
**PZ25-0333**  
**APD to C-1A**



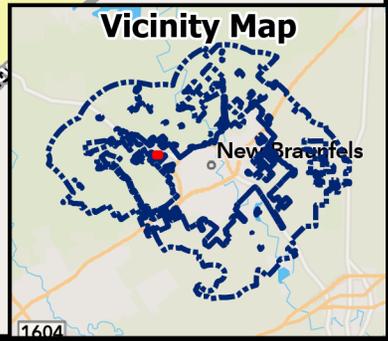
Path: P:\ZoneChange & SUPs\2025\PZ25-0333 - 160 FM 1863 - APD to

Source: City of New Braunfels Planning  
Date: 9/15/2025

DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of New Braunfels. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of New Braunfels officials or employees for any discrepancies, errors, or variances which may exist.

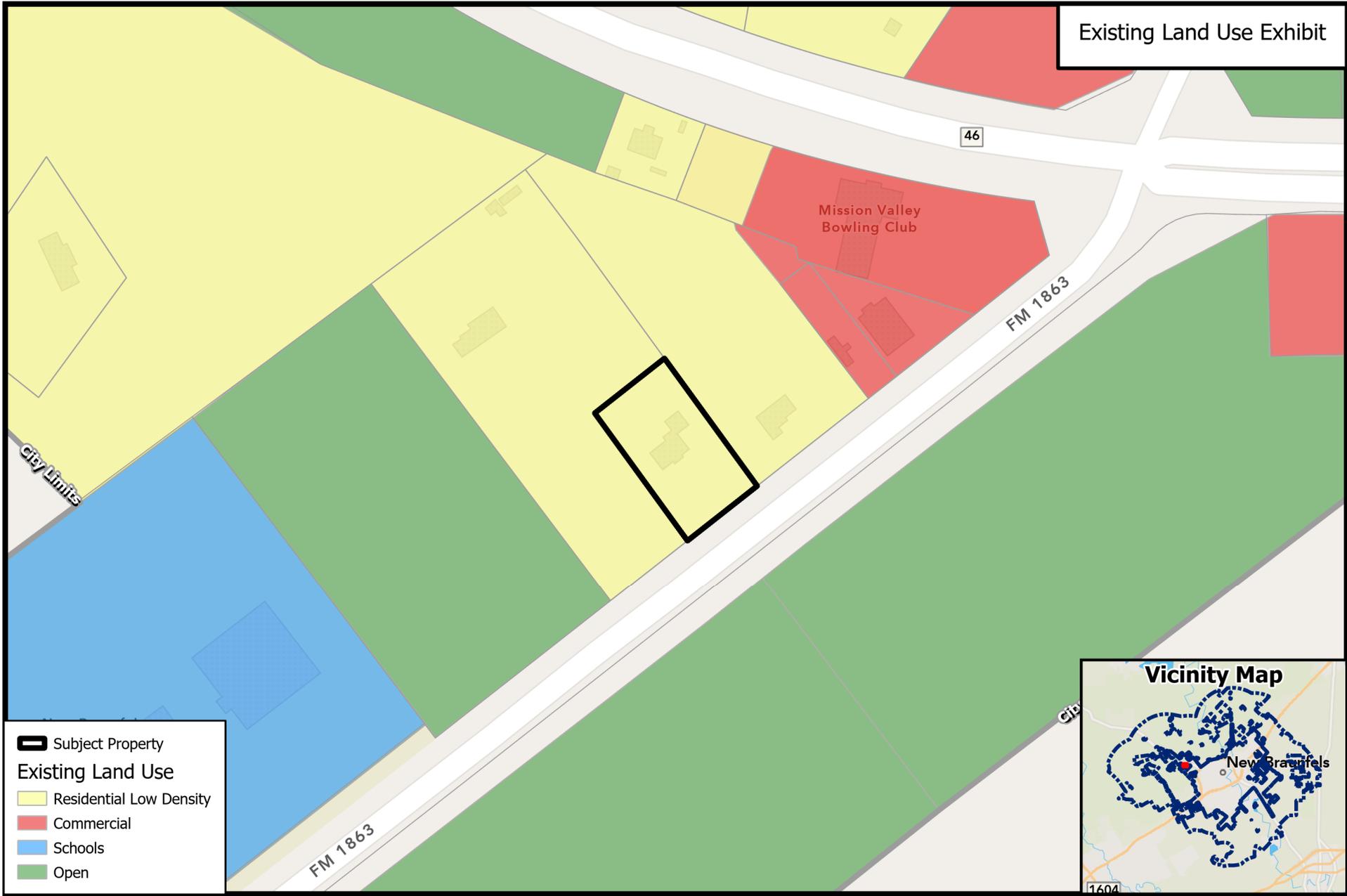


- Subject Property
- Zoning**
- APD
- C-1
- C-1A
- C-1B
- C-4B
- R-1
- R-1A-6.6
- R-2
- Special Use Permit



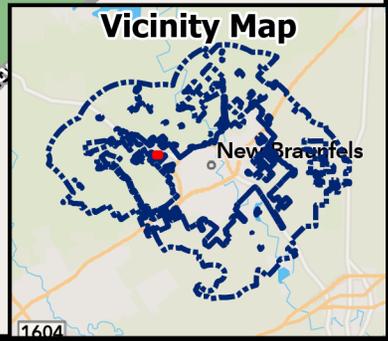
**PZ25-0333**  
**APD to C-1A**





Existing Land Use Exhibit

-  Subject Property
- Existing Land Use**
-  Residential Low Density
-  Commercial
-  Schools
-  Open



**PZ25-0333**  
**APD to C-1A**



Path: P:\ZoneChange & SUPs\2025\PZ25-0333 - 160 FM 1863 - APD to

Source: City of New Braunfels Planning  
Date: 9/15/2025

DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of New Braunfels. Any use or reliance on this map by an else is at that party's risk and without liability to the City of New Braunfels officials or employees for any discrepancies, errors, or variances which may ex

Land Use	Existing	Proposed
	APD	C-1A
Accessory building/structure (see section 144-5.4)	P	P
Accessory dwelling (one accessory dwelling per lot)	P	
Accounting, auditing, bookkeeping, and tax preparations		P
Acid manufacture		
Adult day care (no overnight stay)		P
Adult day care (with overnight stay)		P
Aircraft support and related services		
Airport		
All-terrain vehicle (ATV) dealer/sales		
Ambulance service (private)		
Amphitheaters (outdoor live performances)		
Amusement devices/arcade (four or more devices)		P
Amusement services or venues (indoors) (see section 144-5.13)		
Amusement services or venues (outdoors)		
Animal grooming shop		P
Answering and message services		P
Antique shop		P
Appliance repair		P
Archery range		
Armed services recruiting center		P
Art dealer/gallery		P
Artist or artisans studio		P
Assembly/exhibition hall or areas		
Assisted living facility/retirement home		P
Athletic fields		
Auction sales (non-vehicle)		
Auto body repair, garages (see section 144-5.11)		
Auto glass repair/tinting (see section 144-5.11)		
Auto interior shop/upholstery (see section 144-5.11)		
Auto leasing		P
Auto muffler shop (see section 144-5.11)		
Auto or trailer sales rooms or yards (see section 144-5.12)		
Auto or truck sales rooms or yards—Primarily new (see section 144-5.12)		
Auto paint shop		
Auto repair as an accessory use to retail sales		
Auto repair garage (general) (see section 144-5.11)		
Auto supply store for new and factory rebuilt parts		P
Auto tire repair/sales (indoor)		P
Auto wrecking yards		
Automobile driving school (including defensive driving)		
Bakery (retail)		P
Bank, savings and loan, or credit union		P
Bar/tavern (no outdoor music)		P
Bar/tavern		
Barber/beauty college (barber or cosmetology school or college)		
Barns and farm equipment storage (related to agricultural uses)	P	P
Battery charging station		P
Bed and breakfast inn (see section 144-5.6)		P

Land Use	Existing	Proposed
	APD	C-1A
Bicycle sales and/or repair		P
Billiard/pool facility		
Bingo facility		P
Bio-medical facilities		
Blacksmith or wagon shops		
Blooming or rolling mills		
Boarding house/lodging house		
Book binding		P
Book store		P
Bottling or distribution plants (milk)		
Bottling works		
Bowling alley/center (see section 144-5.13)		
Breweries/distilleries and manufacture of alcohol and alcoholic beverages		
Broadcast station (with tower) (see section 144-5.7)		
Bulk storage of gasoline, petroleum products, liquefied petroleum and flammable liquids (see section 5.27)		
Bus barns or lots		
Bus passenger stations		
Cabin or cottage (rental)		
Cabin or cottage (rental for more than 30 days)		
Cafeteria/cafe/delicatessen		P
Campers' supplies		P
Campgrounds		
Canning/preserving factories		
Car wash (self-service; automated)		
Car wash, full service (detail shop)		
Carpenter, cabinet, or pattern shops		
Carpet cleaning establishments		
Caterer		P
Cement, lime, gypsum or plaster of Paris manufacture		
Cemetery and/or mausoleum	P	P
Check cashing service		P
Chemical laboratories (e.g., ammonia, bleaching powder)		
Chemical laboratories (not producing noxious fumes or odors)		
Child day care/children's nursery (business)		P
Church/place of religious assembly	P	P
Cider mills		
Civic/conference center and facilities		
Cleaning, pressing and dyeing (non-explosive fluids used)		P
Clinic (dental)		P
Clinic (emergency care)		P
Clinic (medical)		P
Club (private)		
Coffee shop		P
Cold storage plant		
Commercial amusement concessions and facilities		
Communication equipment—Installation and/or repair		P
Community building (associated with residential uses)		

Land Use	Existing	Proposed
	APD	C-1A
Community home (see definition)	P	P
Computer and electronic sales		P
Computer repair		P
Concrete or asphalt mixing plants—Permanent		
Concrete or asphalt mixing plants—Temporary		
Confectionery store (retail)		P
Consignment shop		P
Contractor's office/sales, with outside storage including vehicles		
Contractor's temporary on-site construction office	P	P
Convenience store with gas sales		
Convenience store without gas sales		P
Cotton ginning or baling works		
Country club (private)	P	
Credit agency		P
Crematorium		
Curio shops		P
Custom work shops		P
Dance hall/dancing facility (see section 144-5.13)		
Day camp		
Department store		P
Distillation of bones		
Dormitory (in which individual rooms are for rental)		
Drapery shop/blind shop		P
Driving range		
Drug store/pharmacy		P
Duplex/two-family/duplex condominiums		
Electrical generating plant		
Electrical repair shop		P
Electrical substation		P
Electronic assembly/high tech manufacturing		
Electroplating works		
Enameling works		
Engine repair/motor manufacturing re-manufacturing and/or repair		
Explosives manufacture or storage		
Exterminator service		
Fairground		
Family home adult care	P	
Family home child care	P	
Farmers market (produce market—wholesale)	P	
Farms, general (crops) (see chapter 6 and section 144-5.9)	P	P
Farms, general (livestock/ranch) (see chapter 6 and section 144-5.9)	P	P
Feed and grain store		
Fertilizer manufacture and storage		
Filling station (gasoline tanks must be below the ground)		
Florist		P
Flour mills, feed mills, and grain processing	P	
Food or grocery store with gasoline sales		
Food or grocery store without gasoline sales		P

Land Use	Existing	Proposed
	APD	C-1A
Food processing (no outside public consumption)		
Forge (hand)		
Forge (power)		
Fraternal organization/civic club (private club)		
Freight terminal, rail/truck (when any storage of freight is wholly outside an enclosed building)		
Freight terminal, truck (all storage of freight in an enclosed building)		
Frozen food storage for individual or family use		P
Funeral home/mortuary		
Furniture manufacture		
Furniture sales (indoor)		
Galvanizing works		
Garbage, offal or dead animal reduction or dumping		
Garden shops and greenhouses		P
Gas manufacture		
Gas or oil wells		
Golf course (public or private)	P	P
Golf course (miniature)		
Government building or use with no outside storage (outside storage allowed in M-2 and M-2A)	P	P
Grain elevator	P	
Greenhouse (commercial)		P
Handicraft shop		P
Hardware store		P
Hay, grain, and/or feed sales (wholesale)	P	
Health club (physical fitness; indoors only)		P
Heating and air-conditioning sales/services		P
Heavy load (farm) vehicle sales/repair (see section 144-5.14)		
Heavy manufacturing		
Heliport		
Hides/skins (tanning)		
Home occupation (see section 144-5.5)	P	
Home repair and yard equipment retail and rental outlets		
Hospice		P
Hospital, general (acute care/chronic care)		
Hospital, rehabilitation		P
Hotel/motel		
Hotels/motels—Extended stay (residence hotels)		
Ice delivery stations (for storage and sale of ice at retail only)		
Ice plants		
Indoor or covered sports facility		
Industrial laundries		
Iron and steel manufacture		
Junkyards, including storage, sorting, baling or processing of rags		
Kiosk (providing a retail service)		P
Laboratory equipment manufacturing		
Laundromat and laundry pickup stations		P
Laundry, commercial (without self-serve)		
Laundry/dry cleaning (drop off/pick up)		P
Laundry/washateria (self-serve)		P

