



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



TUESDAY, MARCH 12, 2024 at 8:30 AM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

A) Approval of the February 13, 2024, regular meeting [24-239](#) 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) HLC Case HST24-033: Discuss and consider a [24-291](#) Certificate of Alteration to perform exterior alterations to the building located at 214 W San Antonio, located in the Downtown Historic District.

B) HLC Case HST24-073: Discuss and consider a [24-296](#) Certificate of Alteration to place a small retail trailer semi-permanently on the property located at 451 S Castell, a locally designated historic landmark.

6. STAFF REPORT

A) Summary of a neighborhood informational meeting that [24-256](#) took place on Tuesday, February 20th, 2024.

B) Staff update & discussion regarding the Draft Guidelines [24-240](#) for Signage

C) Staff update & discussion regarding adding paint color [24-269](#) regulations to the draft design guidelines.

D) Introduction by staff and discussion regarding suggested [24-304](#) changes to Section 66-60 - Alteration certificate required for demolition.

7. COMAL COUNTY HISTORICAL COMMISSION UPDATE

8. **APRIL MEETING AGENDA ITEMS**

9. **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 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

3/12/2024

Agenda Item No. A)

SUBJECT:

Approval of the February 13, 2024, regular meeting minutes.

**Historic Landmark Commission
Meeting Minutes
February 13, 2024**

Members Present

Chair Teresa Johnson
Vice-Chair Nathan Feingold
Justin Ball
Richard Hillyer
Christi Sims
Susan Sonier

Staff Present

Katie Totman, Historic Preservation Officer
Colton Barker, Assistant Planner

Members Absent

Jillian Bliss
Thomas Tumlinson

1. CALL TO ORDER

Chair Johnson called the meeting to order at 8:34 am.

2. ROLL CALL

Roll was called and a quorum was declared.

3. APPROVAL OF MINUTES

Motion by Commissioner Sims to approve the regular meeting minutes of January 9, 2024. Motion carried (5-0-0).

4. CITIZENS COMMUNICATION

No one spoke.

5. ITEMS FOR CONSIDERATION

A) HST23-492 Discuss and consider an application for the Historic Tax Relief for the property located at 708 W Mill, an individual historic landmark. Presented by Katie Totman, Historic Preservation Officer

Katie Totman presented the staff report.

Chair Johnson asked if there were any questions for staff or the applicant.

No one spoke.

Chair Johnson asked if there was any discussion or motion.

Motion by Commissioner Hillyer, seconded by Commissioner Sonier, to approve an application for the Historic Tax Relief for the property located at 708 W Mill, an individual historic landmark. Motion carried (5-0-0).

B) HST24-033 Discuss and consider a Certificate of Alteration to perform exterior alterations to the building located at 111 W San Antonio, in the Downtown Historic District. Presented by Katie Totman, Historic Preservation Officer

Katie Totman presented the staff report and recommended approval.

Chair Johnson asked if there was any questions for staff or the applicant.

No one spoke.

Chair Johnson asked if there was any discussion or motion.

Motion by Commissioner Sims, seconded by Commissioner Sonier, to approve a Certificate of Alteration to perform exterior alterations to the building located at 111 W San Antonio, in the Downtown Historic District.

Motion carried (5-0-0).

6. STAFF REPORT

A) Staff update & discussion regarding the Draft Guidelines for Additions.

Discussion followed on the draft historical guidelines to be included as part of the drafting of the Land Development Ordinance.

Commissioner Sonier left the meeting at 8:49am.

Katie Totman briefly paused the meeting until Commissioner Ball arrival.

Commissioner Ball arrived at 8:51am.

B) Discuss and consider changing the day and/or time of the HLC Regular Meetings.

Discussion followed on the potential for change regarding the meeting dates and times of the Historic Landmark Commission.

C) Staff update regarding violations and proactive efforts.

Katie discussed her recent efforts working with the Code Compliance division to address potential violations.

7. COMAL COUNTY HISTORICAL COMMISSION UPDATE

Chair Johnson provided updates for a number of properties in Comal County and historic markers in both the County and City.

8. ITEMS FOR MARCH MEETING

Discussion followed on potential improvements to public notification in regard to historic districts.

9. ADJOURNMENT

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

Chair

Date

3/12/2024

Agenda Item No. A)

PRESENTER:

Katie Totman, HPO

SUBJECT:

HLC Case HST24-033: Discuss and consider a Certificate of Alteration to perform exterior alterations to the building located at 214 W San Antonio, located in the Downtown Historic District.

