



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



TUESDAY, JANUARY 13, 2026 at 8:30 AM

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - A) Approval of the December 9, 2025, regular meeting [25-1582](#) 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**
 - A) Coffee with Commissioners [25-1544](#)
- 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

1/13/2026

Agenda Item No. A)

SUBJECT:

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

**DRAFT - MINUTES
OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION
REGULAR MEETING OF TUESDAY, DECEMBER 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 November 12, 2025, regular meeting minutes.

Motion by Commissioner Sonier, seconded by Commissioner Norvell to approve the November 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.

No individuals spoke.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

A) HLC Case HST25-424: Public hearing and consideration for a Certificate of Alteration to perform exterior alterations and restoration work to the property located at 209 W San Antonio located in the Downtown Historic District.

Katie Totman introduced the aforementioned item.

Chair Johnson asked if there were any questions for staff.

Discussion followed on applicable historic guidelines, the building's evolution over time, existing conditions, and how the proposal compared to the existing façade.

Chair Johnson invited the applicant to speak on the item.

Brett Davidson elaborated on the request, discussing the overall design intent, findings from exploratory work, proposed façade treatments, lighting approach, awning concepts, and coordination with anticipated future public improvements.

Discussion followed on the appropriateness of proposed materials, lighting and signage concepts, relationship to the historic character of the building, impacts to the streetscape, and consistency with prior approvals.

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 design compatibility, material selections, and overall adherence to historic preservation standards.

Motion by Commissioner Ball, seconded by Commissioner Bliss, to approve the item as presented. Motion carried unanimously (9-0-0).

B) 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

Katie Totman introduced the aforementioned item.

Chair Johnson asked if there were any questions for staff

Discussion followed on cost eligibility, language clarification, appropriate fees, staff and commission discretion, application

timelines, reimbursement procedures, and preservation incentives through financial tools.

Additional discussion followed on outreach and education, including improving awareness among property owners, realtors, contractors, and the development of clear guidance materials.

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

Discussion followed on revising ordinance language, providing clearer definitions, drafting a revised application, and returning the item for further review.

Motion by Commissioner Bliss, seconded by Chair Johnson, to table the item until the next regular meeting, with direction for staff to provide marked-up revisions and a draft application. Motion carried unanimously (9-0-0).

6. STAFF UPDATES

Katie Totman presented staff updates.

7. COMAL COUNTY HISTORICAL COMMISSION GENERAL UPDATES

Chair Johnson presented updates from the Comal County Historic Commission.

8. ADJOURNMENT

There being no further business Chair Johnson adjourned the meeting at 9:55am.

By: _____
COMMISSION CHAIR

Attest:

COMMISSION LIAISON

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 historical landmark or located within a local historic district shall be eligible to apply for relief in property taxes for a period of five 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.~~ 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 which 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 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.
- (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.
 - 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 historic preservation officer shall request a recommendation to city council 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 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) 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.

~~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. 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. 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.~~

(1) *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 percent of the value of the property value reflected on the tax rolls of the Comal or Guadalupe Appraisal District office. 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.~~

(d) *Qualification for 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.

1. *Eligible costs.* Eligible costs ~~shall~~ may include the following items: ~~exterior and interior improvements to the frame, walls, floor, ceiling, plumbing, electrical 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 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. Façade 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.
 - 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.
 - g. Construction period interest and taxes.

2. *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.
 - 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.
- (e) *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.
- (f) *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 permit application fee and all related inspection fees.*

(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)



Historic Landmark Commission Agenda Item Report

550 Landa Street
New Braunfels, TX

1/13/2026

Agenda Item No. A)

SUBJECT:

Schedule the next Coffee with Commissioners Events