Land Use	Existing	Proposed
	APD	C-1A
Lawnmower sales and/or repair		P
Leather products manufacturing		
Light manufacturing		
Limousine/taxi service		
Livestock sales/auction	P	
Locksmith		P
Lumber mill		
Lumberyard (see section 144-5.15)		
Lumberyard or building material sales (see section 144-5.15)		
Machine shop		
Maintenance/janitorial service		
Major appliance sales (indoor)		
Manufacture of carbon batteries		
Manufacture of paint, lacquer, oil, turpentine, varnish, enamel, etc.		
Manufacture of rubber, glucose, or dextrin		
Manufactured home—HUD Code compliant (see Texas Occupations Code ch. 1201)		
Manufactured home park—HUD Code compliant (see Texas Occupations Code ch. 1201)		
Manufactured home subdivision—HUD Code compliant (see Texas Occupations Code ch. 1201)		
Manufactured home sales		
Manufacturing and processes		
Manufacturing processes not listed		
Market (public, flea)		
Martial arts school		P
Meat or fish packing/storage plants		
Medical supplies and equipment		
Metal fabrication shop		
Micro brewery (onsite mfg. and/or sales)		
Micro distillery (onsite mfg. and/or sales)		P
Mini-warehouse/self-storage units (no boat and RV storage permitted)		
Mini-warehouse/self-storage units with outside boat and RV storage		
Monument, gravestone, or marble works (manufacture)		
Motion picture studio, commercial film		
Motion picture theater (indoors)		
Motion picture theater (outdoors, drive-in)		
Motorcycle dealer (primarily new/repair)		
Moving storage company		
Moving, transfer, or storage plant		
Multifamily (apartments/condominiums)		
Museum		P
Natural resource extraction and mining		
Needlework shop		P
Nonbulk storage of gasoline, petroleum products and liquefied petroleum		
Nursing/convalescent home/sanitarium		P
Offices, brokerage services		P
Offices, business or professional		P
Offices, computer programming and data processing		P
Offices, consulting		P
Offices, engineering, architecture, surveying or similar		P

Land Use	Existing	Proposed
	APD	C-1A
Offices, health services		P
Offices, insurance agency		P
Offices, legal services, including court reporting		P
Offices, medical offices		P
Offices, real estate		P
Offices, security/commodity brokers, dealers, exchanges and financial services		P
Oil compounding and barreling plants		
One-family dwelling, detached	P	
Outside storage (as primary use)		
Paint manufacturing		
Paper or pulp manufacture		
Park and/or playground (private and public)	P	P
Parking lots (for passenger car only) (not as incidental to the main use)		P
Parking structure/public garage		P
Pawn shop		P
Personal services		P
Personal watercraft sales (primarily new/repair)		
Pet shop/supplies (less than 10,000 sq. ft.)		P
Pet store (over 10,000 sq. ft.)		
Petroleum or its products (refining of)		
Photo engraving plant		
Photographic printing/duplicating/copy shop or printing shop		P
Photographic studio (no sale of cameras or supplies)		P
Photographic supply		P
Plant nursery (no retail sales on site)	P	P
Plant nursery (retail sales/outdoor storage)		P
Plastic products molding/reshaping		
Plumbing shop		
Portable building sales		
Poultry killing or dressing for commercial purposes		
Propane sales (retail)		
Public recreation/services building for public park/playground areas		P
Publishing/printing company (e.g., newspaper)		
Quick lube/oil change/minor inspection		P
Radio/television shop, electronics, computer repair		P
Railroad roundhouses or shops		
Rappelling facilities		
Recreation buildings (private)		P
Recreation buildings (public)	P	P
Recycling kiosk		P
Refreshment/beverage stand		P
Rental or occupancy for less than one month (see section 144-5.17)		
Research lab (non-hazardous)		
Residential use in buildings with non-residential uses permitted in the district		
Restaurant/prepared food sales		P
Restaurant with drive-through service		P
Retail store and shopping center without drive-through service (50,000 sq. ft. bldg. or less)		P
Retail store and shopping center with drive-through service (50,000 sq. ft. bldg. or less)		P

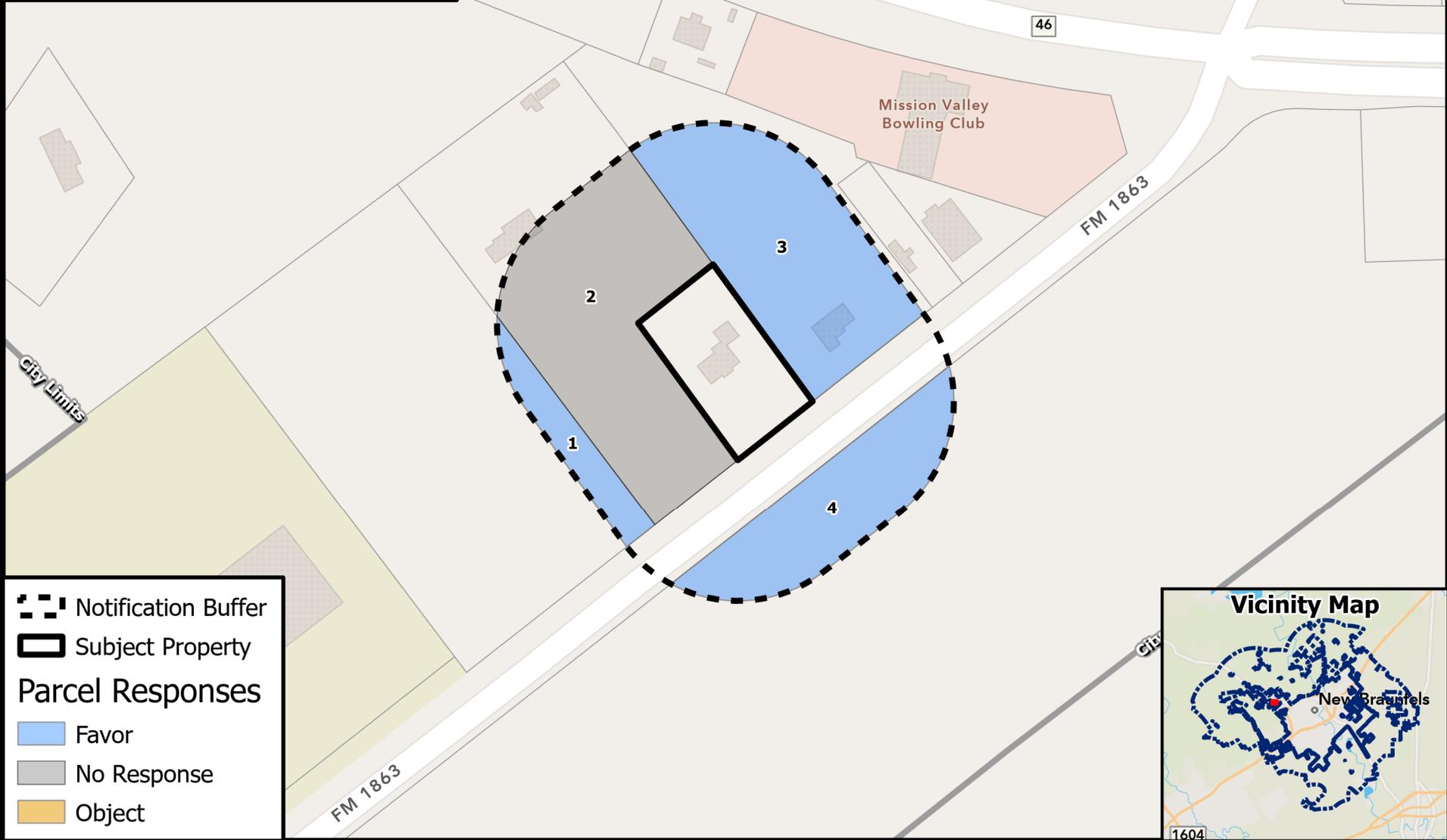
Land Use	Existing	Proposed
	APD	C-1A
Retail store and shopping center (more than 50,000 sq. ft. bldg.)		
Retirement home/home for the aged		P
Rock crushers and rock quarries		
Rodeo grounds	P	
RV park		
RV/travel trailer sales		
Sand/gravel sales (storage or sales)		
School, K-12 public or private	P	P
School, vocational (business/commercial trade)		P
Security monitoring company (no outside storage or installation)		P
Security systems installation company		P
Sexually oriented business (see chapter 18)		
Sheet metal shop		
Shoe repair shops		P
Shooting gallery—Indoor (see section 144-5.13)		
Shooting range—Outdoor (see section 144-5.13)		
Shopping center		P
Sign manufacturing/painting plant		
Single-family industrialized home (see section 144-5.8)	P	
Smelting of tin, copper, zinc or iron ores		
Specialty shops in support of project guests and tourists		P
Stables (as a business) (see chapter 6)	P	
Stables (private, accessory use) (see chapter 6)	P	
Steel furnaces		
Stockyards or slaughtering		
Stone/clay/glass manufacturing		
Storage—Exterior storage for boats and recreational vehicles		
Storage in bulk		
Structural iron or pipe works		
Studio for radio or television, without tower (see zoning district for tower authorization)		
Studios (art, dance, music, drama, reducing, photo, interior decorating, etc.)		P
Sugar refineries		
Tailor shop (see home occupation)		P
Tar distillation or manufacture		
Tattoo or body piercing studio		
Taxidermist		
Telecommunications towers/antennas (see section 144-5.7)		
Telemarketing agency		P
Telephone exchange buildings (office only)		P
Tennis court (commercial)		
Theater (non-motion picture; live drama)		P
Tire sales (outdoors)		
Tool rental		P
Townhouse (attached)		
Transfer station (refuse/pick-up)		
Travel agency		P
Truck or transit terminal		
Truck stop		

Land Use	Existing	Proposed
	APD	C-1A
Tuber entrance and takeout facilities (see section 144-5.13)		
University or college (public or private)		P
Upholstery shop (non-auto)		
Used or second hand merchandise/furniture store		
Vacuum cleaner sales and repair		P
Vehicle storage facility		
Veterinary hospital (no outside animal runs or kennels)		P
Veterinary hospital (with outdoor animal runs or kennels that may not be used between the hours of 9:00 p.m. and 7:00 a.m.)		
Video rental/sales		P
Warehouse/office and storage/distribution center		
Waterfront amusement facilities—Berthing facilities sales and rentals		
Waterfront amusement facilities—Boat fuel storage/dispensing facilities		
Waterfront amusement facilities—Boat landing piers/launching ramps		
Waterfront amusement facilities—Swimming/wading pools/bathhouses		
Water storage (surface, underground or overhead), water wells and pumping stations that are part of a public or municipal system	P	P
Welding shop		
Wholesale sales offices and sample rooms		
Wire or rod mills		
Wood distillation plants (charcoal, tar, turpentine, etc.)		
Woodworking shop (ornamental)		P
Wool scouring		
Zero lot line/patio homes		



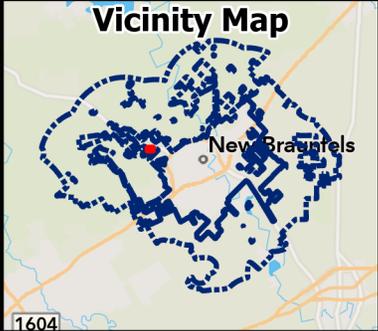
160 FM 1863

**1** Property Owner - Refer to Property Number on Postcard. Numbers may shift due to real estate transactions from the initial notification.



**Parcel Responses**

- Notification Buffer
- Subject Property
- Favor
- No Response
- Object



**PZ25-0333**  
**APD to C-1A**



**PLANNING COMMISSION – October 8, 2025– 6:00PM**

City Hall Council Chambers

**Applicant:** James Ingalls, P.E.

**Address/Location:** 160 FM 1863

**Case # PZ25-0333**

The numbers on the map correspond to the property owners listed below. All information is from the Appraisal District Records. The property under consideration is marked as “Subject Property”.

- |                                    |   |
|------------------------------------|---|
| 1. CENTER FOR CHRISTIAN GROWTH INC | 3. TRAILBLAZER MANAGEMENT LTD               |
| 2. PARKER HELEN K A                | 4. SINGLETON SANDRA D & DWAYNE G DISCHINGER |

**SEE MAP**

TRAILBLAZER MANAGEMENT LTD  
45 RIDGE DRIVE  
NEW BRAUNFELS TX 78130  
Property #: 3  
PZ25-0333  
Case Manager: ML

FAVOR



COMMENTS

~~OPPOSE~~



I'm opposing because I do not know the intended use of the property and I do not want the change in zoning to affect my property taxes.

Withdraw opposed - change to in favor  
8:25am  
10/13/25

Rachel Kensing

SINGLETON SANDRA D & DWAYNE G DISCHINGER  
2000 CR 459  
DELEON TX 76444  
Property #: 4  
PZ25-0333  
Case Manager: ML

FAVOR



COMMENTS

OPPOSE



COMMENTS

CENTER FOR CHRISTIAN GROWTH INC  
2549 W STATE HIGHWAY 46  
NEW BRAUNFELS TX 78132  
Property #: 1  
PZ25-0333  
Case Manager: ML

FAVOR



OPPOSE



## Draft Minutes for the October 8, 2025, Planning Commission Regular Meeting

**A) PZ25-0333 Public hearing and recommendation to City Council for a proposed rezoning requested by James Ingalls of INK Civil, on behalf of Audrey Raley of HAW Properties 1863, LLC, of approximately 0.75 acres out of the L. Salinas Survey No. 458 Abstract No. 531, from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District), currently addressed as 160 FM 1863. (Applicant: James Ingalls, P.E.; Owner: HAW Properties 1863, LLC (Audrey Raley); Case Manager: Mary Lovell, Senior Planner, MPA, AICP, CNU-A)**

Mary Lovell introduced the aforementioned item.

Chair Sonier asked if there were any questions for staff.

Discussion followed on responses received from neighboring property owners and the intent of the request.

Chair Sonier invited the applicant to speak on the item.

James Ingalls elaborated on the item discussing local land use, the intended use of the property, and communication efforts with neighbors.

Brief discussion followed on height standards.

Chair Sonier opened the public hearing and asked if anybody present wished to speak on the item.

No one spoke.

Chair Sonier closed the public hearing.

Chair Sonier asked if there were any further discussion or motion to be made.

Motion by Vice-Chair Taylor, seconded by Commissioner Nolte, to recommend approval of the item to City Council. Motion carried unanimously (8-0-0).