DEPARTMENT: Planning & Development Services**COUNCIL DISTRICTS IMPACTED:** 5**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.

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- (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.
 - (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 214 W San Antonio is a one-story commercial structure with a traditional storefront system at the street level. It is in the Downtown Historic District.

b. **AWNING** - The applicant is requesting to replace the flat metal awning with a canvas awning above the storefront system. **Per Criteria 2 and 6**, the distinguishing original qualities of a building shall not be destroyed when possible, and the removal of historic material should be avoided when possible. Additionally, when deteriorated architectural features require replacement, the new material should reflect the material being replaced in composition, design, and other visual qualities. Staff recommends that the flat awning be re-installed to be consistent with the criteria for approval.

c. **TRANSOM WINDOWS** - The applicant is requesting to expose the transom windows above the storefront system that were previously covered and replace them with new transom windows. The previously existing transom windows are wood with multiple lites. It is uncertain whether they are original to the building. The proposed transom windows will be single lite and similar to those commonly found in the Downtown district. **Per Criteria 3**, buildings shall be recognized as products of their own time and alterations that have no

historical basis shall be discouraged. Given that the evidence suggests transom windows historically existed on the building, staff finds that restoring them is generally consistent with the criteria for approval. Staff encourages maintaining the multi lite transom windows where possible, though architecturally the introduction of a single lite transom may also be appropriate.

d. **STOREFRONT DOORS** - The applicant is requesting to replace the existing contemporary storefront doors with antique wooden doors. **Per Criteria 9 and 10**, contemporary design for alterations to existing properties shall not be discouraged when they do not destroy significant historical, architectural, or cultural material, and is compatible with the size, scale, and character of the property, neighborhood, or environment. And if they are reversed to not damage the integrity of the building. The storefront system appears to be a contemporary addition and staff finds that generally the addition of the wooden doors does not detract from the overall architecture and appearance of the building.

e. **SIGNAGE** - The applicant is proposing to install one (1) wall sign and one (1) projecting sign above the storefront system. The wall sign will be 3'11" tall and approximately 16' wide. The letters will be made of 2" black coated aluminum and backlit. The projecting sign will be 5'x 5' and will also be back lit. Per the applicant the signs are to scale in the submitted rendering. There are examples of other projecting and wall signs within the Downtown historic district and staff finds that the proposed signs are consistent with the current **Criteria for approval, specifically 1, 9, and 10**.

f. **LIGHTING** - The applicant is proposing to install one (1) antique lantern above each entrance door, totaling two (2) lanterns. Staff finds that this is generally consistent with **Criteria 9** in that the addition of the lights is reversible and will not produce a significant change in the appearance of the building or district as a whole.

g. **ROOFTOP PARAPET WALL** - The applicant is proposing to add a 42-inch-tall clay tile parapet wall on the rooftop of the building. **Per Criteria 9 and 10**, contemporary design for alterations and additions to existing properties shall not be discouraged when they do not destroy significant historical, architectural, or cultural material, and is compatible with the size, scale, and character of the property, neighborhood, or environment. And if they are reversed to not damage the integrity of the building. Staff finds that the introduction of the wall is in a location not easily visible from the public right of way and will not otherwise negatively impact the building itself.

h. **EXTERIOR TILE INSTALLATION** - The applicant is proposing to install decorative tile at the area below the storefront system and on the floor at the entrance threshold. **Per Criteria 9 and 10**, contemporary design for alterations and additions to existing properties shall not be discouraged when they do not destroy significant historical, architectural, or cultural material, and is compatible with the size, scale, and character of the property, neighborhood, or environment. And if they are reversed to not damage the integrity of the building. Staff finds that the introduction of the tile is in a location not easily visible from the public right of way and will not otherwise negatively impact the building itself.

i. **STUCCO REMOVAL** - The applicant is requesting to expose the brick above the transom windows. Sanborn maps indicate that the exterior of the building was historically brick. **According to Criteria 3**,

alterations that have no historical basis shall be discouraged. Staff finds that with the historic evidence, the proposed restoration work may be an appropriate treatment in this instance.

j. **STEEL WALL** - The applicant is proposing to install a steel screen wall on the NW side of the building, adjacent to N Castell Avenue. The screen wall will be located on a secondary wall and is meant to enclose a previously approved exterior staircase and side door opening. **According to Criteria 9 and 10**, contemporary design for alterations to existing properties shall not be discouraged when they 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.

