



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



TUESDAY, OCTOBER 14, 2025 at 8:30 AM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A) Approval of the September 9, 2025, regular meeting [25-1241](#) 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. INDIVIDUAL ITEMS FOR CONSIDERATION

A) ORD25-370 Public hearing and recommendation to City [25-1234](#) Council on proposed amendments to the City's Code of Ordinances in Chapter 66 Historic Preservation, Section 66-57.1, Incentives

6. STAFF UPDATES

7. COMAL COUNTY HISTORICAL COMMISSION UPDATES

8. ADJOURNMENT

CERTIFICATION

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

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

10/14/2025

Agenda Item No. A)

SUBJECT:

Approval of the September 9, 2025, regular meeting minutes.

**DRAFT - MINUTES
OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION
REGULAR MEETING OF TUESDAY, SEPTEMBER 9, 2025**

1. CALL TO ORDER

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

2. ROLL CALL

The following Commissioners were present:

Commissioner Justin Ball

Commissioner Jillian Bliss

Commissioner Jesus Najar

Commissioner Lynn Norvell

Commissioner Christi Sims

Commissioner Susan Sonier

Commissioner Thomas Tumlinson

Vice-Chair Nathan Feingold

Chair Teresa Johnson

3. APPROVAL OF MINUTES

A) Approval of the August 12, 2025 regular meeting minutes.

Motion by Commissioner Norvell, seconded by Commissioner Tumlinson to approve the August 12, 2025 regular meeting minutes. Motion carried unanimously (9-0-0).

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.

One individual asked Commissioner Tumlinson if he had met a new neighbor.

Commissioner Tumlinson responded that the topic could be discussed further at another time.

PRESENTATION

A) Presentation of Historic Plaque for 648 W Mill, a new local historic landmark

Katie Totman presented the owner of 648 W Mill Street with a plaque

recognizing the property as a local historical landmark.

Photos were then taken with the owner and the Commission.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

A) HLC Case HST25-276: Discuss and Consider a Certificate of Alteration to paint a sign on the south elevation of the Faust Hotel at 240 S Seguin Avenue.

Katie Totman presented the aforementioned item.

Chair Johnson asked if there were any questions for staff.

Discussion followed on the paint specifications, impact on the historic masonry, the communication and approval process, and the Texas Historical Commission's recommendations.

Chair Johnson invited the applicant to speak on the item.

TJ Grossi elaborated on the request discussing the paint type used, the fluid nature of the construction project, efforts to minimize damage, and the reasoning behind the choice of paint.

Discussion followed on the risks of damage, verification of the paint used, the precedent of after-the-fact approvals, and the differentiation of new brick from the original.

Chair Johnson opened the public hearing and asked if anyone present wished to speak on the item.

One individual spoke on the item.

Chair Johnson closed the public hearing.

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

Motion by Commissioner Bliss, seconded by Commissioner Norvell, to approve the Certificate of Alteration (COA) to paint the sign on the south elevation of the Faust Hotel with the condition that staff confirm the paint applied is as presented.

Discussion followed on confirming the paint used, how staff would verify the paint, the need for clearer communication and scope of work in future projects, and the potential impact on the building's historic designation.

A vote was taken on the earlier motion by Commissioner Bliss, seconded by Commissioner Norvell, to approve the Certificate of Alteration (COA) to paint the sign on the south elevation of the Faust Hotel with the condition that staff confirm the paint applied is as presented. Motion passed (8-1-0) with Commissioner Najar in opposition.

B) HLC Case HST25-312: Discuss and Consider a Certificate of Alteration to add new awnings on five (5) windows and new signage on the building at 200 N Seguin Avenue.

Katie Totman presented the aforementioned item.

Chair Johnson asked if there were any questions for staff.

Discussion followed on the absence of the applicant, the scope of proposed work (awnings and signage), the building's historic status, and consistency with design guidelines.

Chair Johnson invited the applicant to speak on the item.

The applicant was not present to elaborate on the request.

Discussion followed on the scale and aesthetics of the proposed signage, the impact on the building, potential historic eligibility, and future regulation through the Land Development Ordinance (LDO).

Chair Johnson opened the public hearing and asked if anyone present wished to speak on the item.

No individuals spoke on the item.

Chair Johnson closed the public hearing.

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

Discussion followed on aesthetic concerns, building integrity, and

precedent in the downtown district.

Motion by Commissioner Tumlinson, seconded by Commissioner Sims, to approve the item as submitted. Motion carried unanimously (9-0-0).

