



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



**TUESDAY, MAY 12, 2026 at 8:30 AM**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. 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.*

**4. INDIVIDUAL ITEMS FOR CONSIDERATION**

- A) HLC Case HST26-128: Discuss and consider a [26-407](#) Certificate of Alteration to increase the roof height of the existing garage on property addressed at 574 South Academy.
- B) HLC Case HTC26-162: Discuss and consider a request [26-511](#) for Historic Tax Certification for the property at 390 W Jahn.
- C) HLC Case HST26-164: Discuss and consider a [26-512](#) Certificate of Alteration to add a wall sign on the main building at 197 South Seguin Avenue.
- D) HLC Case HST26-166: Discuss and consider a [26-513](#) Certificate of Alteration to add tiebacks to the existing awning, add exterior lighting, and perform several repair/maintenance scopes of work to the building at 204 West San Antonio Street.

**5. STAFF REPORT & CCHC UPDATES**

- A) Updates from the Downtown Board [26-535](#)
- B) Preservation Month Activities [26-536](#)
- C) Update on Historic Resources List [26-537](#)
- D) Updates from the Comal County Historical Commission [26-538](#)

**6. 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.

5/12/2026

Agenda Item No. A)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST26-128: Discuss and consider a Certificate of Alteration to increase the roof height of the existing garage on property addressed at 574 South Academy.

**DEPARTMENT:** Neighborhood and Community Planning**HISTORIC DISTRICT/LANDMARK NAME:** Sophienburg Hill Historic District**APPLICABLE CITATIONS:**

*Sec. 66-57. Alteration certificates for alteration or new construction affecting landmarks or historic districts.*

No person shall carry out any exterior alteration, restoration, reconstruction, new construction, removal or relocation of any city designated historic landmark or on any property within a city designated historic district which may affect the appearance and cohesiveness of any historic landmark or any property within a historic district without first obtaining an alteration certification authorizing the change.

*Sec. 66-58. Criteria for approval of an alteration certificate.*

In considering an application for an alteration certificate, the commission shall be guided by any adopted design guidelines, and where applicable, the following from the secretary of the interior's standards for the rehabilitation of historic buildings. Any adopted design guidelines and secretary of the interior's standards shall be made available to the property owners of historic landmarks or within historic districts.

- (1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed when possible. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

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(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

(10) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

***Sec. 66-59. Alteration certificate application procedure.***

(a) Prior to the commencement of any work requiring an alteration certificate, the owner shall file an application for such a certificate with the historic preservation office. The application shall contain:

- (1) Name, address, telephone number of applicant, detailed description of proposed work.
- (2) Location and photograph of the property and adjacent properties.
- (3) Elevation drawings of the proposed changes, if available.
- (4) Samples of materials to be used.
- (5) If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property.
- (6) Any other information which the commission may deem necessary to visualize the proposed work.

(b) No building permit shall be issued for such proposed work until an alteration certificate has first been issued by the commission. The alteration certificate required by this act shall be in addition to and not in lieu of any building permit that may be required by any other ordinance of the city.

(c) The commission shall review the application at a regularly scheduled meeting within 30 days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard. The commission shall approve, deny, or approve with modifications the application within 30 days after the review meeting. In the event the commission does not move to consider the application within 60 days of its receipt, the application shall be granted.

(d) All decisions of the commission shall be in writing. The commission's decision shall state its findings pertaining to the approval, denial, or modification of the application. A copy shall be sent to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate city

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departments, e.g., building inspection.

(e) An applicant for an alteration certificate dissatisfied with the action of the commission relating to the issuance or denial of an alteration certificate shall have the right to appeal to the city council within 30 days after receipt of notification of such action. The city council shall give notice, follow publication procedure, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city.

## **FINDINGS:**

a. The property is in the Sophienburg Hill Historic District. The garage in question was built ca. 2017/2018 and is not of historic age. It is single story, and the garage door faces Braddock Avenue.

b. **DESIGN REVIEW SUBCOMMITTEE:** The applicant and property owner met with the Design Review Subcommittee of the Historic Landmark Commission on April 28<sup>th</sup> to address concerns brought up at the regular meeting and further discuss the design.

c. **ROOF MODIFICATIONS (GARAGE):** The applicant is requesting to add a second story to the existing garage. The applicant has indicated in the narrative that the materials used on the garage remodel will match the materials previously approved on the addition and main house including the siding, roof material, and trim.

### Applicable Criteria for Evaluation

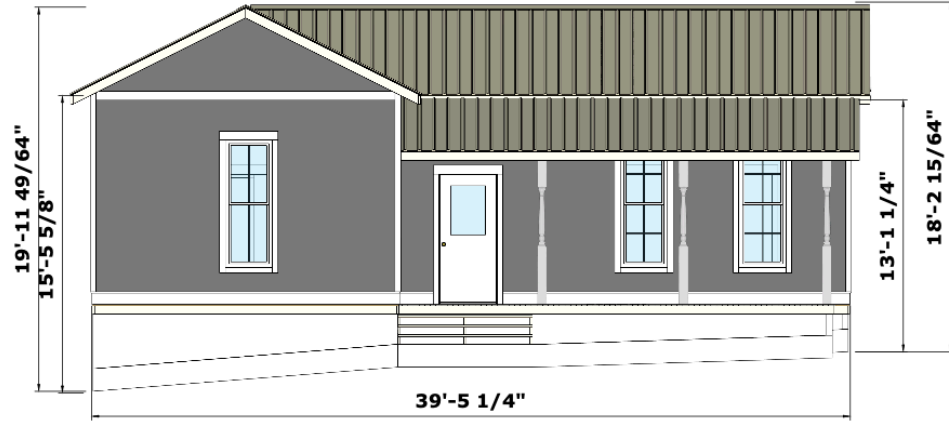
(1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment. **The garage was built between 2017 and 2018 and is not of historic age.**

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment. **The garage is not of historic age. Additionally, given that it is in the rear yard and already subordinate to the primary historic structure, the increased height will likely not be visible from the primary street of S Academy.**

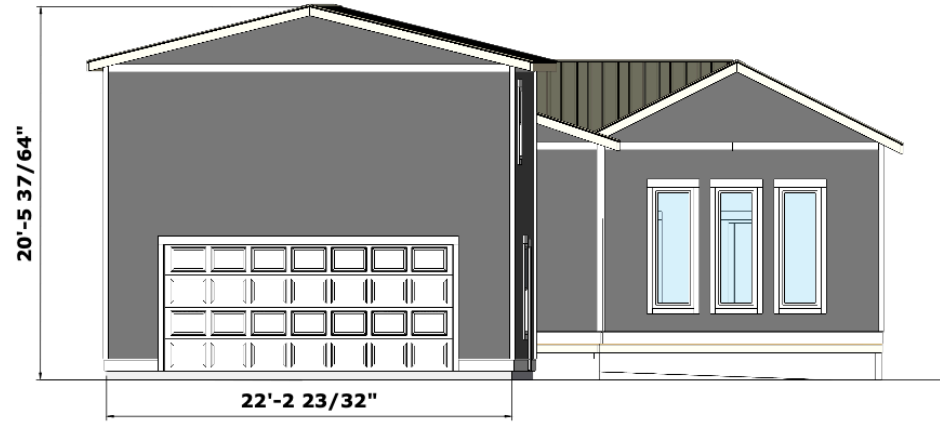
## **STAFF ANALYSIS:**

Generally, staff finds that the request is consistent with the criteria for approval based on finding b.