**ORDINANCE NO. 2025-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS REZONING APPROXIMATELY 0.75 ACRES, BEING OUT OF THE L. SALINAS SURVEY NO. 458 ABSTRACT NO. 531, CURRENTLY ADDRESSED AT 160 FM 1863, FROM APD (AGRICULTURAL PREDEVELOPMENT DISTRICT) TO C-1A (NEIGHBORHOOD COMMERCIAL DISTRICT); REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Council of the City of New Braunfels has complied with all requirements of notice of public hearing as required by the Zoning Ordinance of the City of New Braunfels; and

**WHEREAS**, in keeping with the spirit and objectives of the C-1A (Neighborhood Commercial District), the City Council has given due consideration to all components of said district; and

**WHEREAS**, the rezoning is in compliance with the Future Land Use Plan; and

**WHEREAS**, it is the intent of the City Council to provide harmony between existing zoning districts and proposed land uses; and

**WHEREAS**, the requested rezoning is in accordance with Envision New Braunfels, the City's Comprehensive Plan;

**WHEREAS**, the requested rezoning is in accordance with the City's Strategic Plan;

**WHEREAS**, the requested rezoning is in support of the recommendations in the Land Use Fiscal Analysis;

**WHEREAS**, the City Council desires to amend the Zoning Map by changing the zoning of approximately 0.75 acres being out of the L. Salinas Survey No. 458 Abstract No. 531, currently addressed at 160 FM 1863 from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District); and

**now, therefore;**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** pursuant to Section 1.2-3, Chapter 144 of the New Braunfels Code of Ordinances, the Zoning Map of the City of New Braunfels is revised by rezoning the following tract of land from APD (Agricultural Predevelopment District) to C-1A (Neighborhood Commercial District):

Approximately 0.75 acres, being out of the L. Salinas Survey No. 458 Abstract No. 531, as delineated on Exhibit "A" and described in Exhibit "B", attached.

**SECTION 2**

**THAT** all other ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent that they are in conflict.

**SECTION 3**

**THAT** if any provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

**SECTION 4**

**THIS** ordinance will take effect upon the second and final reading in accordance with the provisions of the Charter of the City of New Braunfels.

**PASSED AND APPROVED:** First reading this 27<sup>th</sup> day of October, 2025.

**PASSED AND APPROVED:** Second reading this 10<sup>th</sup> day of November, 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEAL LINNARTZ**, Mayor

**ATTEST:**

\_\_\_\_\_  
**GAYLE WILKINSON**, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**VALERIA M. ACEVEDO**, City Attorney

EXHIBIT "A"

CELCO SURVEYING

REG. # 10193975

TEL: 830-214-5109

SURVEY PLAT

18018 OVERLOOK LOOP, SUITE 105

UNIT 239

SAN ANTONIO, TEXAS 78259

eddie@celcosurveying.com

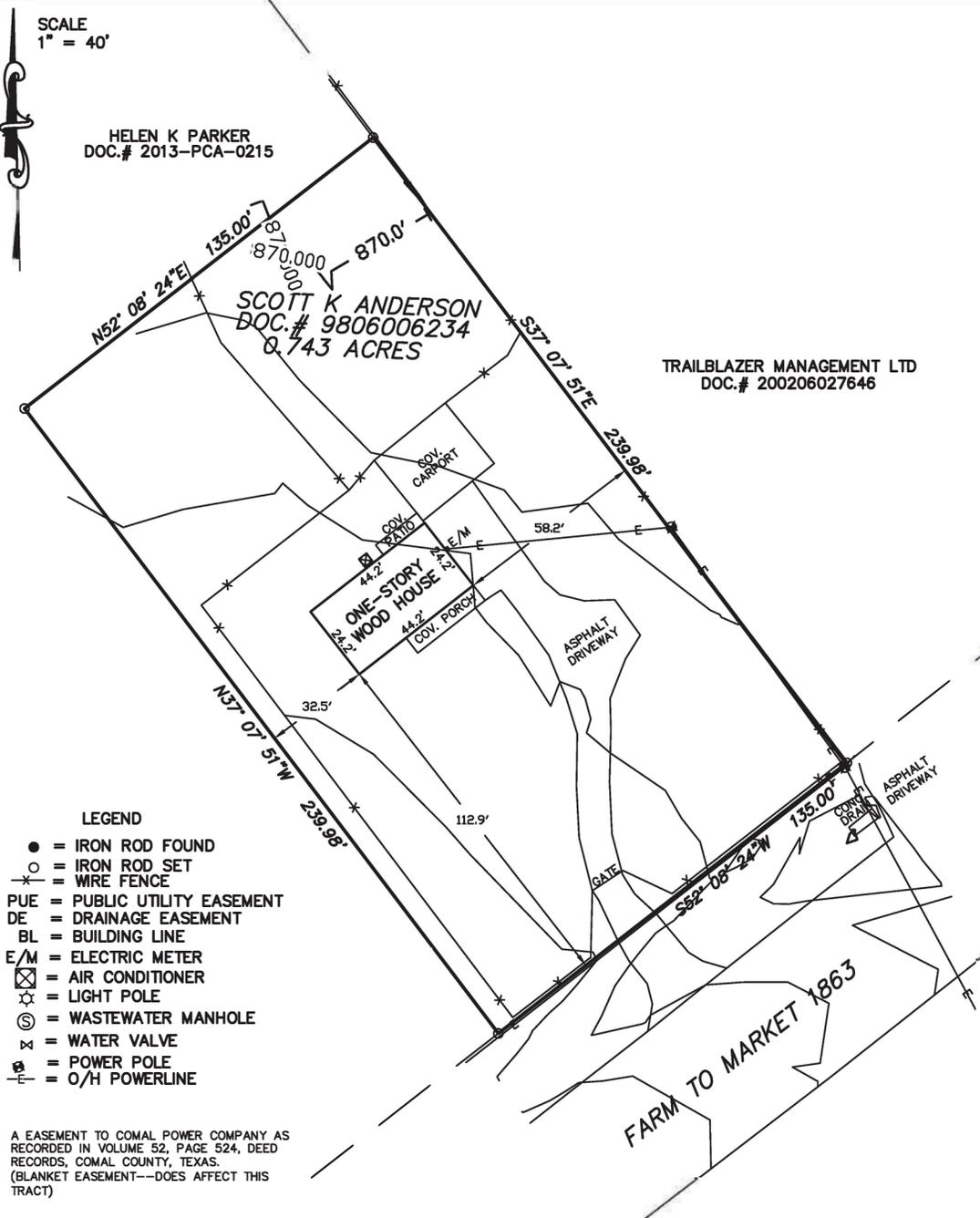
www.celcosurveying.com

SCALE  
1" = 40'

HELEN K PARKER  
DOC.# 2013-PCA-0215

SCOTT K ANDERSON  
DOC.# 9806006234  
0.743 ACRES

TRAILBLAZER MANAGEMENT LTD  
DOC.# 200206027646



- LEGEND
- = IRON ROD FOUND
  - = IRON ROD SET
  - ✕ = WIRE FENCE
  - PUE = PUBLIC UTILITY EASEMENT
  - DE = DRAINAGE EASEMENT
  - BL = BUILDING LINE
  - E/M = ELECTRIC METER
  - ☒ = AIR CONDITIONER
  - ☆ = LIGHT POLE
  - ⊙ = WASTEWATER MANHOLE
  - ⊗ = WATER VALVE
  - ⊕ = POWER POLE
  - ⊖ = O/H POWERLINE

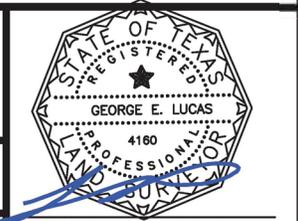
A EASEMENT TO COMAL POWER COMPANY AS RECORDED IN VOLUME 52, PAGE 524, DEED RECORDS, COMAL COUNTY, TEXAS. (BLANKET EASEMENT--DOES AFFECT THIS TRACT)

BEARING BASIS DERIVED FROM TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS SOUTH CENTRAL ZONE, NAD 83 DATUM.

ADDRESS: 160 FM 1863, NEW BRAUNFELS, TEXAS

LEGAL DESCRIPTION: SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

**CATEGORY 1A CERTIFICATION**  
THE UNDERSIGNED DOES HEREBY CERTIFY TO THE PARTIES LISTED BELOW THAT THIS SURVEY SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS MANUAL OF PRACTICE REQUIREMENTS FOR A CATEGORY 1A, TSFS LAND TITLE SURVEY.



BUYER: HAW PROPERTIES 1863, LLC, A TEXAS LIMITED LIABILITY COMPANY  
TITLE CO: FIRST AMERICAN TITLE  
G.F.#: 25-0563-C LENDER: TBD

PLAN No.: 2025-5007 SURVEY DATE: FEBRUARY 20, 2025 GEORGE E. LUCAS R.P.L.S. 4180

## EXHIBIT "B"

FIELD NOTE DESCRIPTION TRACT FOR A 0.743 ACRE TRACT OF LAND:

BEING A 0.743 ACRE TRACT OR PARCEL OF LAND SITUATED IN COMAL COUNTY, TEXAS, BEING OUT AND A PART OF THE L. SALINAS SURVEY NO. 458, ABSTRACT NO. 531, COMAL COUNTY, TEXAS, AND BEING ALL OF THAT SAME TRACT OF LAND CONVEYED TO SCOTT K. ANDERSON IN A DEED RECORDED IN DOCUMENT NO. 9806006234, OFFICIAL RECORDS, ANDERSON COUNTY, TEXAS, (HEREINAFTER REFERRED TO AS THE "ANDERSON TRACT"), SAID 0.743 ACRES OF LAND, MORE OR LESS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at an iron rod set on the northwest right-of-way line of Farm-to-Market Road 1863, for the south corner of a tract of land conveyed to Trailblazer Management, Ltd., in a deed recorded in Document No. 200206027646, Official Public Records, Comal County, Texas, (hereinafter referred to as the "Trailblazer Tract"), being the east corner and POINT OF BEGINNING of herein described tract:

THENC with the southeast line of this tract and the northwest right-of-way line of Farm-to-Market Road 1863, South 52°08'24" West a distance of 135.00 feet to an iron rod set for the southeast corner of a tract of land conveyed to Helen K. Parker in a deed recorded in Document No. 2013-PCA-0215, Official Public Records, Comal County, Texas, (hereinafter referred to as the "Parker Tract"), being the south corner of this tract;

THENCE with the southwest line of this tract and the northeast line of the Parker Tract, the following two (2) calls:

1. North 37°07'51" West a distance of 239.98 feet to an iron rod set;
2. North 52°08'24" East a distance of 135.00 feet to an iron rod set on the southwest line of the Trailblazer Tract, being the north corner of this tract;

THENCE with the northeast line of this tract and the southwest line of the Trailblazer Tract, South 37°07'51" East a distance of 239.98 feet to the POINT OF BEGINNING, containing 0.743 acres of land, more or less.

CELCO Surveying  
P.O. Box 701267  
San Antonio, Texas, 78270  
Firm Registration No. 10193975  
PHONE: 830-214-5109  
e-mail: [eddie@celcosurveying.com](mailto:eddie@celcosurveying.com)



BY: GEORGE E. LUCAS  
R.P.L.S. No. 4160  
State of Texas  
February 20, 2025  
2025-5007

Bearing basis is the Texas State Plane Coordinate system, NAD 83 Datum, Texas South Central Zone

Page 1 of 1

Filed and Recorded  
Official Public Records  
Bobbie Koepf, County Clerk  
Comal County, Texas  
06/17/2025 03:37:27 PM  
TERRI 3 Pages(s)  
202506018435



*Bobbie Koepf*

11/10/2025

Agenda Item No. M)

---

**PRESENTER:**

Matthew Simmont, AICP Planning Manager

**Applicant:** Beverly Davidek

**Owner:** JoAnn and Richard Rothfelder

**SUBJECT:**

Approval of the second and final reading of an ordinance requested by Beverly Davidek, on behalf of Richard L. and JoAnn Rothfelder, to rezone approximately 0.4 of an acre out of the John Thompson Survey No. 21, Abstract 608, from R-3 (Multifamily District) to R-3 SUP (Multifamily District with a Special Use Permit to allow a Short Term Rental), currently addressed at 1731 Kuehler Avenue

**DEPARTMENT:** Neighborhood and Community Planning

**COUNCIL DISTRICTS IMPACTED:** 6

**BACKGROUND INFORMATION:**

**Case No:** SUP25-315

**Applicant:**

Beverly Davidek | 830-515-5854 | beverly@davideklaw.com

**Owner:**

JoAnn Rothfelder | jaroethfelder@gmail.com

Richard L. Rothfelder | 713-962-6300 | rrothfelder@rothfelderfalick.com

**Staff Contact:**

Amanda Mushinski, AICP, CNU-A

(830) 221-4056 | amushinski@newbraunfels.gov

**The City Council held a public hearing on October 27, 2025 and unanimously approved the first reading of the applicant's requested rezoning ordinance (7-0-0).**

The ~0.4-acre property is located on the northeast side of Kuehler Avenue, approximately 1000 feet southwest of the intersection of Kuehler Spur and South Seguin Avenue and is situated along the Guadalupe River. It is bordered by R-3 and R-2 zoning. Adjacent land uses are residential.

The 1970s residence is roughly 1947 square feet with 4 bedrooms and 3 bathrooms. Per the Zoning Ordinance, the maximum occupancy of an STR with 4 bedrooms and 3 bathrooms is 10 occupants, and the minimum off-street parking is 4 spaces. There is sufficient room to accommodate the minimum parking requirements.

**ISSUE:**

Short-term rental standards in the Zoning Ordinance help to ensure proper measures are in place to protect public health, safety, and neighboring properties. If this rezoning request is approved, the registration of the short-term rental and online payment of hotel occupancy taxes are required. Also, the project must comply with

---

all other City Code standards.

There are currently 7 approved short term rental SUPs within one-half mile of the subject property, 4 of which are active.

**COMPREHENSIVE PLAN REFERENCE:**

The applicant’s request is consistent with the following actions from Envision New Braunfels:

- **Action 1.3:** Encourage balanced and fiscally responsible land-use patterns.
- **Action 1.14:** Ensure regulations do not unintentionally inhibit the provisions of a variety of flexible and innovative lodging options and attractions.

**Future Land Use Plan:** The subject property is located within the Oak Creek Sub Area, along the Recreational River Corridor, near existing Market, Outdoor Recreation, Civic, and Employment Centers.

**STRATEGIC PLAN REFERENCE:**

- Economic Mobility Enhanced Connectivity Community Identity  
Organizational Excellence Community Well-Being N/A

- Incentivize mixed-use developments and redevelopments in targeted locations to create a built environment with integrated housing, commercial centers, and opportunities for improved connectivity.