6. STAFF UPDATES

A) Historic Resources Survey Update
Commissioner Sims left the meeting at 9:10am.

Katie Totman presented the aforementioned item and discussed the launch of the Historical Resources Survey website, data entry and mapping processes, strategies for volunteer engagement, and goals of the survey.

Discussion followed on survey status, methods for data collection and integration, the intent to support historical preservation and planning efforts with the data collected through the survey, examples of historical construction methods in New Braunfels, and next steps for launching the survey.

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

Discussion followed on the integration of survey data into city planning, alignment with the Arts and Culture Master Plan, upcoming heritage-related events, and volunteer coordination.

7. COMAL COUNTY HISTORICAL COMMISSION UPDATES

Chair Johnson discussed updates from the Comal County Historical Commission.

8. ADJOURNMENT

There being no further business Chair Johnson adjourned the meeting at 9:23am.

10/14/2025

Agenda Item No. A)

PRESENTER:

Katie Totman, Historic Preservation Officer

SUBJECT:

ORD25-370 Public hearing and recommendation to City Council on proposed amendments to the City's Code of Ordinances in Chapter 66 Historic Preservation, Section 66-57.1, Incentives

DEPARTMENT: Neighborhood & Community Planning

COUNCIL DISTRICTS IMPACTED: All

BACKGROUND INFORMATION:

Case No: ORD25-370

Staff Contact: Katie Totman, Historic Preservation Officer

(830) 221-4086 | ktotman@newbraunfels.gov <<mailto:ktotman@newbraunfels.gov>>

ISSUE:

Chapter 66 of the City's Code of Ordinances, Section 66-57.1, currently provides tax relief and incentives for the rehabilitation, stabilization, and renovation of designated historic landmarks and properties located within local historic districts. However, through collaboration with the Comal Appraisal District, it was noted that the ordinance lacks clarity in several areas, leading to administrative challenges for both entities in providing consistent guidance to applicants.

Specifically:

- 1. Eligibility for Consecutive Tax Relief Terms:** Currently, applicants are required to submit the initial request for tax relief which, if approved, would be applied for a five (5) year period. At the end of the five (5) year period they are required to re-apply for a second five (5) year period.
- 2. Qualification for Tax Relief:** The way in which the tax relief is determined is inconsistent with the current State Tax Code.

COMPREHENSIVE PLAN REFERENCE:

Action 1.11: Update policies and codes to achieve development patterns that implement the goals of this plan.

Action 2.5: Encourage diversification of commercial activity Downtown to build on and sustain existing historic resources and maximize structure utilization for economic expansion.

STRATEGIC PLAN REFERENCE:

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

Community Identity Objective 2:

This code amendment advances goals of the LDO including streamlined processes and encourages the preservation and rehabilitation of our historic resources.

Organizational Excellence Objective 2:

This code amendment demonstrates a cooperative relationship with other jurisdictions.

FISCAL IMPACT:

The existing incentive would remain, just restructured for clarity, consistency, streamlining, and ease of use and application.

RECOMMENDATION:

Approval. Staff worked with the Comal Appraisal District to develop these amendments that will clarify the process and ensure consistency with the appraisal district processes.

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.* From the date of passage of this section, the owner of property (structure and land) ~~having historic, architectural, and cultural significance, and so designated by the city's historic landmark commission, planning commission, and city council,~~ as a local historical landmark ~~or located within a local historic district, as provided for in section 66-54 and 55,~~ shall be eligible to apply for relief in city property taxes for a period of up to five-10 years. ~~Said property, whether owned by the same individual or not, shall be eligible for such relief an additional five years. The total period of time that any one property shall be eligible to receive such tax relief shall be ten years, whether such relief is granted for two consecutive five-year periods or separate terms. For a property to be considered for a consecutive five-year period, an application shall be made during the fourth year of the original request. Whether the application is for consecutive or future periods each request shall be considered separately and must qualify as outlined below. Upon the expiration of a relief period, the property shall be placed on the tax rolls at the new appraised value and taxed accordingly. Provided, however, that should an application be received and approved during the fourth year of the first request no new appraised value will be assessed or taxed.~~

(c) Application Process.