Wherever possible, alterations to buildings 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. Staff finds that generally the proposed wall is consistent with these criteria as it is reversible and will not negatively impact the historic material of the building.

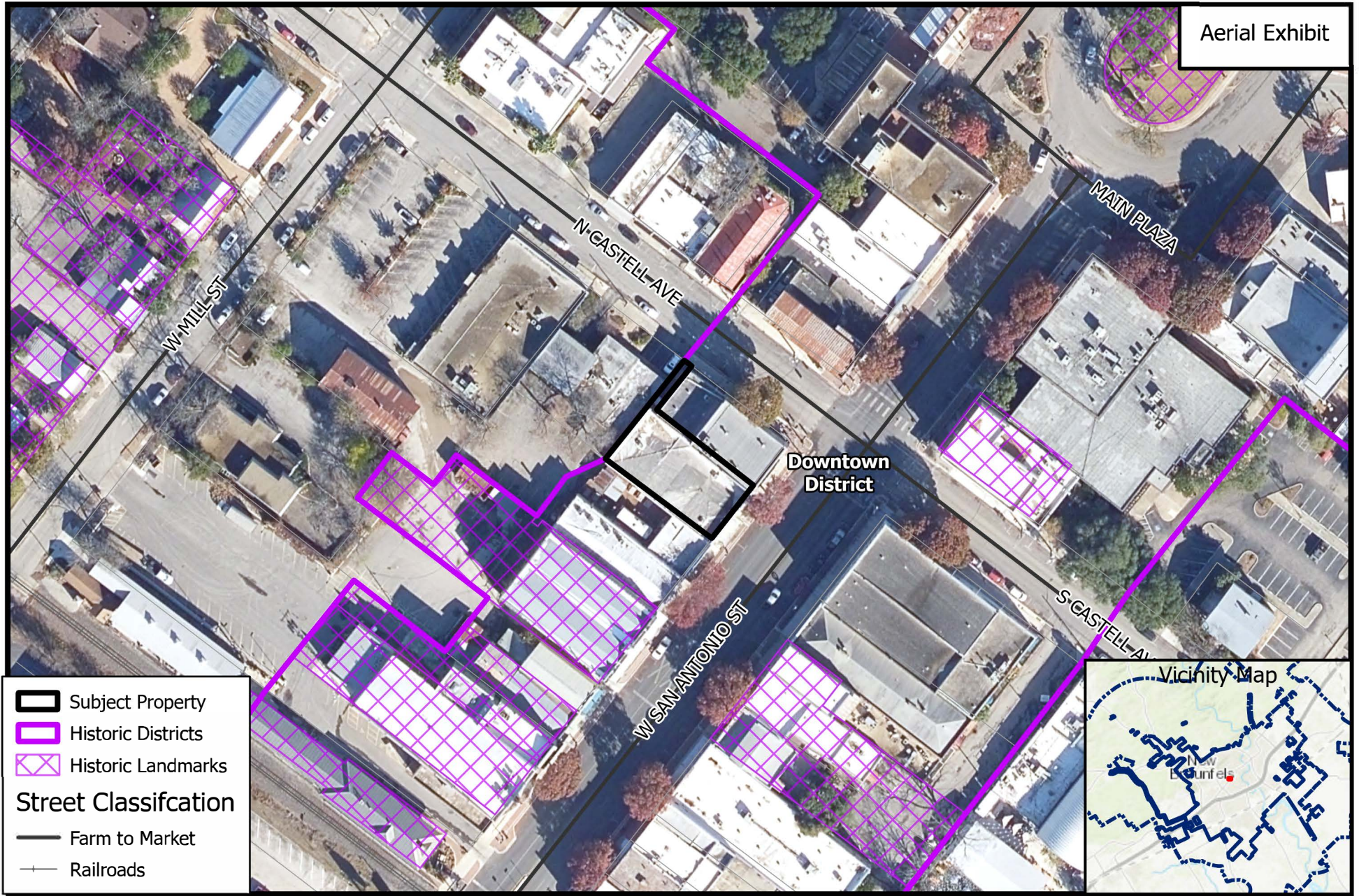
STAFF ANALYSIS:

Based on the scope of work that is proposed, staff recommends approval with the condition that a flat awning is installed to match the awning that was previously in place.