**FISCAL IMPACT:**

The rezoning request is in alignment with the following recommendations and strategies of the Land Use Fiscal Analysis:

- Provide a mix of uses and building types, heights, and sizes in a more walkable context to produce more value and fiscal productivity.
- Mix of uses (residential and short-term rental) developed on a single parcel of land increases revenue to cover costs of services.

If approved, the property will be subject to local and state hotel occupancy tax (HOT).

**RECOMMENDATION:**

Staff recommends approval with the following conditions:

1. The residential character of the property must be maintained.
2. The property will remain in compliance with the approved site plan and floor plan. Any significant changes to the site plan or floor plan will require a revision to the SUP.

The Planning Commission held a public hearing on October 8, 2025, and unanimously recommended approval (8-0-0).

Code of Ordinances Sec. 144-2.1 *Changes and Zoning Amendments:*

(b) *Considerations for approving or denying a zoning change.* In making a determination regarding a requested zoning change, the planning commission and the city council shall consider the following factors:

- (1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned, and their relationship to the general area and to the city as a whole;
- (2) Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area;
- (3) How other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved;
- (4) Any other factors that will substantially affect the public health, safety, morals, or general welfare; and
- (5) Whether the request is consistent with the comprehensive plan.

---

---

*Mailed notification as required by state statute:*

Public hearing notices were sent to owners of 18 properties within 200 feet of the request. As of the date this agenda was posted, the city has received responses representing 7% in opposition.

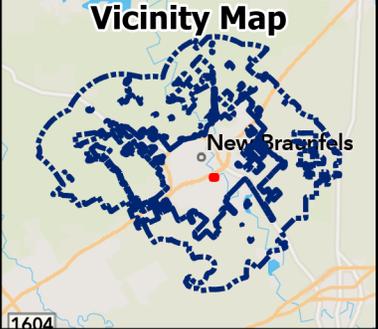
Resource Links:

- Chapter 144, Sec. 3.3-3 (R-3) of the City's Code of Ordinances:  
[https://library.municode.com/tx/new\\_braunfels/codes/code\\_of\\_ordinances?](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances?)
- Chapter 144, Sec. 3.6 (SUP) of the City's Code of Ordinances:  
[https://library.municode.com/tx/new\\_braunfels/codes/code\\_of\\_ordinances?](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances?)
- Chapter 144, Sec. 5.17 (Short-term Rental) of the City's Code of Ordinances:  
[https://library.municode.com/tx/new\\_braunfels/codes/code\\_of\\_ordinances?](https://library.municode.com/tx/new_braunfels/codes/code_of_ordinances?)



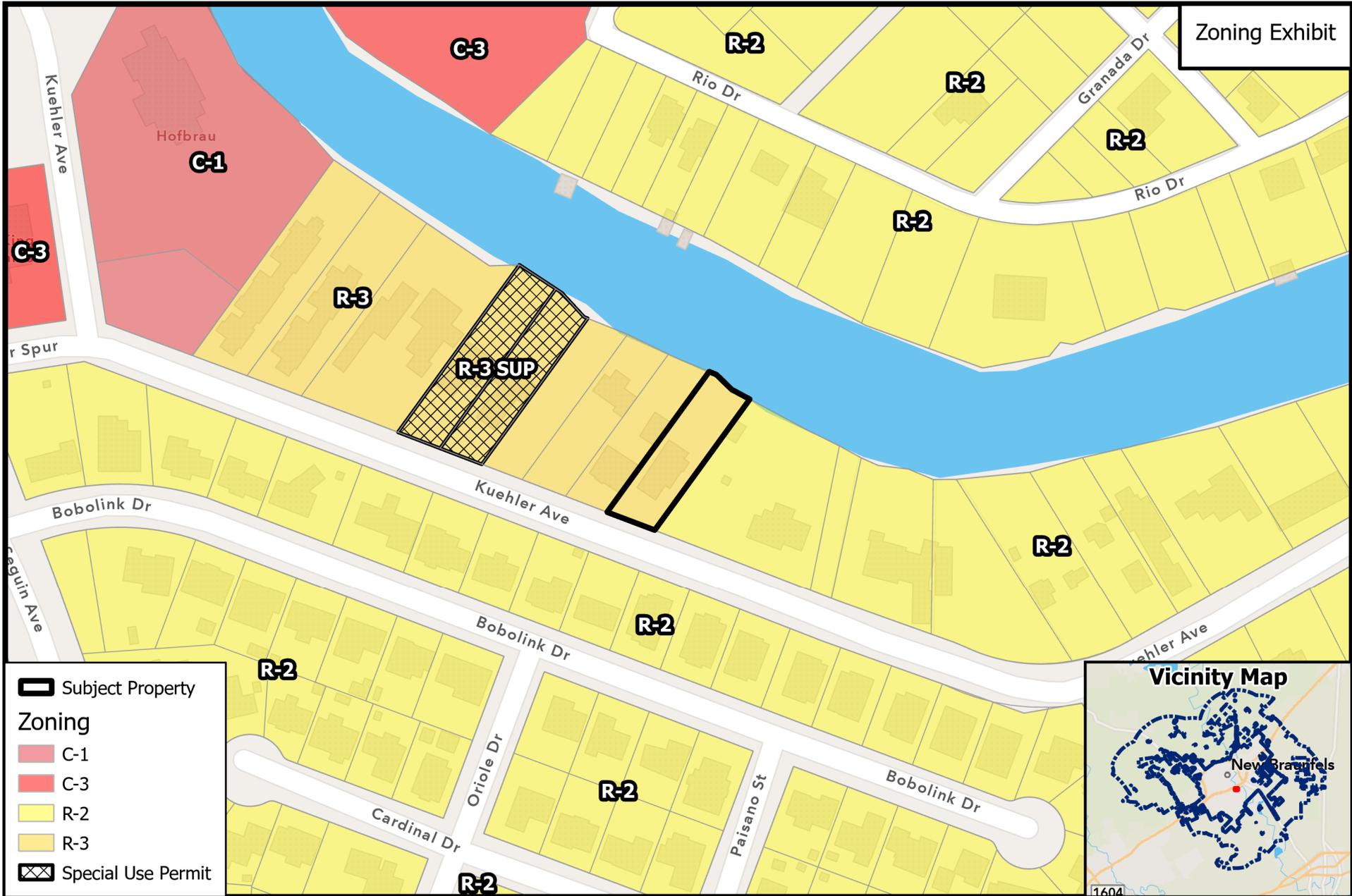
**Legend**

- Subject Property
- Floodplain**
- Floodway
- 1% Annual Chance Flood Hazard



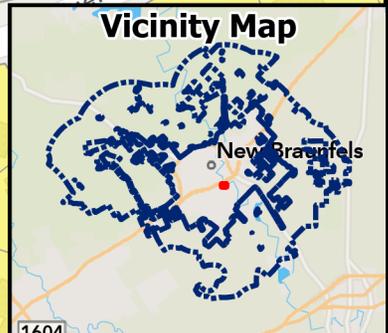
**SUP25-315**  
**1731 Kuehler Ave - SUP for STR**





**Legend**

- Subject Property
- Zoning**
- C-1
- C-3
- R-2
- R-3
- Special Use Permit



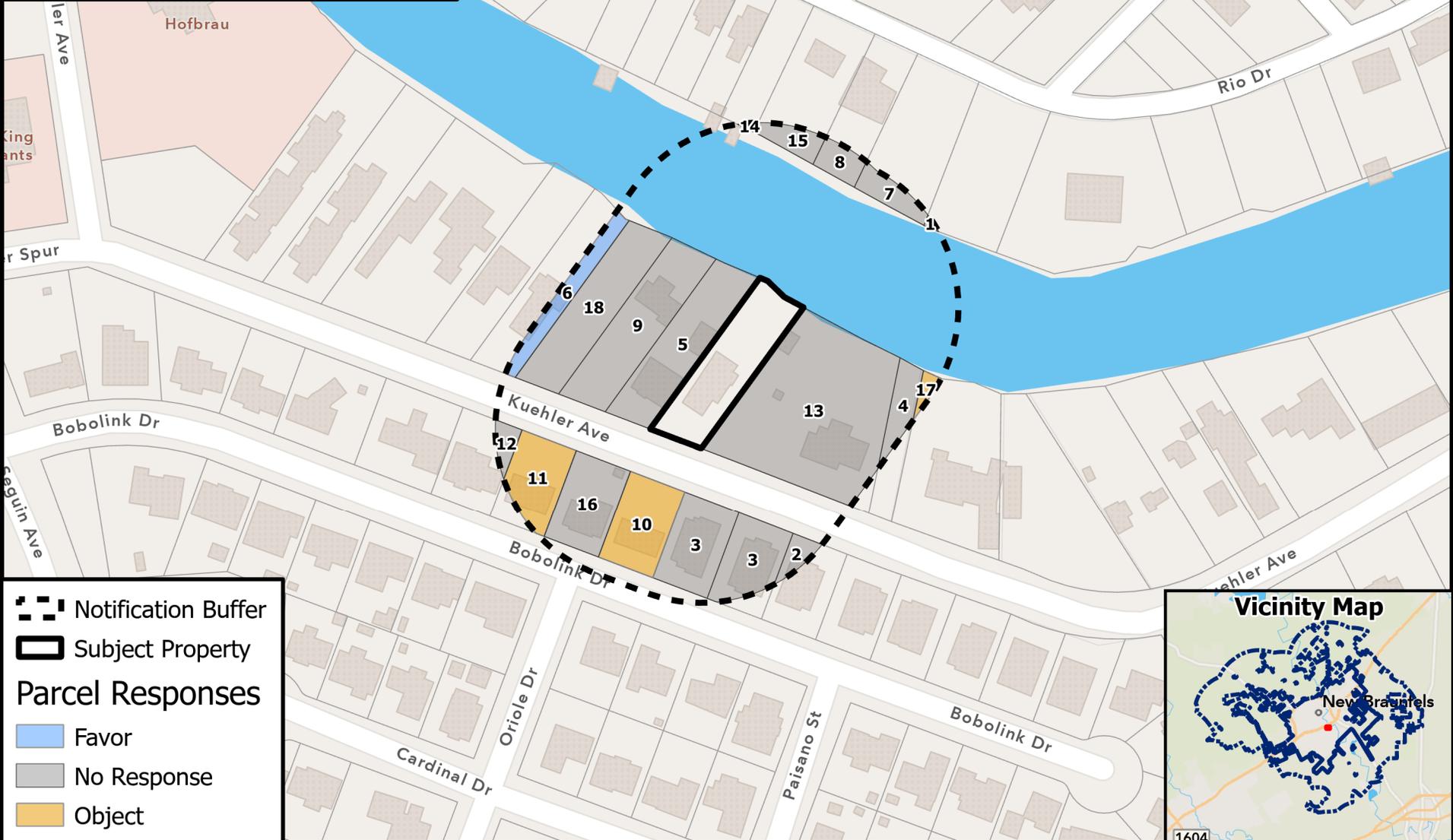
**SUP25-315**  
**1731 Kuehler Ave - SUP for STR**





1731 Kuehler Ave

**1** Property Owner - Refer to Property Number on Postcard. Numbers may shift due to real estate transactions from the initial notification.

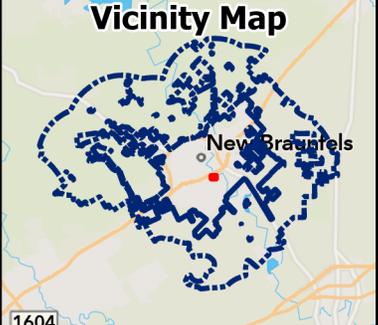


**Notification Buffer**

**Subject Property**

**Parcel Responses**

- Favor
- No Response
- Object



**SUP25-315**  
**1731 Kuehler Ave - SUP for STR**



**PLANNING COMMISSION – October 8, 2025 – 6:00PM**

City Hall Council Chambers

**Applicant:** Beverly Davidek

**Address/Location:** 1731 Kuehler Ave

**SUP25-315**

The numbers on the map correspond to the property owners listed below. All information is from the Appraisal District Records. The property under consideration is marked as "Subject Property".

- |                                  |   |
|----------------------------------|---|
| 1. NCC FINANCIAL LLC             | 11. SAWYER THERESA A & LEMAN P                |
| 2. CALTE PROPERTIES LLC          | 12. TUCH JAMES RAY & PAT                      |
| 3. BRAZLE MARGARET L             | 13. STIPANOVICH WILLIAM & TERRY RVCBL<br>TRST |
| 4. NEW BRAUNFELS CITY OF         | 14. MELSHA JAMES                              |
| 5. ADAMS JENNIFER A              | 15. LAY ENTERPRISE LLC                        |
| 6. BEAH LLC                      | 16. FOERSTER BARBARA L                        |
| 7. OLD FOSSIL JOINT VENTURE LLC  | 17. KING RONALD B & CYNTHIA S                 |
| 8. BARTOLO DEBORAH K             | 18. COLE RICHARD P & CATHERINE F              |
| 9. HILDEBRAND EDWARD E & JOYCE E |   |
| 10. MORALES ANDREW & ASHLEY      |   |

**SEE MAP**

MORALES ANDREW & ASHLEY

203 BOBOLINK DR

NEW BRAUNFELS TX 78130

Property #: 10

SUP25-315

Case Manager: AM

COMMENTS

FAVOR

OPPOSE

RECEIVED  
OCT 7 -  
BY: *fdm*

KING RONALD B & CYNTHIA S

104 VILLAGE CIRCLE

SAN ANTONIO TX 78232

Property #: 17

SUP25-315

Case Manager: AM

COMMENTS

FAVOR

OPPOSE

RECEIVED  
OCT 7 -  
BY: *fdm*

WE OPPOSE THE REZONING AND SPECIAL USE PERMIT SOUGHT FOR 1731 KUEHLER AVENUE BY THE ROTH FELDERS. WE OWN THE HOUSE 2 HOUSES AWAY AT 1779 KUEHLER. WE DO NOT WANT THE TRAFFIC, NOISE, AND PARTYING AT NIGHT THAT SHORT TERM RENTALS BRING. WE ARE NOT ALLOWED TO RENT 1779 SHORT TERM.