- (1) Certification. An application for tax relief pursuant to this section shall be ~~made prior to the first of July of the tax year in which the relief would be granted submitted to the city's historic preservation officer prior to the rehabilitation work taking place.~~ Application shall be made to the city's historic landmark commission with a recommendation to the city council for final action. ~~If requested, the historic preservation officer may assist the owner in filing for such relief. 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 exterior of the structure, as applicable to the work that is proposed to be performed;
- B. Include a complete set of plans for the structure's restoration, if applicable;
- C. Include an itemized statement of estimated costs for the restoration 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 historic preservation officer shall request final action from the historic landmark commission. 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 application to work that was performed, showing the completed rehabilitation work;
- b. Include an itemized statement or list of final costs for the restoration work that was completed;

~~A structure must be designated as a historic landmark as provided for in section 66-54 or located within a local historic district as provided for in section 66-55.~~

Tax Relief. In accordance with the provisions of this section, a building that is individually designated as a historic landmark or located within the boundaries of a locally designated historic district which is

substantially rehabilitated and is approved by the chief appraiser of the Comal or Guadalupe County Appraisal District, shall have an assessed value for ad valorem taxation as follows:

- a. Properties shall have the assessed value for the city portion of the ad valorem taxation for a period of ten (10) tax years equal to the assessed value immediately prior to preservation rehabilitation taking place; ~~the~~
- b. This exemption shall begin on the first day of the first tax year after final approval by the HLC, provided compliance with subsection (2) of this section.

~~(21)~~ *Qualification for tax relief.* The owner of a property, applying for tax relief, shall be entitled to such, provided that the improvement(s), renovation(s), or restoration(s) to the structure is at least ten (10) percent of the ~~value of the property improvements~~ value reflected on the tax rolls of the Comal or Guadalupe Appraisal District office of the tax year immediately prior to the rehabilitation work commencing. ~~The tax relief shall commence after the first of January in the tax year immediately following the year in which the work is completed.~~

~~The tax relief shall be determined in the following manner. The Comal or Guadalupe Appraisal District shall cause said improvement(s), renovation(s), or restoration(s) to the structure to be appraised on or before December 31 the year the work was completed. This new appraised value less the present property value shall be shown on the tax rolls of the Comal or Guadalupe Appraisal District as the new property value. However, said improvement(s), renovation(s), or restoration(s) shall not cause the value of the property to be less than the present value prior to completion of the work. under this subsection limited to.~~

~~(32)~~ *Eligible costs.* Eligible costs shall include exterior and interior improvements to the frame, walls, floor, ceiling, plumbing, electrical ~~wiring~~wiring, and mechanical items, such as heating and air conditioning systems. Fixtures, decorative items, and/or fencing shall not be eligible for consideration ~~unless such items were original fixtures and/or decorative items of the structure.~~ Materials and labor for repairing, ~~replacing~~replacing, or adding any of the following shall be eligible:

- a. Structural walls;
- b. Structural subfloors;
- c. Structural ceilings;
- d. Exterior doors;
- e. Exterior paint (consistent with those colors available during the time period the structure was built);
- f. Mechanical equipment;
- g. Windows;
- h. Exterior brick veneers or treatments;
- i. Plumbing;
- j. Electrical wiring;
- k. Roof and gutter where necessary for structural integrity;
- l. Facade items;
- m. Elevators;
- n. Foundations;

-
- o. Termite damage and treatment;
 - p. Security and/or fire protection systems;
 - q. Architectural and engineering services if directly related to the eligible costs described above;
 - r. Plumbing and electrical fixtures documented as historic fixtures; and
 - s. Limited demolition, not more than 15 percent of the original structure, and cleanup related to the eligible costs described above.
 - t. Any other items directly related to the preservation of the integrity and longevity of the structures on the site.

(3) *Ineligible costs.* Ineligible costs include the following:

- a. Overhead;
 - b. Taxes;
 - c. Supervisor payroll;
 - d. Repairs of construction equipment;
 - e. Tools; and
 - f. Any other items not directly related to the exterior appearance or the structural integrity or viability of the structure.
- (c) *Tax exemption for historic districts.* For properties located within a city designated historic district, property owners in the historic district will qualify for an ad valorem tax exemption of 20 percent of the assessed city ad valorem property tax. This tax exemption shall begin on the first day of the first tax year after designation of the historic district.
- (d) *Building permit fees waived.* Upon approval of a certificate of alteration, the property owner will present said certificate to the ~~building department~~City. ~~-and a~~All building permit fees will be waived with the exception of the application fee and any inspection fees that which will still may be assessed.

(Ord. No. 98-25, § I, 9-14-98; Ord. No. 2007-24, § 1, 3-26-07; Ord. No. 2010-64, § 1(Exh. A), 10-11-10)