### FRONT ELEVATION



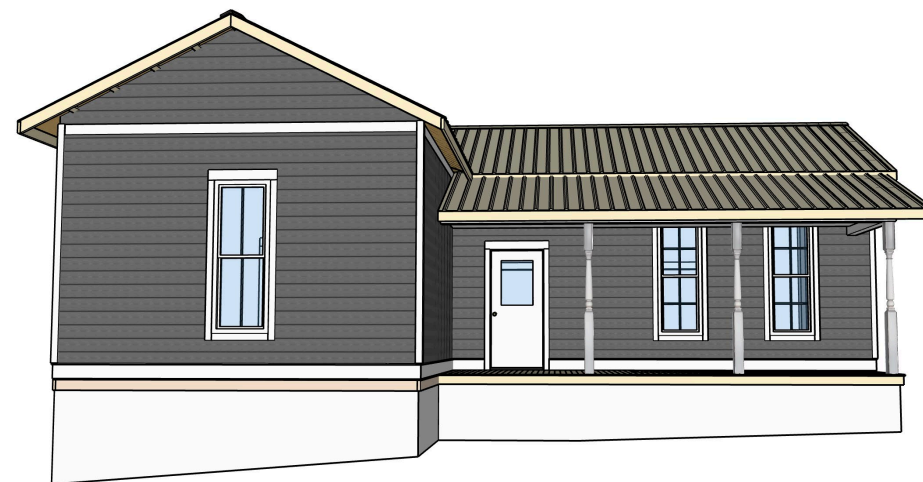
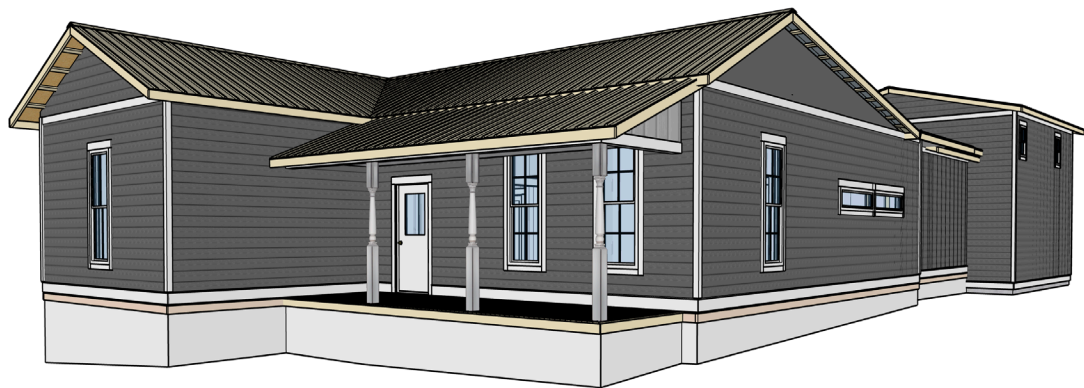
### REAR ELEVATION

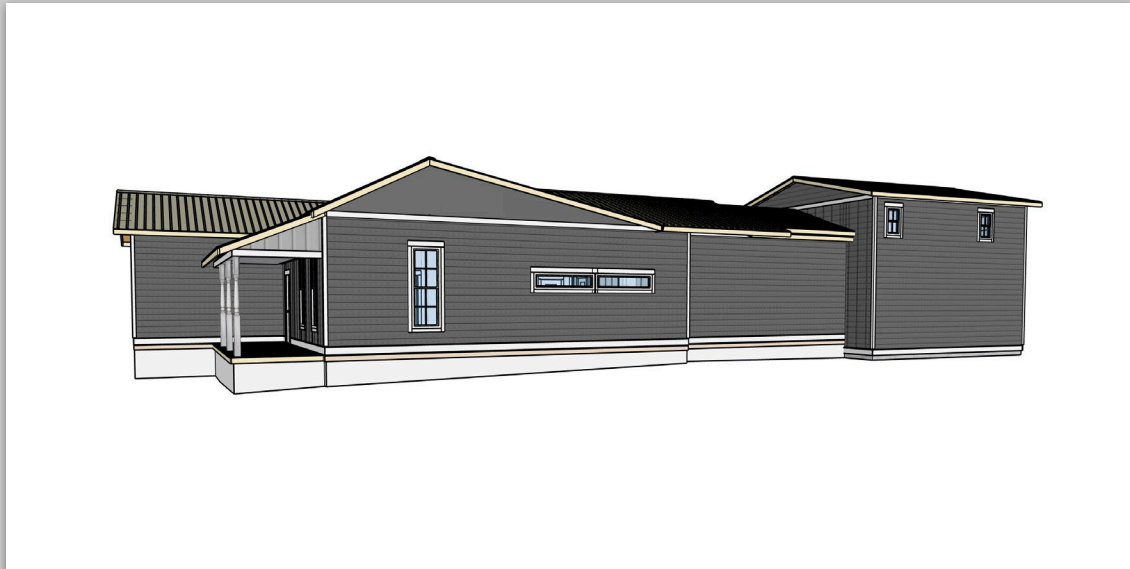
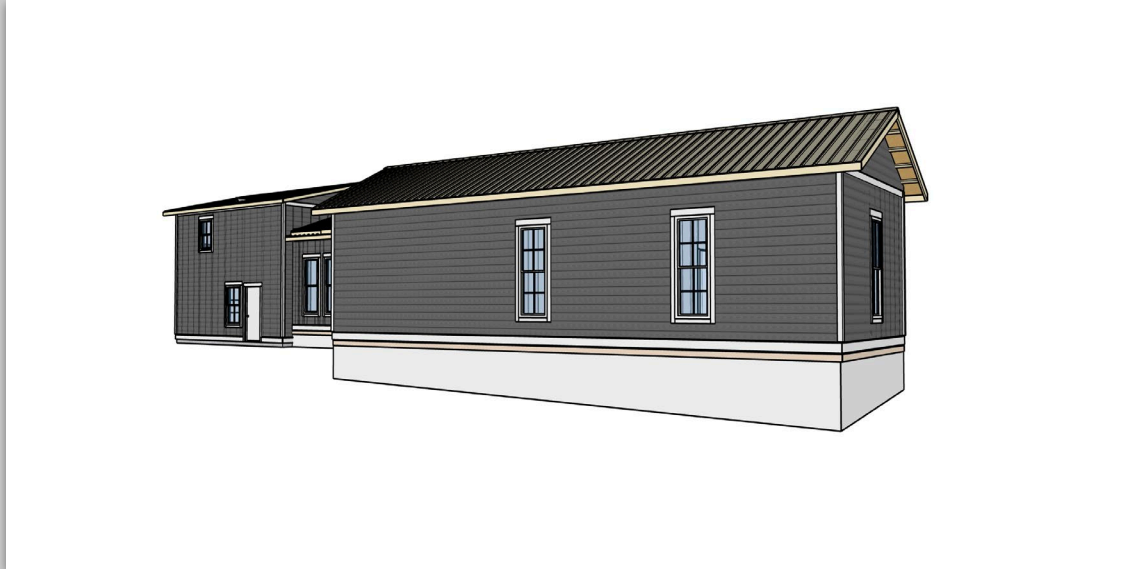


