



**CITY OF NEW BRAUNFELS, TEXAS  
BOARD OF ADJUSTMENT MEETING**



**CITY HALL - COUNCIL CHAMBERS  
550 LANDA STREET**

**THURSDAY, JUNE 26, 2025 at 6:00 PM**

Andrea Ranft - Member  
Bobby Avary Jr. - Member  
Brandon Mund - Member  
Jenny Jaeckle - Member  
Seth Reichenau - Member

Adam Schneider - Alternate  
Steve Quidley - Alternate  
Maurice Lewis II - Alternate  
Timothy Bray - Alternate

**AGENDA**

**1. CALL TO ORDER**

**REQUEST ALL PHONES AND OTHER DEVICES BE TURNED OFF, EXCEPT  
EMERGENCY ON-CALL PERSONNEL**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

A) Approval of the May 22, 2025 regular meeting minutes.

[25-793](#)

**4. ELECTION OF OFFICERS**

A) Election of Chair.

B) Election of Vice Chair.

**5. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) ZB25-0009 Hold a public hearing and consider a request [25-791](#) for a variance to Sec. 144-3.8-4 (b)(3) & (b)(5) to allow an addition to the existing main dwelling that will connect it to the existing garage, resulting in an encroachment into the 6 foot side yard setback of 1 foot and 6 inches and an encroachment into the 20 foot rear yard setback of 20 feet, in the SND-1 (Special Neighborhood District-1), addressed 574 South Academy Avenue.

**6. EXECUTIVE SESSION**

In accordance with the Open Meetings Act, Texas Government Code, Ch. 551.071, the Commission may convene in a closed session to discuss any of the items listed on this agenda. Any final action or vote on any executive session item will be taken in open session.

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.



## Board of Adjustment Agenda Item Report

550 Landa Street  
New Braunfels, TX

**6/26/2025**

Agenda Item No. A)

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**DRAFT - MINUTES  
OF THE NEW BRAUNFELS BOARD OF ADJUSTMENT  
REGULAR MEETING OF THURSDAY, MAY 22, 2025**

**1. CALL TO ORDER**

Chair Coker called the meeting to order at 6:00pm.

**2. ROLL CALL**

The following Board Members were present:

John Coker

Brandon Mund

Jenny Jaeckle

Andrea Ranft

Adam Schneider

**3. APPROVAL OF MINUTES**

A) Approval of the April 24, 2025 regular meeting minutes.

**Motion by Vice-Chair Mund, seconded by Member Jaeckle, to approve the April 24, 2025 regular meeting minutes. Motion carried unanimously (5-0-0).**

**4. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) ZB25-0007 Hold a public hearing and consider a request for a variance from Sec. 144-5.1. Parking, loading, stacking and vehicular circulation, to reduce the number of required off-street parking spaces (5) for a beauty shop/personal service use by 5 spaces in the C-3 (Commercial District), currently addressed at 323 St. Mary Street.

**Mary Lovell presented the aforementioned item.**

**Chair Coker asked if there were any questions for staff.**

Discussion followed on commercial parking standards, the intent of the request, the configuration of the property, the zoning and use of the property and the surrounding area, and potential conditions of approval.

**Chair Coker invited the applicant to speak on the item.**

**Shayana Flick elaborated on the request, discussing the intent of the request, the condition of the property, the proposed business**



operation, neighboring uses, the condition of the property, and potential changes to parking standards to be adopted as part of the Land Development Ordinance (LDO).

Discussion followed on property hardship, parking lot standards, the existing green space, the potential for a parking agreement with neighboring properties, and proposed changes to parking standards as part of the LDO.

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

No one spoke.

Chair Coker closed the public hearing.

Chair Coker asked if there were any further discussion or motion.

Discussion followed on existing parking standards and those proposed as part of the LDO, potential conditions of approval, potential impacts to the property and surrounding area, possible parking layouts, alternative construction methods, and the reasonable use of the property.

Brief discussion followed on precedent, and potential conditions of approval

Motion by Member Schneider, seconded by Chair Coker, to approve the item with the condition that the variance approval is only in effect for the proposed business and land use. Motion carried (4-1-0) with Vice-Chair Mund in opposition.

