



**CITY OF NEW BRAUNFELS, TEXAS  
 HISTORIC LANDMARK COMMISSION  
 MEETING  
 CITY HALL - COUNCIL CHAMBERS  
 550 LANDA STREET**



**TUESDAY, JANUARY 14, 2025 at 8:30 AM**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **APPROVAL OF MINUTES**
  - A) Approval of the December 10, 2024 regular meeting [25-10](#) minutes.
- 4. **CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Historic Landmark Commission on issues and items of concerns not on this agenda. There will be no Historic Landmark Commission action at this time.*

- 5. **STAFF UPDATES**
  - A) Presentation and training about legal basics and crafting [24-1497](#) motions.
- 6. **COMAL COUNTY HISTORICAL COMMISSION UPDATE**
- 7. **ADJOURNMENT**

**CERTIFICATION**

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

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Board Liaison

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.



# Historic Landmark Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

1/14/2025

Agenda Item No. A)

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**SUBJECT:**

Approval of the December 10, 2024, regular meeting minutes.

**DRAFT - MINUTES  
OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION  
REGULAR MEETING OF TUESDAY, DECEMBER 10, 2024**

**1. CALL TO ORDER**

Chair Johnson called the meeting to order at 8:30am.

**2. ROLL CALL**

The following Commissioners were present:

Justin Ball, Jillian Bliss, Richard Hillyer, Lynn Norvell, Christi Sims, Susan Sonier, Thomas Tumlinson, Nathan Feingold, and Teresa Johnson.

**3. APPROVAL OF MINUTES**

A) Approval of the November 12, 2024, regular meeting minutes.

**Motion by Commissioner Hillyer, seconded by Commissioner Norvell, to approve the November 12, 2024 regular meeting minutes. Motion carried unanimously.**

**4. CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Historic Landmark Commission on issues and items of concerns not on this agenda. There will be no Historic Landmark Commission action at this time.*

**No one spoke.**

**5. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) HLC Case HST24-376: Discuss and consider a Certificate of Alteration for the removal of the chimney, front door replacement, and relocation/replacement of five rear windows at 572 Magazine.

**Katie Totman presented the aforementioned item.**

**Chair Johnson asked if there were any questions for staff.**

**Commissioner Norvell asked about the proposed scope of work as it pertained to the chimney.**

**Chair Johnson invited the applicant to speak on the item.**

**Kendall NeSmith elaborated on the request.**

Discussion followed on the condition of chimney, the proposed scope of work, the intent of the request, and the color of the proposed door.

Chair Johnson asked if there were any further discussion or motion.

Motion by Commissioner Ball, seconded by Commissioner Norvell, to approve the item with the condition that the lower portion of the chimney remain. Motion carried unanimously.

B) HLC Case HST24-389: Discuss and consider a Certificate of Alteration to add an addition, a carport and extend the front porch at the property at 309 W Jahn.

Katie Toman presented the aforementioned item.

Chair Johnson asked if there were any questions for staff.

Commissioner Tumlinson asked about the design of the proposed porch.

Chair Johnson invited the applicant to speak on the item.

Shelly Tornquist elaborated on the request, discussing the design of the proposed porch and addition.

Discussion followed on the design and materials of the proposed porch and addition, the size and configuration of the lot, property setbacks, and the proposed scope of work.

Chair Johnson asked if there were any further discussion or motion.

Discussion followed on the historic guidelines, staff analysis, the design of neighboring homes, aesthetics from the street, the proposed siding material, and the existing windows.

Further discussion followed on the material proposed for replacement siding, and consistency of material and appearance to the existing home.

Motion by Commissioner Norvell, seconded by Commissioner Sonier, to approve the item with the condition that the siding material match the existing home in overall appearance

Discussion followed on the wording of the motion.

Commissioner Norvell withdrew the original motion.

Motion by Commissioner Norvell, seconded by Commissioner Sonier, to approve the item with the condition that the size of the proposed siding match the existing, and that all other alterations, including those to the windows, remain consistent with the original structure. Motion carried unanimously.

6. **STAFF UPDATES**

Katie Totman discussed upcoming public meetings concerning the drafting of the Land Development Ordinance and provided an update regarding public input for the project.

7. **COMAL COUNTY HISTORICAL COMMISSION UPDATES**

Chair Johnson stated there was no update from the Comal County Historical Commission this month.

8. **ADJOURNMENT**

There being no further business Chair Johnson adjourned the meeting at 9:05am.

By: \_\_\_\_\_  
COMMISSION CHAIR

Attest:

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COMMISSION LIAISON



# Historic Landmark Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

1/14/2025

Agenda Item No. A)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

Presentation and training about legal basics and crafting motions