<b>REMODEL</b>	JK OWENS CONSTRUCTION
	OWNER:
ADDRESS	DOCUMENT
DRAWN BY: JASON OWENS	DATE: MARCH 15, 2026
IO ARROW DESIGN	

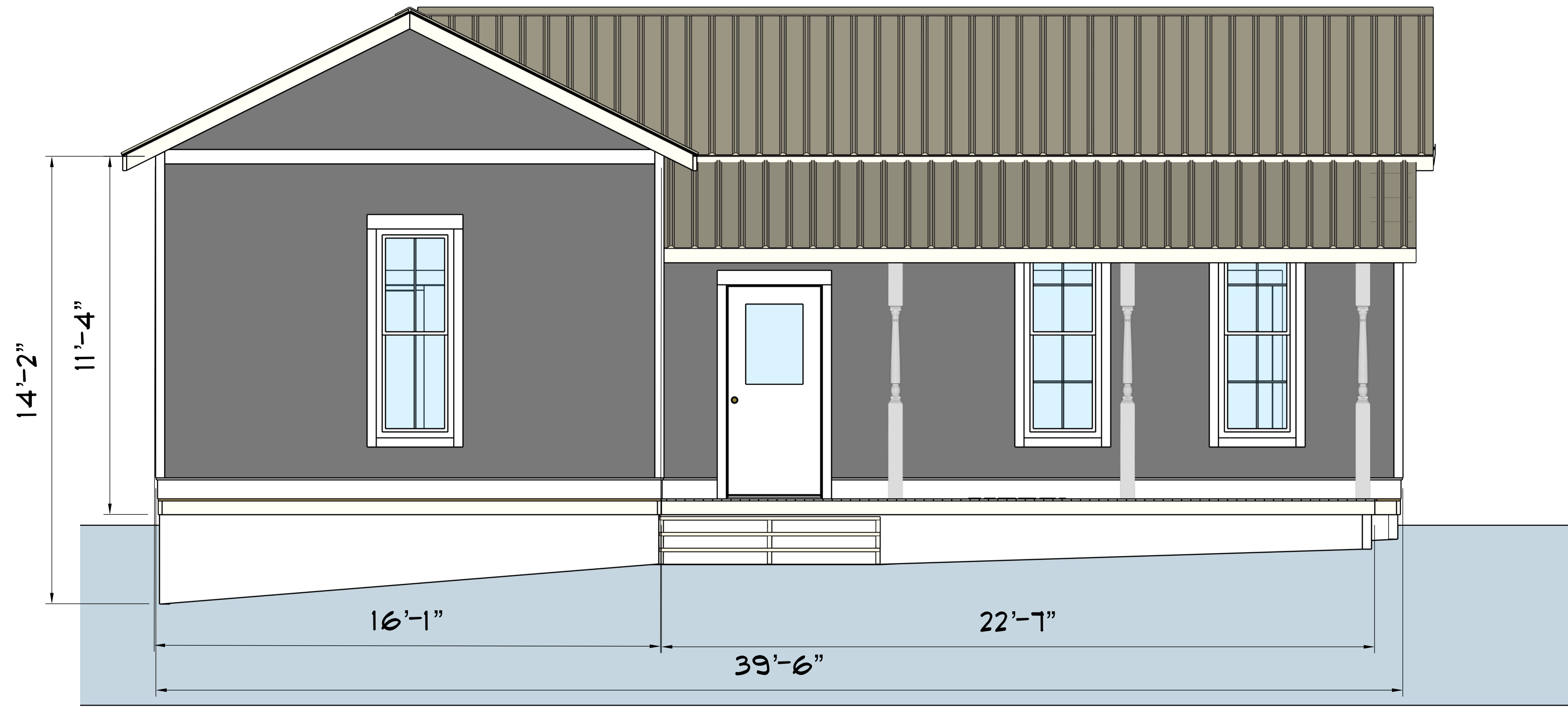

**A1.01**

SITE PLAN & FLOOR PLAN

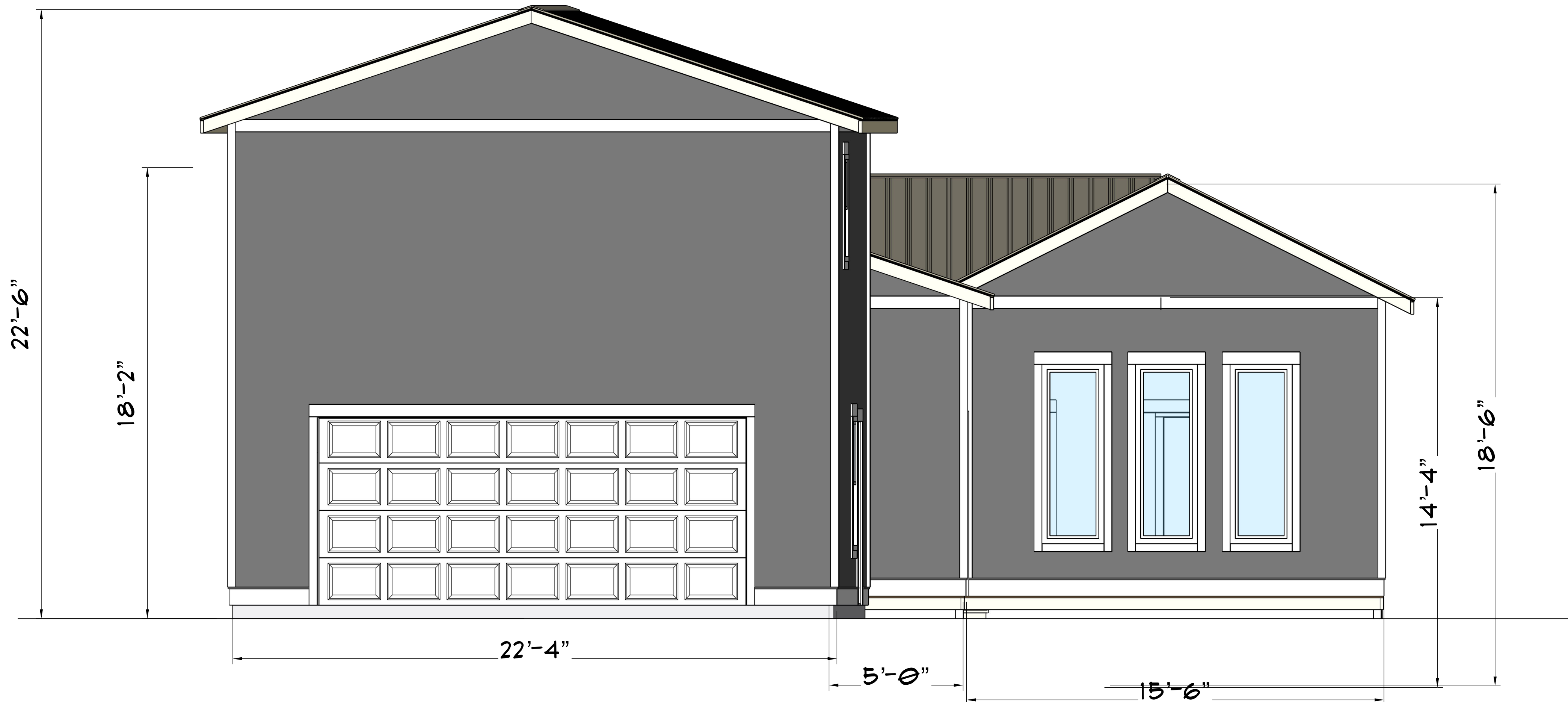