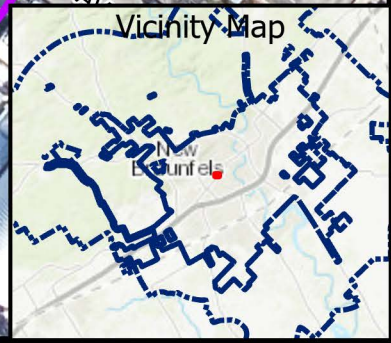
ATTACHMENTS:

1. GIS Location Map
2. Pictures
3. Renderings

Aerial Exhibit



Subject Property
 Historic Districts
 Historic Landmarks
Street Classification
 Farm to Market
 Railroads



214 W San Antonio

Source: City of New Braunfels
Planning Date: 2/26/2024



DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of New Braunfels. Any use or reliance on this map by an else is at that party's risk and without liability to the City of New Braunfel officials or employees for any discrepancies, errors, or variances which may ex







BARBER SHOP

STAY

The TONSORIAL Parlor

SLA RESTORATION

Notice
This building is under renovation and will be closed for a period of time. We apologize for any inconvenience.

Notice
This building is under renovation and will be closed for a period of time. We apologize for any inconvenience.



SEGUIN
BEAUTY
SCHOOL

BARBER
SHOP







Design Studio
830-62-PARIS

La Belle Vie

125

ANTIQUE FURNITURE
CLOTHING JEWELRY

PRIVATE DELIVERIES ONLY

NOTICE
PLEASE DO NOT
ENTER THE STORE
IF YOU ARE NOT
A CUSTOMER



French Antiques

↑ 18

PARKING FOR FUNNELL INN BANCE CUSTOMERS ONLY (ALL OTHERS WILL BE TOWED)

275 MAY BE ENFORCED

PRIVATE ENTRANCE

Cowboys

BIG JOHN
BIG JOHN
830-87-4555







PREVIOUSLY APPROVED RENDERING



PROPOSED VIEW

FROM W. SAN ANTONIO ST.



PREVIOUSLY APPROVED RENDERING



PROPOSED VIEW

FROM CASTELL AVE.

APPROVED RENDERING VS PROPOSED RENDERINGS



NUMBER	DATE	REVISION BY	DESCRIPTION



COWBOYS & CADILLACS
ROOFTOP ALTERATIONS
204 West San Antonio Street
New Braunfels, TX 78130

MARK STUART ARCHITECT
605 RIDGECLIFF DRIVE
NEW BRAUNFELS, TX 78130
PHONE: 830-557-4444
Mark@MarkStuartArchitect.com

DATE:

2/22/2024

SCALE:

SHEET:

109



NUMBER	DATE	REVISION BY	DESCRIPTION



COWBOYS & CADILLACS
 ROOFTOP ALTERATIONS
 204 West San Antonio Street
 New Braunfels, TX 78130

MARK STUART ARCHITECT
 605 RIDGECLIFF DRIVE
 NEW BRAUNFELS, TX 78130
 PHONE: 830-557-4444
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DATE:

2/22/2024

SCALE:

SHEET:

110



NEW 42" TALL CLAY TILE PARAPET WALL

NEW SIGNS PROPOSED

FULLY SHIELDED LIGHT FIXTURES

GLASS RAIL

GLASS RAIL

STUCCO

NEW CORNER SIGN

EXISTING BRICK

La Belle Vie

EXISTING DECORATIVE PLASTER PAINTED

DECORATIVE TILE

STOREFRONT GLAZING WITH DARK BRONZE FRAME

BLACK HERRINGBONE TILE

CREAM COLOR CLOTH AWNING

CUSTOM ANTIQUE LANTERNS

ANTIQUE CUSTOM WOOD DOORS

NEW PROPOSED VIEW

FROM W. SAN ANTONIO STREET



NEW PROPOSED VIEW

FROM S. CASTELL AVE



NUMBER	DATE	REVISION BY	DESCRIPTION



COWBOYS & CADILLACS
 ROOFTOP ALTERATIONS
 204 West San Antonio Street
 New Braunfels, TX 78130

MARK STUART ARCHITECT
 605 RIDGECLIFF DRIVE
 NEW BRAUNFELS, TX 78130
 PHONE: 830-557-4444
 Mark@MarkStuartArchitect.com

DATE:

2/22/2024

SCALE:

SHEET:

111

3/12/2024

Agenda Item No. B)

PRESENTER:

Katie Totman, HPO

SUBJECT:

HLC Case HST24-073: Discuss and consider a Certificate of Alteration to place a small retail trailer semi-permanently on the property located at 451 S Castell, a locally designated historic landmark.