*Ronald B. King* 119

BRAZLE MARGARET L  
405 CANTERBERRY DR  
NEW BRAUNFELS TX 78132

Property #: 3  
SUP25-315  
Case Manager: AM

FAVOR

COMMENTS

OPPOSE

No problem with  
request

RECEIVED  
OCT. 7  
BY: *fel-m*

BEAH LLC

1111 N WALNUT AVE

NEW BRAUNFELS TX 78130

Property #: 6

SUP25-315

Case Manager: AM

FAVOR



OPPOSE



COMMENTS

It's An Appropriate  
Use! We support  
this Request.



SAWYER THERESA A & LEMAN P

1218 BLUFF CREEK CIR

NEW BRAUNFELS TX 78130

Property #: 11

SUP25-315

Case Manager: AM



FAVOR

COMMENTS

OPPOSE

WE CURRENTLY HAVE A HOUSE  
BEHIND US THATS A RENTAL  
AND IT IS AN ISSUE WITH  
LOUD PARTIES + VEHICLES  
PARKED UP + DOWN THE  
STREET WHICH OFTEN  
REQUIRES POLICE PRESENCE.  
WE STRONGLY OPPOSE.

**Draft Minutes for the October 8, 2025, Planning Commission Regular Meeting**

**A) SUP25-315 Public hearing and recommendation to City Council on an ordinance requested by Beverly Davidek, on behalf of Richard L. and JoAnn Rothfelder, to rezone approximately 0.4 of an acre out of the John Thompson Survey No. 21, Abstract 608, from R-3 (Multifamily District) to R-3 SUP (Multifamily District with a Special Use Permit to allow a Short Term Rental), currently addressed at 1731 Kuehler Avenue. (Applicant: Beverly Davidek; Owner: JoAnn and Richard Rothfelder; Case Manager: Amanda Mushinski, Planner, AICP, CNU-A)**

Amanda Mushinski introduced the aforementioned item.

Chair Sonier asked if there were any questions for staff.

Discussion followed on short-term rental use in the area.

Chair Sonier invited the applicant to speak on the item.

Beverly Davidek elaborated on the item by providing a brief history of the property and discussing the intent of the request.

Brief discussion followed on management of the short-term rental.

Chair Sonier opened the public hearing and asked if anybody present wished to speak on the item.

No one spoke.

Chair Sonier closed the public hearing.

Chair Sonier asked if there were any further discussion or motion to be made.

Motion by Commissioner Nolte, seconded by Commissioner Allsup, to recommend approval of the item with staff recommended conditions of the item to City Council. Motion carried unanimously (8-0-0).

**ORDINANCE NO. 2025-**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS REZONING APPROXIMATELY 0.4 ACRES, BEING OUT OF THE JOHN THOMPSON SURVEY NO. 21, ABSTRACT 608, CURRENTLY ADDRESSED AT 1731 KUEHLER AVENUE, FROM R-3 (MULTIFAMILY DISTRICT) TO R-3 SUP (MULTIFAMILY DISTRICT WITH A SPECIAL USE PERMIT TO ALLOW A SHORT TERM RENTAL); REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SAVINGS CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Council of the City of New Braunfels has complied with all requirements of notice of public hearing as required by the Zoning Ordinance of the City of New Braunfels; and

**WHEREAS**, in keeping with the spirit and objectives of a Special Use Permit, the City Council has given due consideration to all components of said permit; and

**WHEREAS**, the City recognizes that granting such a permit is possible while promoting the health, safety and general welfare of the public, by providing harmony between existing zoning districts and land uses; and

**WHEREAS**, it is the intent of the City to ensure for the health, safety and general welfare of the public by providing compatible and orderly development, which may be suitable only in certain locations in a zoning district through the implementation of a Special Use Permit meeting those requirements cited in Sections 3.6-2 and 3.6-3, Chapter 144 of the New Braunfels Code of Ordinances; and

**WHEREAS**, the property is located in an area suitable for short term rental use; and

**WHEREAS**, the requested rezoning is in accordance with Envision New Braunfels, the City's Comprehensive Plan; and

**WHEREAS**, the requested rezoning is in accordance with the City's Strategic Plan; and

**WHEREAS**, the City Council desires to grant a Special Use Permit at 1731 Kuehler Avenue, to allow short term rental of a residence in the R-3 (Multifamily District); **now, therefore;**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** pursuant to Section 1.2-3, Chapter 144 of the New Braunfels Code of Ordinances, the Zoning Map of the City of New Braunfels is revised by adding the following tract of land as a "Special Use Permit" for the uses and conditions herein described:

Being out of the John Thompson Survey No. 21, Abstract 608, being as described on Exhibit "A" and depicted on Exhibit "B" attached.

**SECTION 2**

**THAT** the Special Use Permit be subject to the following additional conditions:

1. The residential character of the property must be maintained.
2. The property will remain in compliance with the approved site plan Exhibit "C" and floor plan Exhibit "D". Any significant changes to the site plan will require a revision to the SUP.

**SECTION 3**

**THAT** all other ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent that they are in conflict.

**SECTION 4**

**THAT** if any provisions of this ordinance shall be held void or unconstitutional, it is hereby provided that all other parts of the same which are not held void or unconstitutional shall remain in full force and effect.

**SECTION 5**

**THIS** ordinance will take effect upon the second and final reading in accordance with the provisions of the Charter of the City of New Braunfels.

**PASSED AND APPROVED:** First reading this 27<sup>th</sup> day of October 2025.

**PASSED AND APPROVED:** Second reading this 10<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEAL LINNARTZ**, Mayor

**ATTEST:**

\_\_\_\_\_  
**GAYLE WILKINSON**, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**VALERIA M. ACEVEDO**, City Attorney

# EXHIBIT "A"

## FIELD NOTES FOR A 0.335 ACRE TRACT

Being a 0.335 acre tract of land out of the John Thompson Survey No. 21, Abstract 608, Comal County, Texas, being the same tract of land called 0.343 acres described in Volume 326, Page 627 of the Deed Records of Comal County, Texas, and all bearings referred to in this description are related to and referenced to a bearing of N 69° 00' W between monumentation found along the Northeast line of Kuehler Avenue, said 0.335 acre tract of land surveyed under the supervision of Richard A. Goodwin, RPLS #4069, S. Craig Hollmig, Inc., and being more particularly described as follows:

**BEGINNING:** At a 1/2" pipe found on the Northeast line of Kuehler Avenue, for the West corner of that certain tract called 0.913 acres described in Volume 733, Page 159 of the Official Public Records of Comal County, Texas, for the South corner of the above referenced 0.343 acre tract, for the South corner of this tract;

**THENCE:** With the Northeast line of Kuehler Avenue, N 69° 00' 00" W 65.0 feet to a 1/2" iron pin set in same, for the South corner of that certain tract called 0.78 acres recorded in Volume 274, Page 908 of the Deed Records of Comal County, Texas, for the West corner of the above referenced 0.343 acre tract, for the West corner of this tract;

**THENCE:** With the Southeast line of said 0.78 acre tract, the Northwest line of the above referenced 0.343 acre tract, N 34° 15' 00" E (record call in Volume 326, Page 627: 248.70 feet) 227.25 feet to a 60 D nail set and continuing to the water's edge a total distance of 243.53 feet for the North corner of this tract;

**THENCE:** With the water's edge of the Guadalupe River, as follows:

N 87° 59' 10" E	4.31 feet
S 71° 52' 08" E	12.11 feet
S 28° 41' 12" E	10.93 feet
S 48° 17' 33" E	25.05 feet
S 42° 18' 03" E	10.76 feet

to the East corner of this tract, situated on the northeasterly line of said 0.913 acre tract;

**THENCE:** With the Northwest line of said 0.913 acre tract, the Southeast line of the above referenced 0.343 acre tract, S 33° 27' 00" W at 22.74 feet a 60 D nail set and continuing a total distance of 223.84 feet (record call in Volume 326, Page 627: 236.0 feet) (record call in Volume 733, Page 159: 216.77 feet) to the Point of Beginning and containing 0.335 acres of land, more or less.

Recorder's Memorandum- Comal County  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility

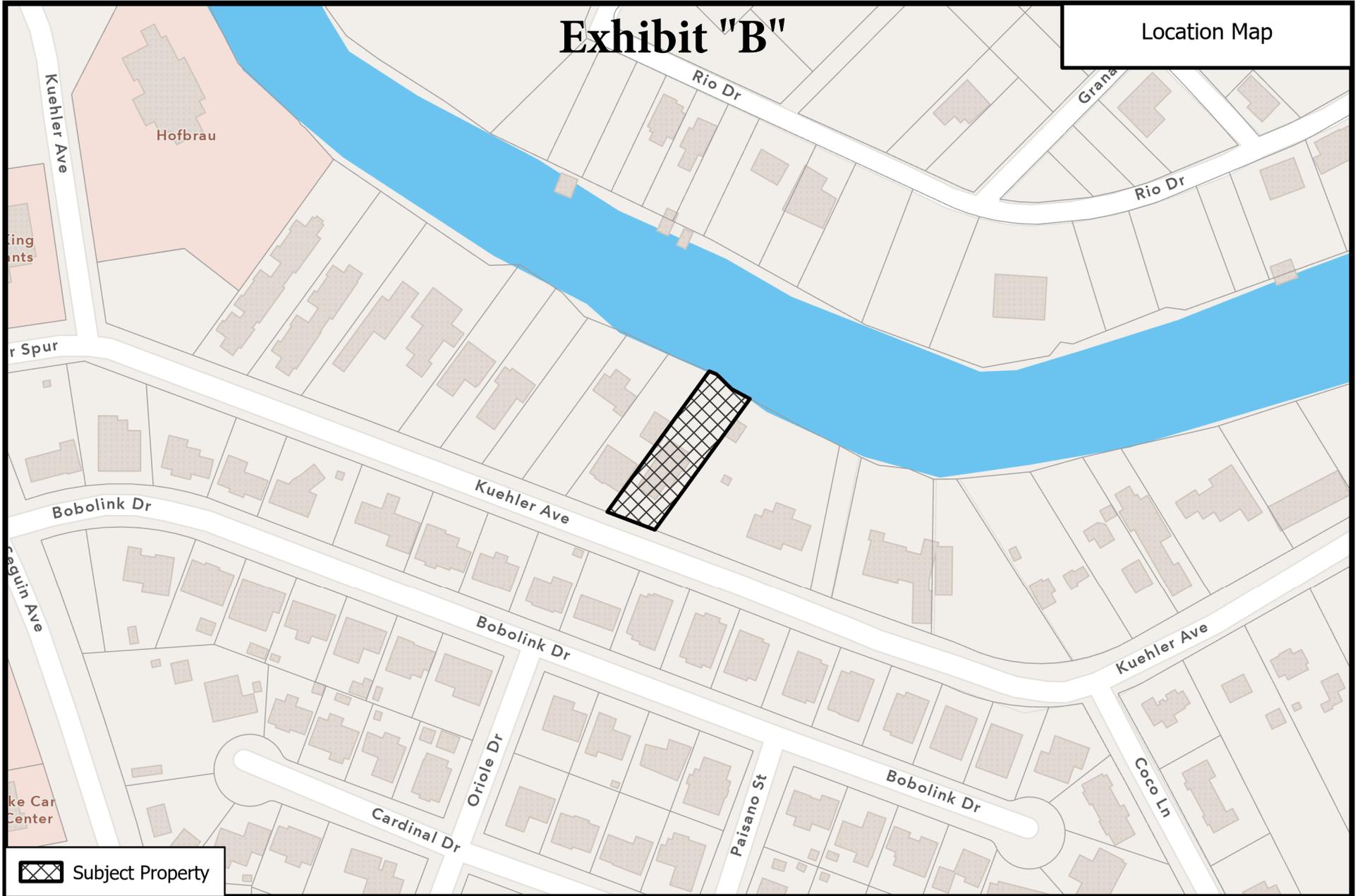
Filed and Recorded  
Official Public Records  
Joy Streater, County Clerk  
Comal County, Texas  
09/30/2011 08:07:06 AM  
SASHTWO  
201106033544