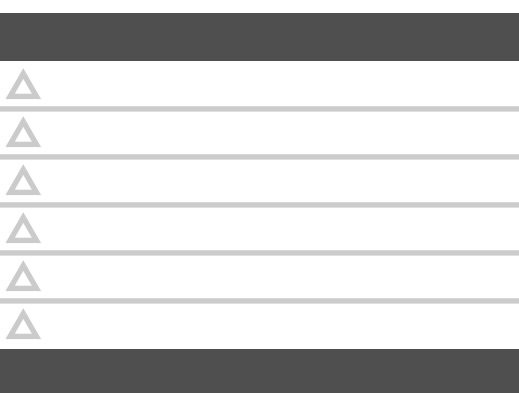
# FRONT ELEVATION



# REAR ELEVATION



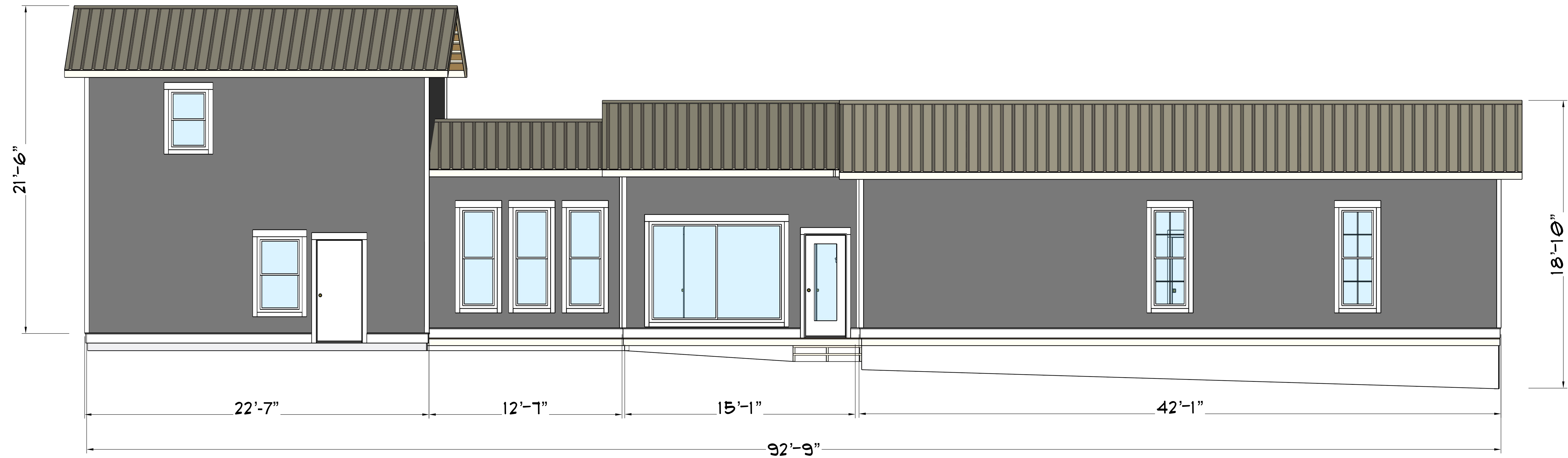
<b>REMODEL</b>	JKOWENS CONSTRUCTION
	OWNER: LIEHAO SU
	ADDRESS
DRAWN BY: JASON OWENS 10 ARROW DESIGN	DOCUMENT DATE: MARCH 15, 2026