DEPARTMENT: Planning & Development Services**COUNCIL DISTRICTS IMPACTED:** 5**APPLICABLE CITATIONS:***Code of Ordinances, Chapter 66 - Historic Preservation**Sec. 66-57. Alteration certificates for alteration or new construction affecting landmarks or historic districts.*

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- (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.

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- (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.
 - (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 451 S Castell is a Craftsman style home currently occupied by “The Empress”, a local business. It is a locally designated historic landmark.
- b. **TRAILER PLACEMENT** - The applicant is requesting to place a retail trailer in the rear yard of the property. The trailer, though technically mobile, will be treated as a permanent structure in that it will be used as a secondary retail space. The trailer is approximately 98 square feet with a gable roof. **According to Criteria 9 and 10**, contemporary design shall not be discouraged when they do not destroy significant features and is otherwise compatible with the size, scale, and character of the property.

STAFF ANALYSIS:

Based on the scope of work that is proposed, staff finds that the placement of the trailer is consistent with the Criteria for approval. Additionally, the proposed improvements must demonstrate compliance with all applicable standards and regulations set forth in the City’s Code of Ordinances. This includes, but is not limited to, provision of the minimum number of parking spaces where applicable.

ATTACHMENTS:

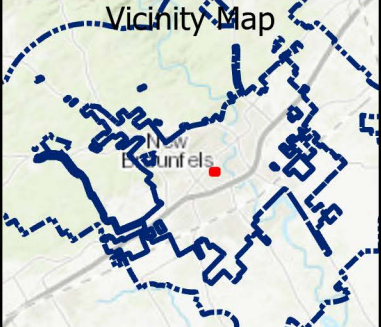
1. GIS Location Map
2. Combined Pictures and Site Plan

Downtown District

Aerial Exhibit

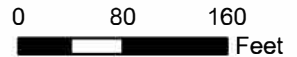


-  Subject Property
 -  Historic Districts
 -  Historic Landmarks
- Street Classification**
-  Farm to Market
 -  Railroads



451 S Castell Ave.

Source: City of New Braunfels
Planning Date: 2/26/2024







3/12/2024

Agenda Item No. A)

PRESENTER:

Katie Totman, HPO

SUBJECT:

Summary of a neighborhood informational meeting that took place on Tuesday, February 20th, 2024.

DEPARTMENT: Planning & Development Services

BACKGROUND: The HPO met with a group of neighbors interested in historic district designation to share information on the process and benefits.

3/12/2024

Agenda Item No. B)

PRESENTER:

Katie Totman, HPO

SUBJECT:

Staff update & discussion regarding the Draft Guidelines for Signage

DEPARTMENT: Planning & Development Services

BACKGROUND: As part of the current effort to draft the Land Development Ordinance (LDO), staff has been working to draft new design guidelines to incorporate into the new historic preservation ordinance. The guidelines for signage are meant to provide applicants with sign types and details in which to design new signs that will be compatible with the historic districts and local landmarks. There will be additional opportunities for public input as we continue to draft the LDO.

Guidelines for Signage – DRAFT

All Historic Districts/Landmarks

Existing Historic Signs

1. **Preservation**—Preserve historic signs, such as ghost signs or other signs characteristic of the building’s or district’s period of significance, whenever possible.
2. **Maintenance**—Repair historic signs and replace historic parts in-kind when deteriorated beyond repair.

General Guidance

1. **Number and size**—Each building is allowed one major and two minor signs. Total requested signage should not exceed 50 square feet. **Staff note – this will need additional research to determine whether this makes sense for New Braunfels. City of San Antonio uses this number.**
2. **New signs**—Select the type of sign to be used based on evidence of historic signs or sign attachment parts along the building storefront where possible. Design signs to respect and respond to the character and/or period of the area in which they are being placed. Signs should identify the tenant without creating visual clutter or distracting from building features and historic district.
3. **Scale**—Design signage to be in proportion to the facade, respecting the building’s size, scale and mass, height, and rhythms and sizes of window and door openings. Scale signage (in terms of its height and width) to be subordinate to the overall building composition.
4. **Location**—Place signs where historically located and reuse sign attachment parts where they exist. Do not erect signs on an area where they will disfigure or conceal architectural details, window openings, doors, or other significant details such as cornices, gables, porches, balconies, or other decorative elements.
5. **Damage**—Avoid irreversible damage caused by installing a sign. For example, mount a sign to the mortar rather than the historic masonry.
6. **Materials**—Construct signs of durable materials used for signs during the period of the building's construction, such as wood, wrought iron, steel, aluminum, and metal grill work. Do not use plastic, fiberglass, highly reflective materials that will be difficult to read, or other synthetic materials not historically used in the district.
7. **Lighting** — Indirect or bare-bulb light sources that do not produce glare to illuminate signs is encouraged. All illumination shall be steady and stationary.

