



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



**TUESDAY, NOVEMBER 12, 2024 at 8:30 AM**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **APPROVAL OF MINUTES**
  - A) Approval of the October 8 2024, regular meeting [24-1411](#) 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 HST24-360: Discuss and consider a [24-1400](#) Certificate of Alteration for the installation of a new door at the rear of the building at 168 W San Antonio.
- 6. **COMAL COUNTY HISTORICAL COMMISSION UPDATES**
- 7. **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.

11/12/2024

Agenda Item No. A)

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**SUBJECT:**

Approval of the October 8, 2024, regular meeting minutes.

**DRAFT - MINUTES  
OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION  
REGULAR MEETING OF TUESDAY, OCTOBER 8, 2024**

**1. CALL TO ORDER**

Vice-Chair Feingold called the meeting to order at 8:30am.

**2. ROLL CALL**

The following Commissioners were present:

Richard Hillyer, Lynn Norvell, Susan Sonier, Thomas Tumlinson, and Nathan Feingold.

The following Commissioners were absent:

Justin Ball, Jillian Bliss Christi Sims and Teresa Johnson.

**3. APPROVAL OF MINUTES**

A) Approval of the September 10, 2024, regular meeting minutes.

**Motion by Commissioner Norvell, seconded by Commissioner Sonier, to approve the September 10, 2024 Regular Meeting Minutes. Motion carried unanimously.**

**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. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) HLC Case HST24-330: Consider a Certificate of Alteration request to install a new hanging sign at 264 W San Antonio.

**Katie Totman presented the aforementioned item and recommended approval.**

**Vice-Chair Feingold asked if there were any questions for staff**

**No one spoke.**

**Vice-Chair Feingold asked if there were any further motion or discussion.**

**Motion by Commissioner Tumlinson, seconded by Commissioner Hillyer, to approve the item as presented. Motion carried unanimously.**

B) HLC Case HST24-331: Consider a Certificate of Alteration for the replacement of the existing wood windows with vinyl windows at 456 Magazine Avenue.

**Katie Totman presented the aforementioned item.**

**Vice-Chair Feingold asked if there were any questions for staff.**

**Discussion followed on the color of the proposed vinyl windows.**

**Vice-Chair Feingold invited the applicant to speak on the item.**

**Paul Shipman elaborated on the request discussing the condition of the existing windows, and the scope of work proposed.**

**Discussion followed on the design of the proposed replacement windows, historic review guidelines, the condition of the existing windows, and the cosmetic implications of the proposed changes.**

**Further discussion followed on the potential visual impact of vinyl replacements versus historical accuracy, and a concern for setting a precedent that could undermine the established historical guidelines.**

**Vice-Chair Feingold opened the public hearing and asked if anyone wished to speak on the item.**

**No one spoke.**

**Vice-Chair Feingold closed the public hearing.**

**Vice-Chair Feingold asked if there were any further motion or discussion.**

**Motion by Commissioner Norvell, seconded by Commissioner Sonier, to approve the item with the condition that the original screens must be reinstated as part of the replacement process. Motion carried unanimously.**

## **6. STAFF UPDATES**

A) Design guidelines and historic preservation ordinance updates

**Katie Totman provided an update on the Historic Design Guidelines and Historic Preservation Ordinance as part of the Land Development Ordinance Draft.**

Discussion followed exploring the creation of a subcommittee for additional feedback beyond stakeholders, draft timelines, and historic guideline content and amendment procedures.

**7. COMAL COUNTY HISTORICAL COMMISSION UPDATES**

Chair Johnson was not present to provide an update.

**8. ADJOURNMENT**

There being no further business Vice-Chair Feingold adjourned the meeting at 9:09am.

By: \_\_\_\_\_  
COMMISSION CHAIR

Attest:

\_\_\_\_\_  
COMMISSION LIAISON

11/12/2024

Agenda Item No. A)

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**PRESENTER**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST24-360: Discuss and consider a Certificate of Alteration for the installation of a new door at the rear of the building at 168 W San Antonio.

**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.

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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.

**FINDINGS:**

- a. The historic structure located at 168 W San Antonio is two-story commercial building with brick exterior, traditional storefront windows, and a flat roof. It is in the Downtown historic district.
- b. NEW DOOR AND OPENING - The applicant is requesting to create a new door opening at the rear of the building to add a new pedestrian door. The proposed door is a contemporary glass door. The area where the door is to be located is not visible from the primary right of way and is partially visible from the rear of the building from adjacent parking lots and sidewalks.