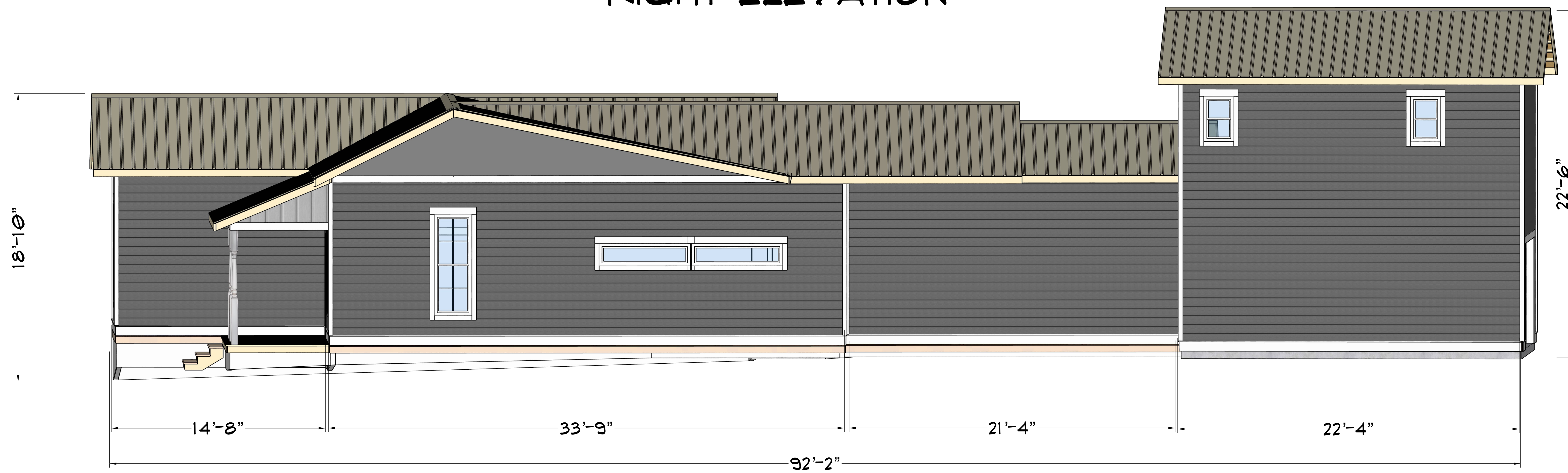
**A1.01**

574 S ACADEMY

# LEFT ELEVATION



# RIGHT ELEVATION



**REMODEL**

ADDRESS: \_\_\_\_\_

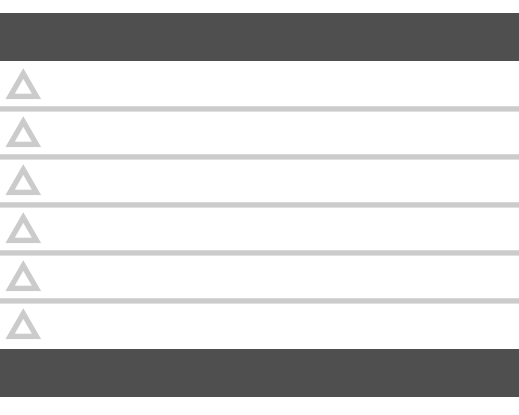
OWNER: LIEHAO SU

OWNER: JKOWENS CONSTRUCTION

DRAWN BY: JASON OWENS

DATE: MARCH 15, 2026

DESIGN: 10 ARROW VENTURES



**A1.02**

574 S  
ACADEMY



**REMODEL**

ADDRESS

DRAWN BY:  
JASON OWENS  
10 ARROW  
DESIGN

OWNER:  
LIEHAO SU

DOCUMENT  
DATE:  
MARCH 15, 2026

JKOWENS  
CONSTRUCTION



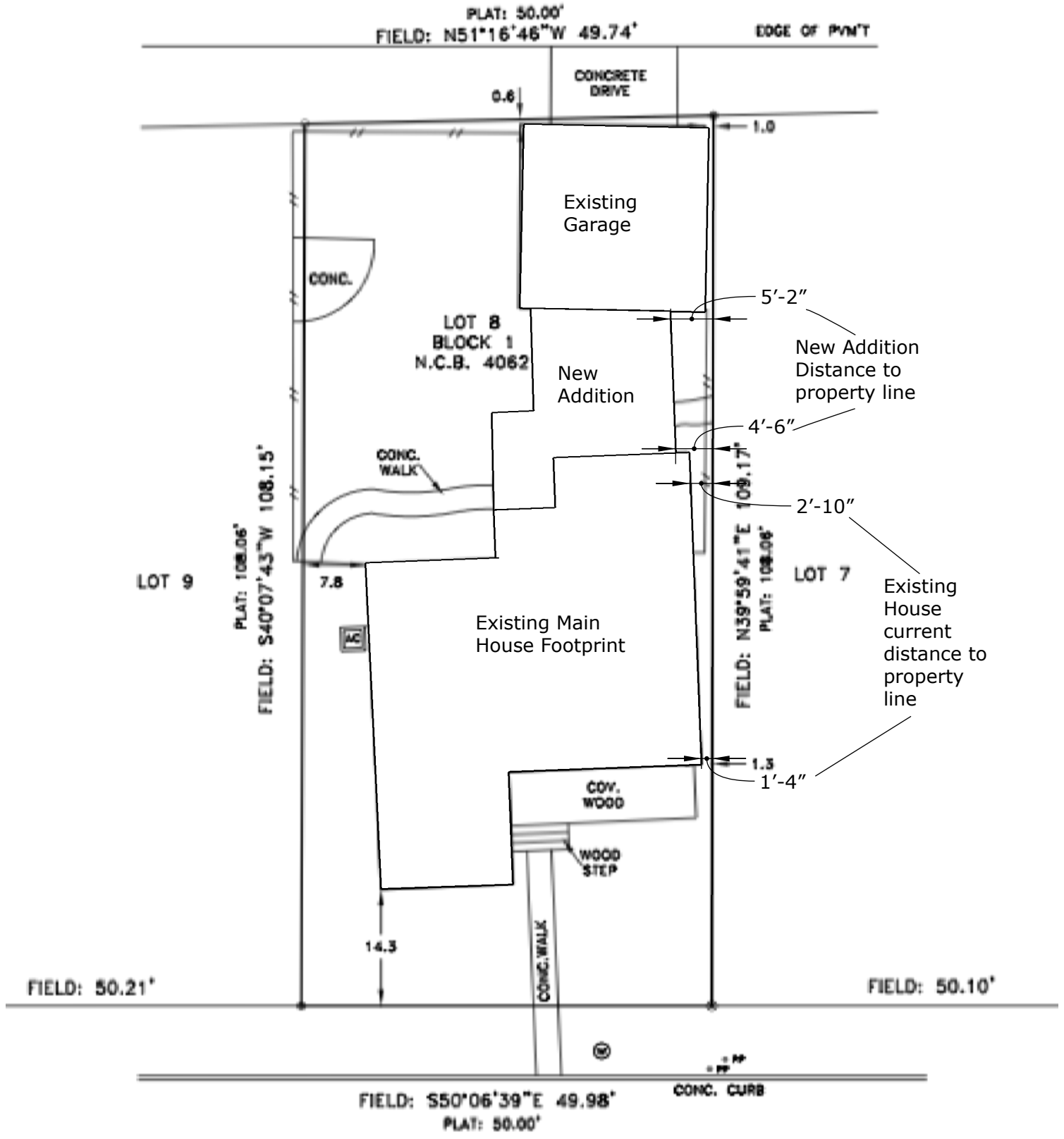
**A1.03**

514 S  
ACADEMY

IN ROAD SET  
ITION UNIT  
OLE  
ETER  
NCE LINE

# BOENIG STREET

(30' RIGHT-OF-WAY)



# ACADEMY STREET

(60.5' RIGHT-OF-WAY)



## 574 S ACADEMY REMODEL

### POST HLC APPROVAL REVISION – GARAGE UPDATE



JASON OWENS  
JK OWENS CONSTRUCTION  
[10arrowventures@gmail.com](mailto:10arrowventures@gmail.com)  
512-657-0258

574 S ACADEMY REMODEL  
POST APPROVAL REVISION

#### **SCOPE OF WORK:**

Requesting a revision to the original HLC approval (HST25-183 – June 10, 2025) for remodel to 574 S Academy Ave.

- Utilizing existing footprint, and since remodel plans already require a new Roof and roof framing, adding a second story to Garage. This will allow for additional space and storage, and also allow the roofline and structure of the previously approved addition to better functionally and aesthetically connect to the garage structure.
- All materials (Siding, roofing, trim) to match materials previously approved for existing house and addition.







5/12/2026

Agenda Item No. B)

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**PRESENTER:**

Katie Totman, HPO

**SUBJECT:**

HLC Case HTC26-162: Public hearing and consideration for Historic Tax Certification for the property at 390 W Jahn.

**DEPARTMENT:** Neighborhood & Community Planning

**HISTORIC DISTRICT:** Sophienburg Hill

**APPLICABLE CITATIONS:**

*Code of Ordinances, Chapter 66 - Historic Preservation*

*Sec. 66-57.1. Incentives.*

- (a) *Purpose.* To promote and protect the rich heritage of the city, and to encourage the designation of structures as historic landmarks, and the designation of historic districts this section of the city's historic preservation ordinance provides a tax relief for the stabilization, rehabilitation, and renovation of property (s) that are designated by the city as historic landmarks or located within a local historic district.
- (b) **Rehabilitation Tax Relief.** In accordance with the provisions of this section, a building that is individually designated as a local historic landmark or located within the boundaries of a locally designated historic district and that is substantially rehabilitated and is approved by the chief appraiser of the Comal or Guadalupe Appraisal District, shall have an assessed value for ad valorem taxation as follows:
  - (1) Properties shall have the assessed value for the city's portion of the ad valorem taxation for a period of ten (10) tax years equal to the assessed value at the time of certification.
  - (2) This exemption shall begin on the first day of the first tax year following final approval by City Council.
  - (3) As noted in subsection (1) above, the exemption will be in place for a period of 10 years. Following the expiration of the rehabilitation tax relief incentive, the exemption noted below in section (e) for locally designated historic properties both in a district or an individual landmark will continue to apply.
- (c) *Application Process.*
  - (1) *Certification.* An application for tax relief pursuant to this section shall be submitted to the city's historic preservation officer prior to the rehabilitation work taking place. The historic preservation officer shall request action from the historic landmark commission. Each application for certification shall be signed and sworn to by the owner of the property and shall:
    - A. Include current pictures of the interior and the exterior of the structure, as applicable to the scope of work that is proposed.