Awning and Canopy Signs

1. **Appropriate usage**—Limit the use of awning and canopy signs to building forms that historically used awnings, most typically commercial storefronts.
2. **Placement**—Place signs on the awning or canopy valance, which is the portion that is parallel with the window.
3. **Mounting**—Install awning hardware in a manner that does not damage historic building elements or materials.
4. **Materials**—Fabricate awnings using fire-resistant canvas in a color that is appropriate to the period of the building.
5. **Shape**—Select awning shapes that reflect the door or window openings they cover. Limit valances to approximately eight to twelve inches in length.
6. **Lettering and symbols**—Lettering should generally be placed on the valance portion of the awning.
7. **Internal illumination**—Do not use internal illumination or other techniques that cause awnings to glow; however, illumination may be concealed in the awning to provide directional light to illuminate sidewalks or storefronts.

Projecting and Wall Mounted Signs

1. Mounting devices—Construct sign frames and panels that will be used to be attach signs to the wall of a building of wood, metal, or other durable materials appropriate to the building’s period of construction.
2. Structural supports—Utilize sign hooks, expansion bolts, or through bolts with washers on the inside of the wall depending upon the weight and area of the sign, and the condition of the wall to which it is to be attached.
3. Appropriate usage—Limit the use of projecting and wall-mounted signs to building forms that historically used these types of signs, most typically commercial storefronts. To a lesser degree, these signage types may also be appropriate in areas where residential building forms have been adapted for office or retail uses, if sized accordingly.
4. Projecting Signs
 - a. **Placement**—Mount projecting signs perpendicularly to a building or column while allowing eight feet of overhead clearance above public walkways.
 - b. **Public right-of-way**—Limit the extension of projecting signs from the building facade into the public right-of-way for a maximum distance of eight feet or a distance equal to two-thirds the width of the abutting sidewalk, whichever distance is greater.
 - c. Area-Projecting signs should be scaled appropriately in response to the building façade and number of tenants.
5. Wall Mounted Signs
 - a. **Area**—Limit the aggregate area of all wall-mounted signs to twenty-five percent of a building facade.
 - b. **Projection**—Limit the projection of wall-mounted signs to less than twelve inches from the building wall.
 - c. **Placement**—Locate wall signs on existing signboards—the area above the storefront windows and below the second story windows—when available. Mount wall signs to align with others on the block if an existing signboard is not available.
 - d. **Channel letters**—Avoid using internally-illuminated, wall-mounted channel letters for new signs unless historic precedent exists. Reverse channel letters may be permitted.

Freestanding Signs

1. Appropriate usage—Freestanding signs are most appropriate in locations where building forms are set back from the street, such as in areas where historic residences have been adapted for office or retail uses, or in commercial districts where they may be used to identify parking areas or other accessory uses.
2. Placement—Place freestanding signs near the public right-of-way where they are clearly visible to passing pedestrians and motorists, a minimum of five feet from the street right-of-way and ten feet from all interior side lot lines. No freestanding sign should be placed in a manner that obstructs the pedestrian walkway.
3. Number of signs—Limit the number of freestanding signs per platted lot to one, unless the lot fronts more than one street, in which case, one sign is allowed on each street on which the lot has frontage.
4. Height—Limit the height of freestanding signs to no more than six (6) feet.
5. Area— The size of new signs should be appropriate within the historic context and shall be determined by considering historic precedent, sign patterns within historic districts, and conditions specific to individual properties.
6. Structural supports—Use subtle structural elements (in terms of their scale and mass) with historically compatible materials to support a freestanding sign.

3/12/2024

Agenda Item No. C)

PRESENTER:

Katie Totman, HPO

SUBJECT:

Staff update & discussion regarding adding paint color regulations to the draft design guidelines.