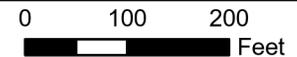
Joy Streater

# Exhibit "B"

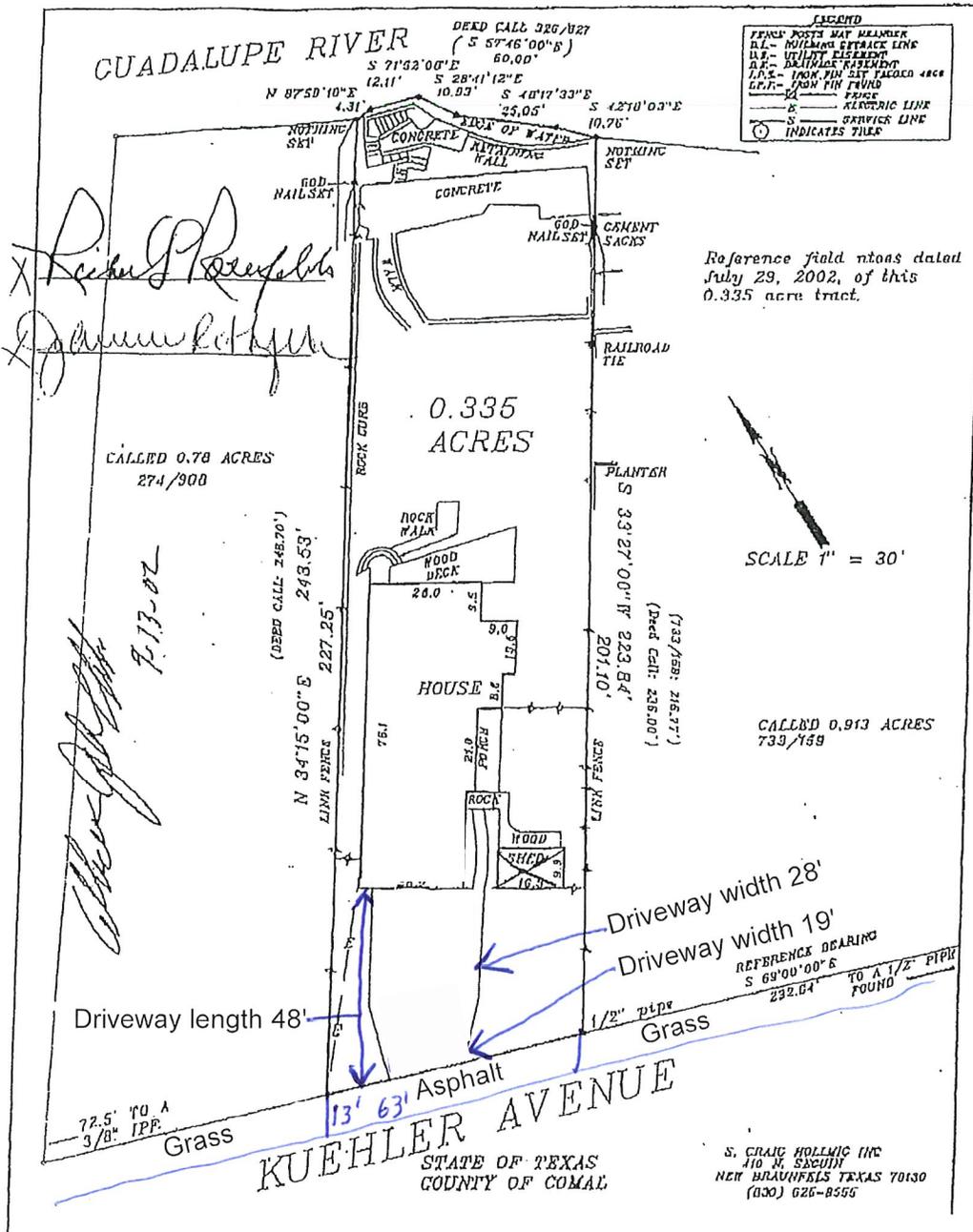
Location Map



## SUP25-315 1731 Kuehler Ave - SUP for STR



# Exhibit "C"

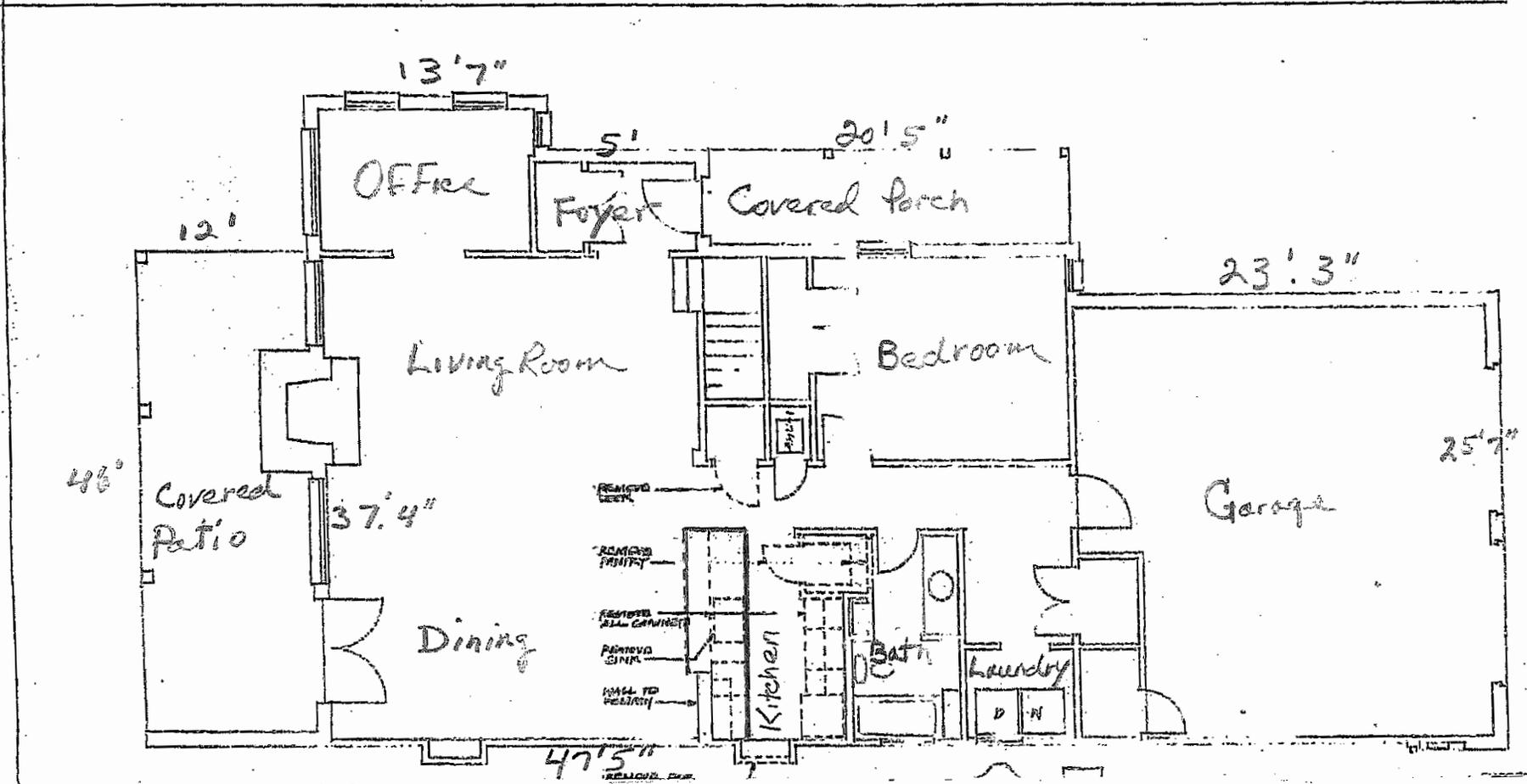


I, Richard L. Rothfelder, the property owner, acknowledge that this site plan submitted for the purposes of rezoning this property is in accordance with all applicable provisions of the Zoning Ordinance. Additionally, I understand that City Council approval of this site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes/Ordinances at the time of plan submittal for building permits. Nor does it relieve me from adherence to any/all state or federal rules and regulations.

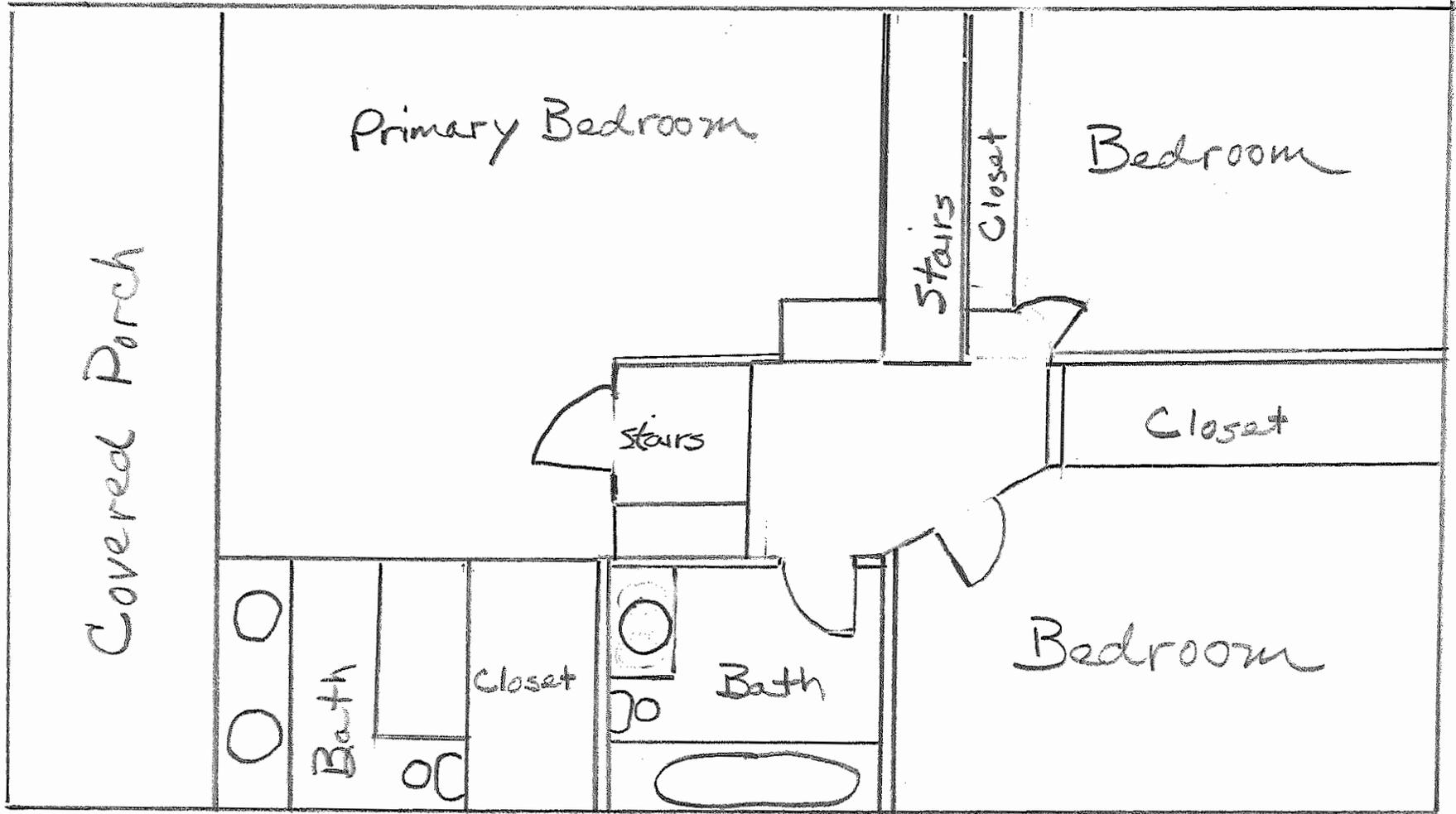
There are 7 off-street 9'x20' parking spaces, 2 in the garage and 5 in the driveway. In addition, there is space for 2 additional vehicles to park on the asphalt between the driveway and Kuehler Avenue (or 3 if you block the mailbox). The length of the driveway is 48'. The width of the driveway close to the garage is 28'. The width of the driveway close to the street is 19'. The asphalt between the driveway and the street is 63'x13'.

# Exhibit "D"

## FIRST FLOOR



# SECOND FLOOR



11/10/2025

Agenda Item No. A)

**PRESENTER:**

Christopher J. Looney, AICP, Planning Director

**SUBJECT:**

Public hearing and first reading of an ordinance to amend the City's Code of Ordinances: Chapter 144-5.3, regarding fences

**DEPARTMENT:** Neighborhood & Community Planning  
Transportation & Construction Services**COUNCIL DISTRICTS IMPACTED:** All**BACKGROUND INFORMATION:**

Case No: ORD25-380

**Staff Contact:**Amanda Mushinski, AICP, CNU-A  
(830) 221-4056 | amushinski@newbraunfels.gov**This topic was presented to City Council at their October 20<sup>th</sup> Special Meeting.**

Staff consistently reviews permitting procedures to identify redundancies and other opportunities to streamline processes, reduce workload, and shorten turnaround times. Fence permits have been identified as one such opportunity.

There are a variety of different types of fences desired by property owners. Some are predominantly open, such as chain-link or wrought iron. Others are solid screen using materials such as wood pickets or pre-cast concrete. Some fences are required, such as those intended to secure swimming pools or to buffer commercial uses from residential, while others are desired by property owners to simply delineate their property boundaries or to control access.

Presently, all fences require building permits; some fence repair also requires permits. Depending on the fence type and location, there are various rules to comply with. The rules are basic and relatively consistent with most other jurisdictions, so compliance is straightforward. If the requirement to obtain a permit were eliminated for most fence types, that would create capacity for Plans Examiners to focus on other, more complex permit types, reducing overall turnaround times.

**ISSUE:**

The current requirement for a building permit for all fence installations and certain repairs has been identified as an opportunity to improve efficiency and enhance customer service. While fencing plays a role in property aesthetics, security, and privacy, the permitting process for most standard fence types provides limited benefit relative to the staff time required for review and issuance. Most fences are simple in design and construction, and compliance with height, placement, and material standards can be verified through existing inspection or code compliance procedures.

---

---

Eliminating the permit requirement for most fence types would align with the City’s goals of streamlining development processes, reducing turnaround times, and improving customer experience. This adjustment would allow Plans Examiners to focus on more complex permit types that have a greater impact on life safety and development quality, while still maintaining public safety and compliance through existing standards and enforcement tools. In-turn, the reduced workload will result in faster review turn-around times on other permit types.

This amendment to the Zoning Ordinance joins concurrent amendments to the Building Codes. If approved, permits will only be required for fences:

1. Built to secure swimming pools
2. 7 feet tall or taller
3. Proposed to be built in drainage easements
4. Proposed to be built in the floodplain

**COMPREHENSIVE PLAN REFERENCE:**

The proposed ordinance amendment is consistent with the following actions from Envision New Braunfels:

- **Action 1.11:** Update policies and codes to achieve development patterns that implement the goals of this plan
- **Action 3.6:** Proactively provide a regulatory environment that remains business and resident-friendly.

**STRATEGIC PLAN REFERENCE:**

- Economic Mobility Enhanced Connectivity Community Identity  
Organizational Excellence Community Well-Being N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approval.

**ORDINANCE NO. 2025-**

***AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS, AMENDING THE NEW BRAUNFELS CODE OF ORDINANCES, CHAPTER 144 ZONING SECTION 5.3; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; CONTAINING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.***

---

**WHEREAS**, Chapter 211 of the Texas Local Government Code empowers a city to enact zoning regulations and provide for their administration, enforcement and amendment; and

**WHEREAS**, the City Council of the City of New Braunfels, Texas, deems it necessary and desirable to establish zoning regulations to provide for the orderly development of property within the City by governing the use of land in order to promote the public health, safety, morals, and general welfare of the residents of the City; and

**WHEREAS**, the Comprehensive Plan, Envision New Braunfels, has multiple action items supporting updates that improve regulations, including Action Items 1.11: Update policies and codes to achieve development patterns that implement the goals of this plan; 3.6: Proactively provide a regulatory environment that remains business and resident-friendly.