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- B. Include a written scope of work and, where applicable, a complete set of plans for the structure's restoration.
  - C. Include an itemized statement of estimated costs for the scope of work.

(2) *Verification.* Once rehabilitation work is complete, the property owner shall submit an application to the city's historic preservation officer to complete the request for tax relief. The request shall be presented to the Historic Landmark Commission, and they will make a recommendation to City Council. Each application for verification shall be signed and sworn to by the owner of the property and shall:

- A. Include current color pictures of the interior and exterior of the structure, as applicable to work that was performed, showing the completed rehabilitation work.
- B. Include an itemized statement or itemized list of final costs for the restoration work that was completed.
- C. Include copies of all associated building permits and certificates of alteration that may have been required for the rehabilitation work.

(3) *City Council Approval.* Final approval of the rehabilitation tax relief shall be granted by City Council and requires two separate readings.

(4) *Retroactive Certification and Verification.* In cases where rehabilitation work is completed prior to requesting the incentive, applicants may still apply, provided that the work was completed no more than three (3) years from the time a completed application for certification and verification are submitted to the historic preservation officer. The process outlined in subsection (1) and (2) of this section shall be followed. Once the complete applications for certification and verification are received, the historic preservation officer will schedule them to be heard by the historic landmark commission at the earliest available meeting. It is at the discretion of the Commission to recommend approval or denial of the incentive to city council.

(d) *Qualification for rehabilitation tax relief.* The owner of a property, applying for tax relief, shall be entitled to such, provided that the cost of the improvement(s), renovation(s), or restoration(s) to the structure is at least ten (10) percent of the improvements value reflected on the tax rolls of the Comal or Guadalupe Appraisal District office of the tax year in which the property was certified by the historic landmark commission and approved by City Council.

- 1. Eligible costs. Eligible costs may include the following items:
  - a. Expenditures associated with the components of the structure/building including foundation, roofing, walls, partitions, floors, ceilings, windows and doors, stairs, elevators, escalators, sprinkler systems, fire escapes, components of central air conditioning, heating, plumbing, and electrical systems, and other components related to the operation or maintenance of the building.
  - b. Expenditures associated with site work that is deemed necessary to prevent future damage to the structure, such as grading and drainage work. Additionally, site elements that are original or found to be contributing to the historic significance of the property may also be considered eligible and are at the discretion of the historic landmark commission.
  - c. Architectural, design, consulting, engineering, and similar services directly related to the successful completion of the project.
  - d. Construction management and labor, materials, and reasonable overhead.
  - e. Subcontracted services.
  - f. Development fees including those related to local permitting and plan review outlined in Appendix D of the City's Code of Ordinances.

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g. Construction period interest and taxes.

2. Ineligible Costs. Ineligible costs include the following:

a. The cost of acquiring any interest in the property;

b. The personal labor by the applicant/owner;

c. Any cost associated with the enlargement of an existing building on site;

d. Any cost associated with the rehabilitation of an outbuilding or ancillary structure unless it is certified by the Commission to contribute to the historical significance of the property.

### **FINDINGS:**

a. The primary historic building located at 390 W Jahn is a Folk Victorian home. The owner has obtained several Certificates of Alteration and building permits for repair and maintenance scopes of work as well as for the construction of an addition and new garage. For the purposes of the tax incentive, the scope of work for consideration includes scopes of work associated with the primary historic structure.

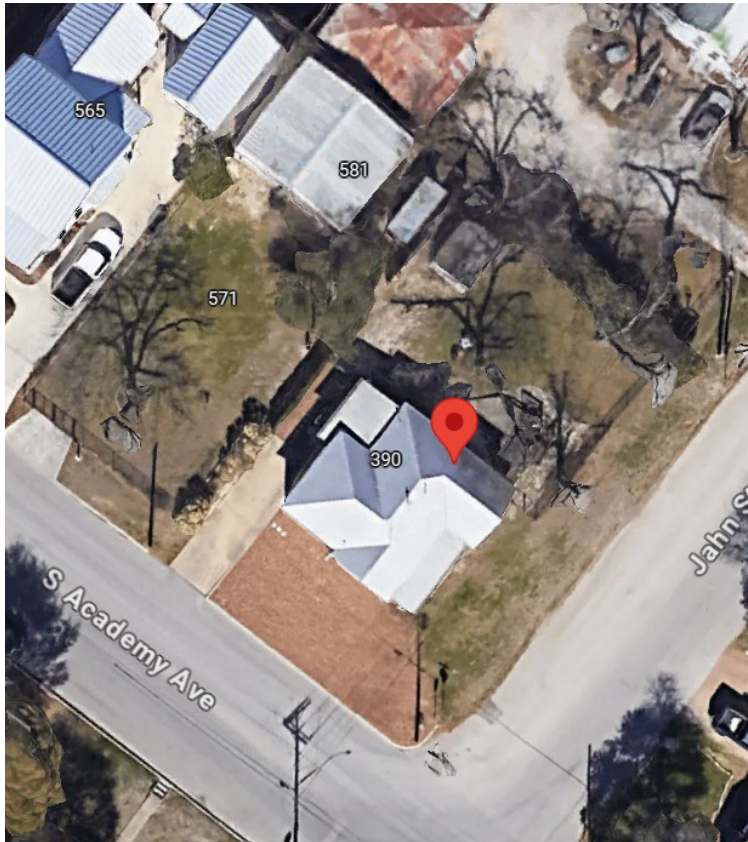
b. The rehabilitation scope of work for the primary historic structure includes foundation repair, electrical upgrades, plumbing upgrades, in kind roof replacement, adding insulation, interior floor restoration/in kind replacement in the kitchen and bathroom, re-painting of exterior, side porch/deck repairs, and the installation of two windows at the bathroom and kitchen.

c. The applicant has met the requirements for the Historic Tax Certification outlined in Chapter 66, Section 66-57.1 and provided the required documentation to the Historic Preservation Officer. To qualify for the Historic Rehabilitation Incentive the property owner must apply for Historic Tax Verification once the rehabilitation work is complete.

### **STAFF ANALYSIS:**

Staff recommends approval of the Historic Tax Certification based on findings b and c.

390 W. Jahn  
Sophienburg Historic District, New Braunfels  
Scope of Work



Work began on this property November 2025. The original structure was 1,216 square feet and 1,221 was then added on. Calculations are for the original structure only.

- Foundation repair, 4 new beams, 28 new piers. The porch still needs more leveling.
- New skirting to the structure, not yet done.
- Electrical was found to be original knob and tube, not grounded. Structure was completely rewired.
- New lighting fixtures not yet installed.
- Plumbing reworked for kitchen and bath.
- Roof was found to be more than 70 years old, and a new standing seam was added.
- Walls, attic, and floor had no insulation. Insulation added, more to come.
- Flooring was in remarkably good shape except for the kitchen and bath. The kitchen was refloored with matching reclaimed long leaf pine. The kitchen needed more foundation work for beams. Bath floor being reworked as well and will have tile. The remaining floor will be restored, yet to be completed.
- The porch/ deck on the side of original structure was removed and a concrete slab poured with covering
- 2 new windows installed. Bath and Kitchen.
- Structure will be repainted.