DEPARTMENT: Planning & Development Services

BACKGROUND: The HLC asked staff to research other cities that regulate paint colors in local historic districts, and staff will share their findings to continue to discuss whether or not to add this to the new draft design guidelines.

3/12/2024

Agenda Item No. D)

PRESENTER:

Katie Totman, HPO

SUBJECT:

Introduction by staff and discussion regarding suggested changes to Section 66-60 - Alteration certificate required for demolition.

DEPARTMENT: Planning & Development Services

BACKGROUND:

Staff has identified areas within Section 66-60 that may benefit from updates ahead of the LDO adoption, and wanted to bring the information to the HLC for discussion before seeking City Council direction.

Sec. 66-60. Alteration certificate required for demolition.

A permit for the demolition of a historic landmark or property within a historic district, including secondary buildings and landscape features, shall not be granted by the (building inspector or other city official) without the review of a completed application for an alteration certificate by the commission, as provided for in sections 66-57, 66-58 and 66-59.

- (1) Significant sites and structures. All applications for permits to demolish or move buildings, objects, sites, or structures not included under section above shall be referred to the city historic preservation officer for the purpose of determining whether or not the building, object, site, or structure may have historical, cultural, architectural, or archaeological significance.
- (2) The city historic preservation officer shall make such determination within 30 days after receipt of the completed demolition permit application and shall notify the building official in writing. If the building, object, site, or structure is determined to have no cultural, historical, architectural, or archaeological significance, a demolition permit may be issued immediately, provided such application otherwise complies with all City Code requirements.
- (3) If said building, object, site, or structure is determined by the city historic preservation officer to have historical significance, the demolition permit shall not be issued, and the historic preservation officer shall make such information available to the historic landmark commission for review and recommendations as to whether it should be designated a historic landmark. If the commission concurs on the significance, the commission shall recommend to the city council that the building, object, site, or structure be designated, as appropriate, an exceptional or significant historic landmark.
- (4) The procedures and criteria for designation in sections 66-54, 66-55, and 66-56 shall be followed for this type of designation.
- (5) If the property owner objects to the designations, a three-fourths vote of the entire city council shall be required for historic designation of property in question.

(Ord. No. 96-9, § 1, 2-26-96; Ord. No. 2007-24, § 1, 3-26-07)

Sec. 66-60. Demolition and House Move Permit Review.

Applicability. The provisions of this section apply to any request to demolish or move any building, object, site, or structure that is not a historic landmark and is not located within a local historic district. A permit for the demolition of a historic landmark or property within a historic district, including secondary buildings, shall not be granted by the building inspector or other city official without the review of a completed application for a Certificate of Alteration approved by the Historic Landmark Commission, as provided for in sections 66-57, 66-58, and 66-59.

- (1) **Initiation.** All application for permits to demolish or move buildings, objects, sites, or structures which are not already covered under the processes outlined in Sections 66-57, 66-58 and 66-59 shall be referred to the city historic preservation officer for the purpose of determining whether the building, object, site, or structure may meet the eligibility criteria for local historic landmark designation found in Section 66-56 of the code of ordinances.
- (2) **Assessment and Recommendation.** Following receipt of a complete demolition or house move permit application, properties shall be evaluated for eligibility under the Criteria for the Designation of Historic Landmarks and Districts outlined in Section 66-56. The historic preservation officer shall determine whether the building, object, site, or structure may have historic, cultural, architectural, or archaeological significance within 30 days after receipt of the completed application.
- (3) **Decision.** If said building, object, site, or structure is determined by the City Historic Preservation Officer to meet the landmark eligibility criteria, the demolition or house move permit shall not be issued and the historic preservation officer shall make such information available to the historic landmark commission for review and a recommendation as to whether it should be designated a historic landmark. If the Historic Landmark Commission determines that the structure/property does not meet the eligibility criteria, then the demolition or house move permit shall be issued so long as all other requirements for such permit have been met. If the commission determines that the structure meets the eligibility criteria, the commission shall recommend to the city council that the building, object, site, or structure be historically designated. If the property owner objects to the designation, a three-fourths vote of the Historic Landmark Commission or the Planning Commission **and** of the entire city council shall be required for historic designation of the property in question.

(Ord. No. 96-9, § 1, 2-26-96; Ord. No. 2007-24, § 1, 3-26-07)