

**DRAFT - MINUTES
OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION
REGULAR MEETING OF TUESDAY, JULY 8, 2025**

1. CALL TO ORDER

Katie Totman called the meeting to order at 8:31am.

2. ROLL CALL

The following Commissioners were present:

Justin Ball

Jesus Najar

Christi Sims

Susan Sonier

Thomas Tumlinson

The following Commissioners were absent:

Jillian Bliss

Nathan Feingold

Teresa Johnson

Lynn Norvell

Katie Totman stated that due to the absence of the Chair and Vice-Chair an acting Chairperson would need to be elected for the present meeting.

Motion by Commissioner Sonier, seconded by Commissioner Sims, to appoint Commissioner Ball as acting Chair for the July 8, 2025 regular meeting. Motion carried unanimously (5-0-0).

3. APPROVAL OF MINUTES

A) Approval of the June 10, 2025, regular meeting minutes.

Motion by Commissioner Sonier, seconded by Commissioner Sims, to approve the June 10, 2025 regular meeting minutes. Motion carried unanimously (5-0-0).

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. DISCUSSION AND ACTION ITEMS

A) Welcomes and Member Introductions

Acting-Chair Ball introduced new Commissioners to the rest of the Historic Landmark Commission and further introductions followed.

B) HLC Case HST25-195: Discuss and Consider a Certificate of Alteration to enclose a door at the rear of the main building at 430 W Mill Street.

Katie Totman presented the aforementioned item and recommended approval.

Acting-Chair Ball asked if there were any questions for staff.

Brief discussion followed on the proposed scope of work.

Motion by Commissioner Tumlinson, seconded by Commissioner Sonier, to approve the item.

Discussion followed on the intent of the request.

Acting-Chair Ball asked if there were any further discussion or motion to be made.

Vote taken on the earlier motion by Commissioner Tumlinson, seconded by Commissioner Sonier, to approve the item. Motion carried unanimously (5-0-0).

C) HLC Case HST25-226: Discuss and Consider a Certificate of Alteration to add two windows on an accessory structure at 492 E Main, an individually designated historic landmark.

Katie Totman presented the aforementioned item and recommended approval with the recommendations listed in the staff report.

Brief discussion followed on historical designation status.

Acting-Chair Ball asked if there were any questions for staff.

Brief discussion followed on the proposed window materials and the potential to salvage and reuse parts of the existing windows.

Acting-Chair Ball invited the applicant to speak on the item.

Beatrice Segura stated they were open to any suggestions from the Commission.

Discussion followed on the proposed window material, the potential to salvage and reuse parts of the existing window, property configuration, and the intent of the request.

Acting-Chair Ball asked if there were any further discussion or motion to be made.

Motion Commissioner Tumlinson, seconded by Commissioner Sims, to accept installation of the windows under the condition that they be wood and have a similar appearance to the finished walls of the structure. Motion carried unanimously (5-0-0).

6. STAFF UPDATES

D) Designation and Survey Subcommittee Meeting/Discussion

Katie Totman introduced the item and discussed potential areas to begin historical survey efforts.

Discussion followed on past survey efforts, areas to prioritize, the potential for designating new historical districts, the historical designation status of Heritage Village and Conservation Plaza, criteria for historic district designation, and historic review procedures related to building move permits.

Nathan Brown stated the Commission would need to keep discussion only to topics outlined in the meeting agenda.

Discussion followed on organization of the historical survey efforts, opportunities for community involvement and public participation, public notification, survey procedures, and the creation of communication materials related to the survey.

No action was taken.

A) Preservation Texas Summit Recap and Report

Katie Totman and Jesus Najar provided a brief summary of the Preservation Texas Summit.

7. COMAL COUNTY HISTORICAL COMMISSION UPDATES

No update was provided.

8. ADJOURNMENT

There being no further business Chair Johnson adjourned the meeting at 9:08am.

By: _____
COMMISSION CHAIR

Attest:

COMMISSION LIAISON