Calculations are for the original structure only.

Foundation		22,000
Engineering for foundation		6,100
Electrical		25,000
Plumbing		10,000
Roof		15,000
Insulation		4,000
Flooring	Kitchen Replacement	2,200
	Bath Replacement	1,000
	Restore other floors	2,000
Skirting		1,000
Porch		5,000
2 windows	Bath and Kitchen	1,000
Paint	34,000/2	17,000
Total		111,300

Flooring



Original Bath Room



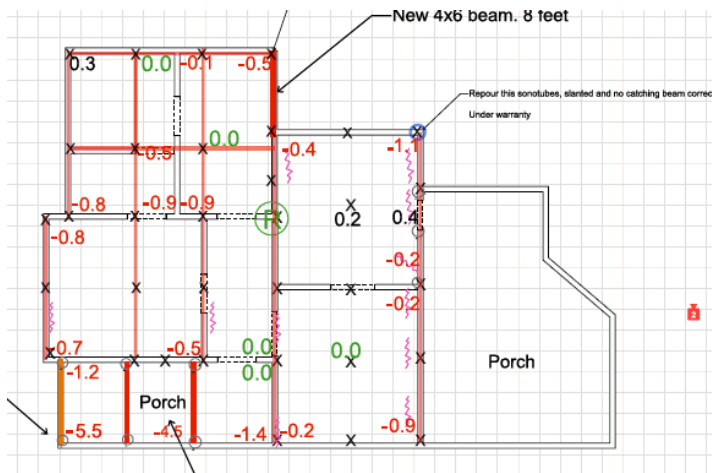
Original Kitchen



Original Kitchen

# Foundation

4 new beams, 28 piers added, new skirting



1-4



2-1



2-2



2-3



2-4

Porch

Removed Wood Deck



New Porch and showing New Window and New Roof!

(Green is new addition)



## Roof

Shown from Academy side. Also showing new bath window. Green is new addition.



5/12/2026

Agenda Item No. C)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST26-164: Discuss and consider a Certificate of Alteration to add a wall sign on the main building at 197 South Seguin Avenue.

**DEPARTMENT:** Neighborhood & Community Planning

**HISTORIC DISTRICT/LANDMARK NAME:** Downtown Historic District

**APPLICABLE CITATIONS:**

*Code of Ordinances, Chapter 66 - Historic Preservation*

*Sec. 66-57. Alteration certificates for alteration or new construction affecting landmarks or historic districts.*

No person shall carry out any exterior alteration, restoration, reconstruction, new construction, removal or relocation of any city designated historic landmark or on any property within a city designated historic district which may affect the appearance and cohesiveness of any historic landmark or any property within a historic district without first obtaining an alteration certification authorizing the change.

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In considering an application for an alteration certificate, the commission shall be guided by any adopted design guidelines, and where applicable, the following from the secretary of the interior's standards for the rehabilitation of historic buildings. Any adopted design guidelines and secretary of the interior's standards shall be made available to the property owners of historic landmarks or within historic districts.

- (1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed when possible. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.

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- (6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- (8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- (10) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

#### **FINDINGS:**

- a. The primary building located at 197 South Seguin Avenue is a ca. 1925 commercial building. The façade has been modified over the years and may not retain its historic appearance.
- b. **TIRZ Grant** - The applicant received a Tax Increment Reinvestment Zone (TIRZ) grant from the TIRZ 3 board on March 30, 2026, and final approval from City Council was given at their meeting on April 13, 2026.
- c. **SIGNAGE** - The applicant is requesting to install a lighted wall sign on the left side of the front façade of the building. The dimensions are approximately 33” tall by 144” wide and it will be illuminated with halo lettering.

#### **Applicable Criteria for Approval**

(1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment. **The introduction of the wall sign does not appear to detract from the façade and is generally proportionate in scale to the building.**

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment. **The introduction of the wall sign does not appear to detract from the façade and is generally proportionate in scale to the building.**

(10) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired. **The sign is removable, and the mortar joints and masonry can be repaired.**

#### **STAFF ANALYSIS:**

Staff finds that the proposed sign is generally in line with the criteria for approval based on finding c. Where

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possible, it is always recommended to anchor signs into the mortar joints as opposed to the face of the brick/masonry.



MOVE SPEAKER

# BOOTLEGGERS PIZZA PARLOR

Bootleggers Pizza | (1) 33" h x 144" w Halo Lit Black Lettering | Installed

**NB** signs  
& DESIGN

830.627.9120 | [nbsignsanddesign.com](http://nbsignsanddesign.com)  
1229 Industrial Drive, Suite D | New Braunfels, TX 78130

THIS PROOF IS FOR YOUR APPROVAL. PLEASE READ AND CHECK ALL SPELLING, COLORS, SIZE, QUANTITY, AND PRINT LOCATIONS. WE WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS ON PRINTED PRODUCTS AFTER APPROVAL. BY SIGNING THIS FORM OR RESPONDING TO THE EMAIL WITH VERBIAGE INDICATING APPROVAL, YOU AGREE THAT YOU HAVE CHECKED THE ABOVE INFORMATION AND APPROVE THE ORDER TO GO INTO PRODUCTION. Unpublished Work. NB Signs & Design. All rights reserved. The proof is artwork created by NB Signs & Design. It is submitted for your personal use and it may only be used in connection with the project being planned for you by NB Signs & Design. ©2020 NB SIGNS & DESIGN.

PROOF  
DETAILS

5/12/2026

Agenda Item No. D)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST26-166: Discuss and consider a Certificate of Alteration to add tiebacks to the existing awning, add exterior lighting, and perform several repair/maintenance scopes of work to the building at 204 West San Antonio Street.

**DEPARTMENT:** Neighborhood & Community Planning

**HISTORIC DISTRICT/LANDMARK NAME:** Downtown Historic District

**APPLICABLE CITATIONS:**

*Code of Ordinances, Chapter 66 - Historic Preservation*

*Sec. 66-57. Alteration certificates for alteration or new construction affecting landmarks or historic districts.*

No person shall carry out any exterior alteration, restoration, reconstruction, new construction, removal or relocation of any city designated historic landmark or on any property within a city designated historic district which may affect the appearance and cohesiveness of any historic landmark or any property within a historic district without first obtaining an alteration certification authorizing the change.

*Sec. 66-58. Criteria for approval of an alteration certificate.*

In considering an application for an alteration certificate, the commission shall be guided by any adopted design guidelines, and where applicable, the following from the secretary of the interior's standards for the rehabilitation of historic buildings. Any adopted design guidelines and secretary of the interior's standards shall be made available to the property owners of historic landmarks or within historic districts.

- (1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed when possible. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure,

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object, or site shall be kept where possible.

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

(10) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

#### **FINDINGS:**

a. The building located at 204 West San Antonio Street is a commercial building in the Downtown historic district. The owner was awarded a Tax Increment Reinvestment Zone (TIRZ) grant from the TIRZ 3 board on March 30, 2026, and final approval from City Council was given at their meeting on April 13, 2026. A requirement of the grant program is to obtain any required approvals and permits associated with the proposed scope of work within three (3) months of being awarded the grant.

b. **AWNING REPAIRS AND ADDED TIES:** The applicant is requesting to repair the awnings using in-kind materials including replacing damaged wood and adding soffit to the underside and adding metal tie rods that will connect to the façade of the building to help stabilize the awning.