**WHEREAS**, the City of New Braunfels Strategic Plan has multiple objectives in the Economic Mobility and Organizational Excellence Strategic Priorities supporting updates that improve regulations.

**WHEREAS**, the City Council has directed that regulations dealing with the use and development of land be reviewed by the Planning Commission to make recommendations concerning improving those regulations; and

**WHEREAS**, the City is engaged in a project to update the development-related ordinances known as the Land Development Ordinance (LDO), in accordance with the Comprehensive Plan, Envision New Braunfels; and

**WHEREAS**, the Planning Commission held a public hearing on November 5, 2025, and recommended approval of the proposed amendments; and

**WHEREAS**, the City Council held a public hearing on said amendments on November 10, 2025; and

**WHEREAS**, the City Council hereby finds and determines that regularly updating the code for clarification provides improved customer service and is in the best interest of the citizens of New Braunfels.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** Chapter 144, Zoning, Article V, Development Standards, Section 5.3, Landscaping, tree preservation, public trees, screening, fences, buffering and lighting, is hereby amended with additions as underlines and deletions as strikeouts as follows:

**Chapter 144 - ZONING**

\*\*\*\*\*

ARTICLE V. - DEVELOPMENT STANDARDS

\*\*\*\*\*

Sec. 144-5.3 Landscaping, tree preservation, public trees, screening, fences, buffering and lighting.

\*\*\*\*\*

5.3-2. Fences and walls.

\*\*\*\*\*

(d) A fence from the front or rear corners of a building may extend through the side yard at the maximum height allowed.

(e) ~~Permit required. All f~~ Fences and walls ~~require building permits and~~ must comply with all permit/plan review submittal requirements including engineered foundation when necessary, as required in applicable adopted code(s).

\*\*\*\*\*

**SECTION 2**

**THAT** it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

**SECTION 3**

**THAT** all provisions of the Code of Ordinances of the City of New Braunfels not herein amended or repealed shall remain in full force and effect.

**SECTION 4**

**THAT** all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

**SECTION 5**

**THAT** in accordance with the provisions of the City Charter, this Ordinance may be read and published by descriptive caption only. This Ordinance has been publicly available in the office of the City Secretary prior to its adoption.

**SECTION 6**

**THAT** this Ordinance shall become adopted and effective upon its second reading, signature required by City Charter, and filing with the City Secretary’s Office. This Ordinance must also be published in a newspaper of general circulation at least one time within ten (10) days after its final passage, as required by the City Charter of the City of New Braunfels, Texas.

**PASSED AND APPROVED:** First reading this 10<sup>th</sup> day of November 2025.

**PASSED AND APPROVED:** Second reading this 27<sup>th</sup> day of November 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEIL LINNARTZ, Mayor**

**ATTEST:**

\_\_\_\_\_  
**GAYLE WILKINSON, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**VALERIA M. ACEVEDO, City Attorney**

11/10/2025

Agenda Item No. B)

---

**PRESENTER:**

Gayle Wilkinson, City Secretary

**SUBJECT:**

Discuss and consider a resolution to cast 495 votes toward the election of a member of the Comal Appraisal District Board of Directors.

**DEPARTMENT:** City Secretary**COUNCIL DISTRICTS IMPACTED:** All**BACKGROUND INFORMATION:**

Section 6.03(e) of the Texas Property Tax Code requires that “The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each off-numbered year.” Therefore, please submit results of that vote to the Chief Appraiser of the Comal Appraisal District by December 15, 2025. This year the City Council is entitled to cast 495 votes for the candidates listed on the below ballot.

Current Directors are:

- **John Tyler - Comal ISD; Comal County**
- **Eric Couch - City of New Braunfels**
- **Bob Slupik - Comal ISD**
- **James Long - Comal ISD**
- **Douglas Miller II - Comal ISD**

Candidates are:

- **Sean Alvarez - Comal ISD**
- **Case Brown - Comal ISD**
- **Aaron Craig O’Neil - Comal County**

---

---

**ISSUE:** City Council must, by resolution, indicate which individuals are to be nominated to the board *and* what term they are nominated for. The official letter from the Comal Appraisal District is included in the agenda item for reference.

**STRATEGIC PLAN REFERENCE:**

Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

City Council to provide nominations to the Comal Appraisal District Board of Directors.

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TX 78130

JEFFREY J. BOOKER, RPA  
CHIEF APPRAISER

October 23, 2025

Mayor Neal Linnartz  
City of New Braunfels  
550 Landa Street  
New Braunfels, TX 78130

RE: 2026-2029 Comal Appraisal District Board of Directors Election Ballot

Dear Mayor Linnartz:

Enclosed is the 2026-2029 Board of Directors ballot for the City of New Braunfels. As per Section 6.03(d) of the Texas Property Tax Code, *"The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district."*

\*WHEREAS, Section 6.03(k-1), *"This subsection applies only to an appraisal district established in a county with a population of 120,000 or more. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted."*

Also, Section 6.03(k) of the Texas Property Tax Code requires that *"The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15."* **Therefore please submit results of that vote to the Chief Appraiser of the Comal Appraisal District by December 15, 2025 on the enclosed ballot and resolution document.**

In calculating this year's votes, it is determined that the City of New Braunfels has 495 votes to cast in this election. Since this constitutes 9.9% of the votes, please refer to Section 6.03(k-1) above.

Sincerely,



Jeffrey J. Booker, RPA  
Chief Appraiser

Enclosure  
Cc: Mr. Robert Camareno

\*Please consult your attorney for legal advice

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TX 78130

JEFFREY J. BOOKER, RPA  
CHIEF APPRAISER

September 9, 2025

Mayor Neal Linnartz  
City of New Braunfels  
550 Landa Street  
New Braunfels, TX 78130

REF: Board of Directors Election

Section 6.03(e) of the Texas Property Tax Code states: *"The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year."*

Below is the voting calculation worksheet that indicates the number of votes you are eligible to submit in the upcoming election of the Board of Directors for Comal Appraisal District. The official ballot will be mailed to each entity no later than October 30, 2025.

## BOARD OF DIRECTORS ELECTIONS WORKSHEET 2026-2029

TAXING UNITS	2024 TAX LEVY	PERCENTAGE	VOTES
COMAL I.S.D.	\$273,185,016.22	0.53515	2676
COMAL COUNTY	96,461,013.23	0.18896	945
NEW BRAUNFELS I.S.D.	73,162,187.80	0.14332	717
CITY OF NEW BRAUNFELS	50,497,945.80	0.09892	495
CITY OF GARDEN RIDGE	2,716,077.10	0.00532	27
CITY OF SCHERTZ	7,008,778.36	0.01373	69
BOERNE I.S.D.	1,824,597.21	0.00357	18
CITY OF BULVERDE	3,854,828.84	0.00755	38
CITY OF FAIR OAKS	1,078,488.74	0.00211	11
CITY OF SELMA	587,362.38	0.00115	6
CITY OF SPRING BRANCH	75,674.85	0.00015	1
WIMBERLEY I.S.D.	29,399.08	0.00006	0
	\$ 510,481,369.61	100.00000	5000

Sincerely,



Jeffrey J. Booker, RPA  
Chief Appraiser

**RESOLUTION NO. 2025-R**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS TO CAST FOUR HUNDRED NINETY-FIVE (495) VOTES TO ELECT DIRECTORS FOR THE COMAL APPRAISAL DISTRICT FOR THE YEARS 2026-2029.

---

**WHEREAS**, the City Council of the City of New Braunfels has been advised by the Chief Appraiser of the Comal Appraisal District, that the City has been allocated a total of FOUR HUNDRED NINETY-FIVE (495) votes which may be cast, all or in part for their candidate(s) of choice, for the Board of Directors, Comal Appraisal District.

WHEREAS, Section 6.03(k), of the Texas Property Tax Code requires that each taxing unit entitled to vote cast their vote by Resolution and submits results of that vote to the Chief Appraiser to the Comal Appraisal District by December 15, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**THAT** the City of New Braunfels, Texas hereby casts a total of FOUR HUNDRED NINETY-FIVE (495) votes toward the election of member(s) of the Comal Appraisal District Board of Directors as follows:

<b>Candidates</b>		<b>Votes Cast</b>
• Sean Alvarez	Comal ISD	_____
• Case Brown	Comal ISD	_____
• Aaron Craig O'Neil	Comal County	_____

FURTHER, that the City Council of the City of New Braunfels submits the Official Ballot, attached hereto, as issued by the Chief Appraiser, stating the vote for candidates for the election of the Board of Directors for the Comal Appraisal District for 2026-2029.

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of November 2025.

CITY OF NEW BRAUNFELS

BY: \_\_\_\_\_  
Neal Linnartz, Mayor

ATTEST:

\_\_\_\_\_  
Gayle Wilkinson, City Secretary

OFFICIAL BALLOT and RESOLUTION

Issued to: City of New Braunfels

TO ELECT BOARD OF DIRECTORS FOR THE COMAL APPRAISAL DISTRICT FOR THE YEARS 2026-2029

Directions: Please enter the number of votes cast on the blank space opposite the name of the candidate or divide those votes amount any number of the candidates. You have 495 total available votes, which constitutes 9.9% of the total votes.

	CANDIDATES	NOMINATING BODY	TERM	VOTES CAST
1.	Sean Alvarez	Comal ISD	2026-2029	_____
2.	Case Brown	Comal ISD	2026-2029	_____
3.	Aaron Craig O'Neil	Comal County	2026-2029	_____

Issued under my hand this 23rd day of October, 2025.

  
 \_\_\_\_\_  
 Jeffrey J. Booker, RPA  
 Chief Appraiser

-----  
 RESOLUTION OF VOTES CAST TO ELECT DIRECTORS FOR THE COMAL APPRAISAL DISTRICT FOR THE YEARS 2026-2029.

WHEREAS, Section 6.03(k), of the Texas Property Tax Code requires that each taxing unit entitled to vote cast their vote by Resolution and submits results of that vote to the Chief Appraiser of the Comal Appraisal District by December 15, 2025.

\*WHEREAS, Section 6.03(k-1), This subsection applies only to an appraisal district established in a county with a population of 120,000 or more. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.

THEREFORE, the City of New Braunfels submits the above Official Ballot, as issued by the Chief Appraiser, stating the vote for candidates for the election of the Board of Directors for the Comal Appraisal District.

ACTION TAKEN this \_\_\_\_\_ day of \_\_\_\_\_, 2025, in \_\_\_\_\_ Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code for the purpose of casting votes to elect the Board of Directors of the Comal Appraisal District.

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

\*Please consult your attorney for legal advice

11/10/2025

Agenda Item No. C)

**PRESENTER:**

Gayle Wilkinson, City Secretary

**SUBJECT:**

Discuss and consider a resolution to cast 53 votes toward the election of a member/members of the Guadalupe Appraisal District Board of Directors.

**DEPARTMENT:** City Secretary**COUNCIL DISTRICTS IMPACTED:** All**BACKGROUND INFORMATION:**

Section 6.03(e) of the Texas Property Tax Code requires that “The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each off-numbered year.” Therefore, please submit results of that vote to the Chief Appraiser of the Guadalupe Appraisal District by December 15, 2025. This year the City Council is entitled to cast 53 votes for the candidates listed on the attached ballot. The 132 votes originally mentioned was based on having 5 vacant positions as the previous election. The formula was recalculated with only having 2 vacancies in this current election... On the third page of the attachment, the Texas Tax Code Section 6.03 Board of Directors explains this formula. It is also located below:

**Section 6.03 Board of Directors:** The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

***Current board of director members are:***

- Joshua A. Bright - Seguin ISD
- Ernesto Rodriguez - City of New Braunfels
- Jim Lievens - Navarro ISD
- Letticia Sever - Schertz-Cibolo-Universal City ISD; City of Cibolo

- 
- Daryl John - Guadalupe County Tax Collector-Assessor (ex-officio)
  - Pete Silvius - City of Seguin

*Candidates are:*

1. Ms. Leticia Sever SCUC ISD \_\_\_\_\_
2. Mr. Forrest Fletcher City of Seguin \_\_\_\_\_
3. Ms. Donetta Roberts City of Cibolo \_\_\_\_\_
4. Dr. Alfred Burns Navarro ISD \_\_\_\_\_

**ISSUE:** City Council must, by resolution, indicate which individuals are to be nominated to the board *and* what term they are nominated for. The official letter from the Guadalupe Appraisal District is included as an attachment for reference.

**STRATEGIC PLAN REFERENCE:**

- Economic Mobility  Enhanced Connectivity  Community Identity  
 Organizational Excellence  Community Well-Being  N/A

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

City Council to provide nominations to the Guadalupe Appraisal District Board of Directors.

# GUADALUPE APPRAISAL DISTRICT

## Main Office

3000 N. Austin St.  
Seguin, Texas 78155  
(830) 303-3313  
(830) 372-2874 (Fax)  
cstiers@guadalupead.org



## Schertz Substation

1052 FM 78, Ste. 103  
Schertz, Texas 78154  
(830) 303-3313 Opt. 0  
(877) 254-0888 (Fax)

October 29, 2025

CITY OF NEW BRAUNFELS  
City Manager and City Council  
550 Landa St.  
New Braunfels, TX 78130

9489 0178 9820 3044 1621 80

Dear City Manager and City Council,

Enclosed is an Official Ballot to cast votes for the Guadalupe Appraisal District Board of Directors. The ballot provides directions on how the sum of your taxing units' allocated votes may be cast among available candidates.

The passage of SB2 during the 88th Legislative Session included **new key procedural deadlines** for those taxing units entitled to cast at least 5% of the total votes. In addition to requirement that each taxing unit cast their votes by passage of a resolution, taxing units entitled to cast **100 votes or more must also meet** specific procedural deadlines in passage and submission of resolution.