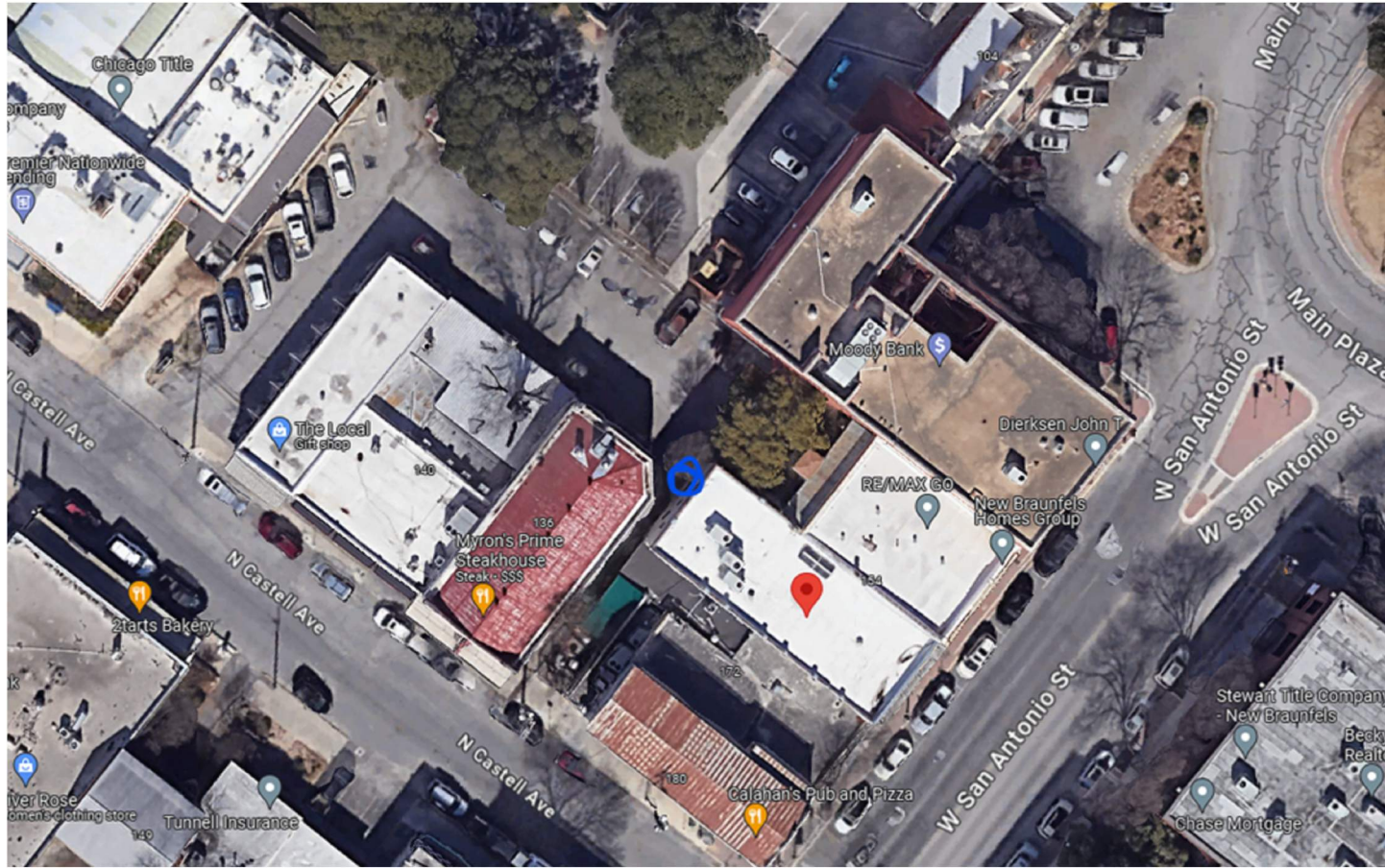
**STAFF ANALYSIS:**

Generally, staff finds that the introduction of the proposed door will not negatively impact the overall appearance of the building and is reversible. This is consistent with Criteria 1, 9 and 10. Staff recommends approval of the proposed door.

R. B. RICHTER. 1920.







**SITE PLAN**

PROPOSED NEW REAR DOOR LOCATION (SHOWN IN BLUE)



**EXISTING FRONT ELEVATION**

EXISTING TO REMAIN

HISTORIC CERTIFICATE OF ALTERATION  
 BAHNBRECKER BARREL HOUSE - SUBMITTAL  
 10.23.2024





EXISTING REAR ELEVATION



PROPOSED REAR ELEVATION

PROPOSED FULL GLASS REAR ENTRY DOOR. LOCATION TO BE BELOW EXISTING TRANSOM WINDOW. MATCH WIDTH OF WINDOW ABOVE AND 7'-0" IN HEIGHT.

HISTORIC CERTIFICATE OF ALTERATION  
BAHNBRECKER BARREL HOUSE - SUBMITTAL  
10.23.2024