#### **Applicable Criteria for Approval**

(1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment. **The building has been modified over the decades, and while it is uncertain when the current awning was installed, adding the ties could be considered a minimal alteration. The applicant shared with staff that they were told the awning had ties in the 1950s but were removed between then and now. The ties will be generally comparable to those found on buildings downtown.**

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures. **The awning will be repaired using in-kind materials and the overall design will not be changing. Additionally, the awning that faces W San Antonio has the tie hooks on the top of it suggesting that it at one point had tie backs.**

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c. **LIGHTING/SPEAKERS:** The applicant is requesting to add lighting underneath the awning in the soffit and replace the light fixture inside the entryway. They are also requesting to install speakers in the soffit.

**Applicable Criteria for Approval**

(1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment. **The introduction of under awning lighting and speakers is generally considered a minimal alteration given that it does not impact on the visible architectural design and arrangement of the awning. At the entryway, a light fixture previously existed and is being replaced in the same location.**

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures. **The awning will be repaired using in-kind materials and the overall design will not be changing.**

d. **ENTRYWAY TILE:** The applicant included the entryway tile in the scope of work presented to and approved by the TIRZ 3 board. A Certificate of Alteration for this work was previously issued by the HLC in 2024 and staff wanted to add a comment to acknowledge that previously approved work.

e. **REPAIR/MAINTENANCE:** In addition to the wood repairs at the awning, the applicant is requesting to stucco the entryway walls to match the exterior of the building and repair the damaged/compromised wood in the entryway.

**Applicable Criteria for Approval**

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material shall reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures. **The proposed repairs will use in kind materials and the overall appearance of the areas where work is taking place will not change.**

**STAFF ANALYSIS:**

Generally, the scope of work is consistent with the criteria for approval based on findings b through e.



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CHEERS TO NEAR, LOCALLY OWNED  
WINES FOR BRUNCH  
LUNCH & DINNER

RED STAG

RED STAG  
MERCANTILE

RED STAG

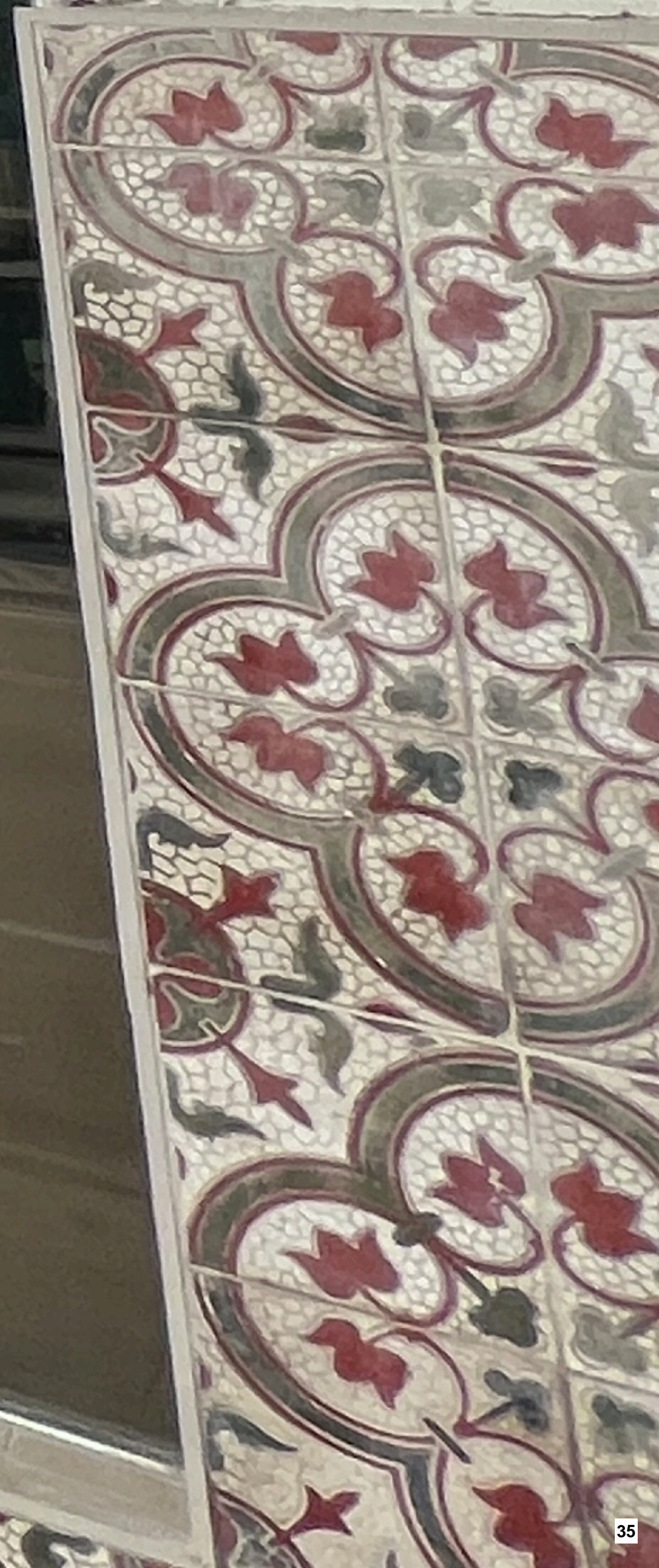
204

COWBOYS  
AND  
Caballeros  
TROTTOCK  
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# RED STAG

PAID  
PARKING  
10AM - 10PM DAILY  
VIOLATORS SUBJECT TO FEE  
SCAN TO REGISTER  
ENTER LICENSE PLATE FOR FIRST HOUR FREE  
OR TEXT TX1082 TO 94201  
PARKNTX.COM | 830-264-2277

RED STAG





VILLE

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204



COWBOY  
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1845  
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11/20/16  
NEED  
5 Boxes





**5/12/2026**

Agenda Item No. A)

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**SUBJECT:**

Updates from the Downtown Board

**PRESENTER:**

Mandi Scott, Economic and Community Development

**5/12/2026**

Agenda Item No. B)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

Preservation Month Activities

**BACKGROUND:**

May is Historic Preservation Month, and the City of New Braunfels is joining the National Trust for Historic Preservation in celebrating the historic places that make our community unique. Throughout the month, we will be hosting a variety of events, including musical performances and tours of downtown murals, free admission to local museums, an educational session on researching your home's history, and much more. We'll also be supporting several partner events including a historical marker dedication at the Sophienburg Museum and Archives and an artisan show at Historic Old Town.

To see the full schedule of events, visit [www.newbraunfels.gov/historicpreservation](http://www.newbraunfels.gov/historicpreservation)  
<<http://www.newbraunfels.gov/historicpreservation>>.

**5/12/2026**

Agenda Item No. C)

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**SUBJECT:**

Update on Historic Resources List

**PRESENTER:**

Katie Totman, HPO

**5/12/2026**

Agenda Item No. D)

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**SUBJECT:**

Updates from the Comal County Historical Commission

**PRESENTER:**

Teresa Johnson, HLC Chair and CCHC Commissioner