Per §6.03(k-1) of Texas Tax Code, please be mindful of the bolded requirements below:

*"The governing body of each taxing unit entitled to cast at least five percent of the total votes **must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.**"*

For the majority of our taxing units who have **less than 100 votes**, there is no change to the deadline for timely submission of ballot and resolution is **before December 15, 2025**.

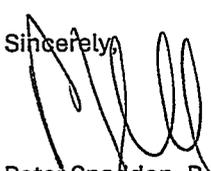
It should be noted, a taxing units' eligibility to initiate the recall of an appointed member on an appraisal district's board of directors is outlined in §6.033(a) of the Texas Tax Code. It states,

*"The governing body of a taxing unit may call for the recall of an appointed member of the board of directors of an appraisal district **for whom the taxing unit cast any of its votes** in the appointment of the board."*

The chief appraiser shall count the votes, **declare the two (2) candidates** who receive the largest cumulative vote totals elected, and submit the results before December 31, 2025 to the governing body of each taxing unit in the district and to the candidates.

Please call if you should have any questions in this regard.

Sincerely,

  
Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser

## Enclosures:

1. Official Ballot with Resolution
2. BOD Vote Allocation Summary

# \*OFFICIAL BALLOT\*

## OFFICIAL BALLOT TO APPOINT BOARD OF DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT FOR JANUARY 1, 2026

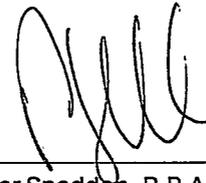
Issued to: City of New Braunfels

**Directions:** Please enter the number of votes cast on the blank space opposite the name of the candidate. You may cast all your votes for one candidate or divide those votes among any number of candidates. You have 53 total votes available.

Candidate names are listed below in alphabetical order along with the nominating taxing unit.

- |                         |                |       |
|-------------------------|----------------|-------|
| 1. Ms. Letticia Sever   | SCUC ISD       | _____ |
| 2. Mr. Forrest Fletcher | City of Seguin | _____ |
| 3. Ms. Donetta Roberts  | City of Cibolo | _____ |
| 4. Dr. Alfred Burns     | Navarro ISD    | _____ |

This official ballot was issued under my hand this 29th day of October 2025.



Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser  
Guadalupe Appraisal District

### RESOLUTION OF VOTES CAST TO APPOINT DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT FOR THE 2026-2029 TERM

WHEREAS, \_\_\_\_\_ (Name of Taxing Unit) is entitled to cast less than 100 votes in the appointment election for the Board of Directors of the Guadalupe Appraisal District, and

WHEREAS, Section 6.03(k) of the Texas Tax Code requires that each taxing unit, entitled to cast a vote, do so by resolution, and

WHEREAS, Section 6.03(k) of Texas Tax Code requires the governing body of each taxing unit, entitled to cast less than five percent (5%) of total vote (2,000), submit the adopted resolution to the chief appraiser before December 15, 2025.

THEREFORE, THE \_\_\_\_\_ (Name of Taxing Unit) submits the above Official Ballot, as issued by the Chief Appraiser, stating the vote for candidate(s) for appointment to the Board of Directors of the Guadalupe Appraisal District; term beginning on JANUARY 1, 2026.

ACTION TAKEN this \_\_\_\_ day of \_\_\_\_\_, 2025, in \_\_\_\_\_ Session of the governing body of the above-mentioned taxing unit; as required by Section 6.03(k) of the Texas Tax Code for the purpose of casting votes to appoint candidate(s) to the Board of Directors of the Guadalupe Appraisal District.

\_\_\_\_\_  
Signature of Presiding Officer

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Title

**GUADALUPE APPRAISAL DISTRICT BOARD of DIRECTORS (APPOINTMENT) ELECTION  
ENTITY VOTING ENTITLEMENTS**

*as of 8/27/2025*

CAD	Taxing Unit ID	Taxing Unit Name	2025 Entity Levy	2025 Total Levy	Portion of Levy (%)		Total Number of Votes	Entity Votes <sup>1</sup>
094-Guadalupe	094-000-00	Guadalupe County	\$75,906,881 ÷	\$363,337,266 =	0.208916	x	2,000	418
094-Guadalupe	094-902-02	Schertz-Cibolo UC ISD	\$69,017,717 ÷	\$363,337,266 =	0.189955	x	2,000	380
094-Guadalupe	094-901-02	Seguin ISD	\$57,702,685 ÷	\$363,337,266 =	0.158813	x	2,000	318
094-Guadalupe	094-103-03	City of Seguin	\$23,569,335 ÷	\$363,337,266 =	0.064869	x	2,000	130
094-Guadalupe	094-903-02	Navarro ISD	\$22,809,859 ÷	\$363,337,266 =	0.062779	x	2,000	126
094-Guadalupe	094-904-02	Marion ISD	\$20,569,400 ÷	\$363,337,266 =	0.056612	x	2,000	113
094-Guadalupe	046-901-02	New Braunfels ISD	\$18,774,399 ÷	\$363,337,266 =	0.051672	x	2,000	103
094-Guadalupe	094-104-03	City of Cibolo	\$18,639,043 ÷	\$363,337,266 =	0.051300	x	2,000	103
094-Guadalupe	094-102-03	City of Schertz	\$18,545,469 ÷	\$363,337,266 =	0.051042	x	2,000	103
094-Guadalupe	046-902-02	Comal ISD	\$12,216,306 ÷	\$363,337,266 =	0.033622	x	2,000	67
094-Guadalupe	046-101-03	City of New Braunfels	\$9,561,097 ÷	\$363,337,266 =	0.026315	x	2,000	53
094-Guadalupe	105-902-02	San Marcos ISD	\$3,720,184 ÷	\$363,337,266 =	0.010239	x	2,000	20
094-Guadalupe	094-202-19	Lake McQueeney WCID #1	\$2,406,459 ÷	\$363,337,266 =	0.006623	x	2,000	13
094-Guadalupe	094-201-19	Lake Placid WCID #1	\$1,834,498 ÷	\$363,337,266 =	0.005049	x	2,000	10
094-Guadalupe	094-201-04	Lone Oak MUD	\$1,450,186 ÷	\$363,337,266 =	0.003991	x	2,000	8
094-Guadalupe	247-903-02	LaVernia ISD	\$1,389,739 ÷	\$363,337,266 =	0.003825	x	2,000	8
094-Guadalupe	015-120-03	City of Selma	\$1,344,497 ÷	\$363,337,266 =	0.003700	x	2,000	7
094-Guadalupe	028-903-02	Luling ISD	\$1,100,330 ÷	\$363,337,266 =	0.003028	x	2,000	6
094-Guadalupe	046-202-19	Lake Dunlap WCID	\$697,073 ÷	\$363,337,266 =	0.001919	x	2,000	4
094-Guadalupe	094-101-03	City of Marion	\$481,497 ÷	\$363,337,266 =	0.001325	x	2,000	3
094-Guadalupe	028-906-02	Prairie Lea ISD	\$436,470 ÷	\$363,337,266 =	0.001201	x	2,000	2
094-Guadalupe	015-115-03	City of Universal City	\$269,740 ÷	\$363,337,266 =	0.000742	x	2,000	1
094-Guadalupe	094-202-04	Guadalupe County MUD#4	\$156,459 ÷	\$363,337,266 =	0.000431	x	2,000	1
094-Guadalupe	094-106-03	City of Santa Clara	\$130,777 ÷	\$363,337,266 =	0.000360	x	2,000	1
094-Guadalupe	094-203-19	Meadow Lake WCID #1	\$102,709 ÷	\$363,337,266 =	0.000283	x	2,000	1
094-Guadalupe	094-204-04	Guadalupe County MUD06	\$96,617 ÷	\$363,337,266 =	0.000266	x	2,000	1
094-Guadalupe	094-209-04	Guadalupe County MUD #11	\$74,183 ÷	\$363,337,266 =	0.000204	x	2,000	No Vote
094-Guadalupe	089-903-02	Nixon-Smiley ISD	\$72,115 ÷	\$363,337,266 =	0.000198	x	2,000	No Vote
094-Guadalupe	094-211-04	Park Place MUD	\$69,432 ÷	\$363,337,266 =	0.000191	x	2,000	No Vote
094-Guadalupe	094-207-04	Sky Ranch MUD	\$50,365 ÷	\$363,337,266 =	0.000139	x	2,000	No Vote
094-Guadalupe	094-212-04	Steelwood Trail MUD	\$46,446 ÷	\$363,337,266 =	0.000128	x	2,000	No Vote
094-Guadalupe	028-102-03	City of Luling	\$38,906 ÷	\$363,337,266 =	0.000107	x	2,000	No Vote
094-Guadalupe	094-201-09	York Creek Water Dist.	\$36,556 ÷	\$363,337,266 =	0.000101	x	2,000	No Vote
094-Guadalupe	105-103-03	City of San Marcos	\$15,651 ÷	\$363,337,266 =	0.000043	x	2,000	No Vote
094-Guadalupe	094-213-04	Sedona MUD01	\$1,803 ÷	\$363,337,266 =	0.000005	x	2,000	No Vote
094-Guadalupe	094-210-04	Marion Oaks MUD	\$1,515 ÷	\$363,337,266 =	0.000004	x	2,000	No Vote
094-Guadalupe	094-214-04	Sedona MUD02	\$669 ÷	\$363,337,266 =	0.000002	x	2,000	No Vote
094-Guadalupe	094-205-04	Guadalupe County MUD10	\$203 ÷	\$363,337,266 =	0.000001	x	2,000	No Vote
								2,000

Source: 2025 Adjusted Certified Roll, as of Supplement 1.

**Section 6.03 Board of Directors<sup>1</sup>**

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

**RESOLUTION NO. 2025-R\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS TO CAST FIFTY-THREE (53) VOTES TOWARD THE ELECTION OF TWO (2) MEMBERS OF THE GUADALUPE APPRAISAL DISTRICT BOARD OF DIRECTORS.

---

**WHEREAS**, the City Council of the City of New Braunfels has been advised by the Chief Appraiser of the Guadalupe Appraisal District, that the City has been allocated a total of FIFTY-THREE (53) votes which may be cast, all or in part for their candidate(s) of choice, for the Board of Directors, Guadalupe Appraisal District.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

- |                                |                       |       |
|--------------------------------|-----------------------|-------|
| <b>1. Ms. Letticia Sever</b>   | <b>SCUC ISD</b>       | _____ |
| <b>2. Mr. Forrest Fletcher</b> | <b>City of Seguin</b> | _____ |
| <b>3. Ms. Donetta Roberts</b>  | <b>City of Cibolo</b> | _____ |
| <b>4. Dr. Alfred Burns</b>     | <b>Navarro ISD</b>    | _____ |

**THAT** the City of New Braunfels, Texas hereby casts a total of FIFTY-THREE (53) votes toward the election of member(s) of the Guadalupe Appraisal District Board of Directors as follows:

FURTHER, that the City Council of the City of New Braunfels submits the Official Ballot, attached hereto, as issued by the Chief Appraiser, stating the vote for candidates for the election of the Board of Directors for the Guadalupe Appraisal District.

**PASSED, ADOPTED AND APPROVED** this 10<sup>th</sup> day of November 2025.

CITY OF NEW BRAUNFELS

BY: \_\_\_\_\_

Neal Linnartz, Mayor

ATTEST:

\_\_\_\_\_  
Gayle Wilkinson, City Secretary

# \*OFFICIAL BALLOT\*

## OFFICIAL BALLOT TO APPOINT BOARD OF DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT FOR JANUARY 1, 2026

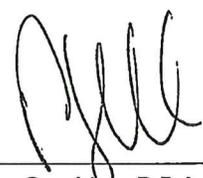
Issued to: City of New Braunfels

**Directions:** Please enter the number of votes cast on the blank space opposite the name of the candidate. You may cast all your votes for one candidate or divide those votes among any number of candidates. You have 53 total votes available.

Candidate names are listed below in alphabetical order along with the nominating taxing unit.

- |                         |                |       |
|-------------------------|----------------|-------|
| 1. Ms. Leticia Sever    | SCUC ISD       | _____ |
| 2. Mr. Forrest Fletcher | City of Seguin | _____ |
| 3. Ms. Donetta Roberts  | City of Cibolo | _____ |
| 4. Dr. Alfred Burns     | Navarro ISD    | _____ |

This official ballot was issued under my hand this 29th day of October 2025.



\_\_\_\_\_  
Peter Snaddon, R.P.A., C.C.A.  
Chief Appraiser  
Guadalupe Appraisal District

### RESOLUTION OF VOTES CAST TO APPOINT DIRECTORS FOR THE GUADALUPE APPRAISAL DISTRICT FOR THE 2026-2029 TERM

WHEREAS, \_\_\_\_\_ (Name of Taxing Unit) is entitled to cast less than 100 votes in the appointment election for the Board of Directors of the Guadalupe Appraisal District, and

WHEREAS, Section 6.03(k) of the Texas Tax Code requires that each taxing unit, entitled to cast a vote, do so by resolution, and

WHEREAS, Section 6.03(k) of Texas Tax Code requires the governing body of each taxing unit, entitled to cast less than five percent (5%) of total vote (2,000), submit the adopted resolution to the chief appraiser before December 15, 2025.

THEREFORE, THE \_\_\_\_\_ (Name of Taxing Unit) submits the above Official Ballot, as issued by the Chief Appraiser, stating the vote for candidate(s) for appointment to the Board of Directors of the Guadalupe Appraisal District; term beginning on JANUARY 1, 2026.

ACTION TAKEN this \_\_\_\_ day of \_\_\_\_\_, 2025, in \_\_\_\_\_ Session of the governing body of the above-mentioned taxing unit; as required by Section 6.03(k) of the Texas Tax Code for the purpose of casting votes to appoint candidate(s) to the Board of Directors of the Guadalupe Appraisal District.

\_\_\_\_\_  
Signature of Presiding Officer

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Title



# City Council - Executive Session Agenda Item Report

550 Landa Street  
New Braunfels, TX

**11/10/2025**

Agenda Item No. A)

---

---