## **5. EXECUTIVE SESSION**

In accordance with the Open Meetings Act, Texas Government Code, Ch. 551.071, the Commission may convene in a closed session to discuss any of the items listed on this agenda. Any final action or vote on any executive session item will be taken in open session.

Brief discussion followed regarding executive sessions and Chair Coker's final meeting as a member of the Board of Adjustment.

## **6. ADJOURNMENT**

There being no further business Chair Coker adjourned the meeting at 6:31pm.

Thursday, May 22, 2025 New Braunfels Board of Adjustment Regular Meeting

By: \_\_\_\_\_  
BOARD CHAIR

**Attest:**

\_\_\_\_\_  
BOARD LIAISON

6/26/2025

Agenda Item No.

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**PRESENTER:****Applicant:** Jason Owens**SUBJECT:**

**ZB25-0009** Hold a public hearing and consider a request for a variance to Sec. 144-3.8-4 (b)(3) & (b)(5) to allow an addition to the existing main dwelling that will connect it to the existing garage, resulting in an encroachment into the 6 foot side yard setback of 1 foot and 6 inches and an encroachment into the 20 foot rear yard setback of 20 feet, in the SND-1 (Special Neighborhood District-1), addressed 574 South Academy Avenue.

**BACKGROUND RATIONALE:****Case #:** ZB25-0009**Applicant:** Jason Owens**Owner:** Bluegreen Waves, Inc.**Staff Contact:** Mary Lovell, [mlovell@newbraunfels.gov](mailto:mlovell@newbraunfels.gov)

The subject property is developed with a one-story 1,251-square foot home constructed in 1920 as well as a 495-square foot detached garage within the Jahn Addition, New City Block 4062, Block 1, Lot 8. The property is zoned "SND-1" Special Neighborhood District-1. The property is surrounded by SND-1 zoning and single family residences to the east, west, north and south.

The property is located within the Sophienburg Hill Historic District and was granted a historical certificate of alteration permit from the Historic Landmark Commission on June 10, 2025 for the proposed addition for which the applicant is requesting the setback variances.

Due to the proposed location of the addition, the applicant is requesting variances from the required rear and side setbacks in the SND-1 zoning district.

**1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Chapter would deprive the applicant of the reasonable use of land;**

(The applicant states that the variance request is due to the orientation of the home not aligning with the property lines or setbacks. The home was originally built within a 5-foot distance from an adjacent residential structure, and the garage was built on the rear property line, and within 5 feet of the side fence. The proposed addition would connect the main structure with the garage, and the new addition itself would be in compliance with all property easements), **and**

**2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;** (The applicant states that the addition is to add space to the home so that family members may reside comfortably in the current home that is only 1,251 square feet in area; this is a substantial property right of any residence. In a effort to increase the size of this home and still maintain a useable backyard, the applicant

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also proposes locating the addition to the right side of the property and connect the proposed addition to the existing house and garage), **and**

**3) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area;** (The applicant states that granting of variances will not have a negative impact whatsoever on the surrounding properties or to the general public), **and**

**4) Granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Chapter;** (The applicant states that the conditions for which this variance is being requested will have no effect on regulatory compliance of any other property or the orderly use of any other land within the area. The addition will not be seen or impact any other properties since it will be located in the backyard between the house and the garage), **and**

**5) That an undue hardship exists;** (The applicant states that the property was purchased with the existing structures in their current location. The current setback requirements were adopted long after the original structures were sited on the property and are restricting the usability of this lot and present an undue hardship. The applicant endeavors to simply alter the existing home, rather than demolish the buildings and rebuild new structures which would destroy the historic character of the home. The homes location within the Special Neighborhood District and the Sophienburg Hill Historic District show the importance of preserving the original character of the neighborhood), **and**

**6) That the granting of a variance will be in harmony with the spirit and purpose of these regulations.** (The applicant states that granting variances for the proposed addition will not have a negative impact on the intended purpose of city regulations. Approval of the requested variances will be more in character with this specific area where several other properties have been forced to seek variances for any work performed.)

#### **GENERAL INFORMATION:**

##### **Size:**

Lot area: 5,400 square feet

Lot depth: 108 feet

Lot width: 50 feet

##### **Variance Request Due to Notice of Violation:**

No

##### **Surrounding Zoning and Land Use:**

North - SND-1, Single-family residences

South - SND-1, Single-family residences

East - SND-1, Single-family residences

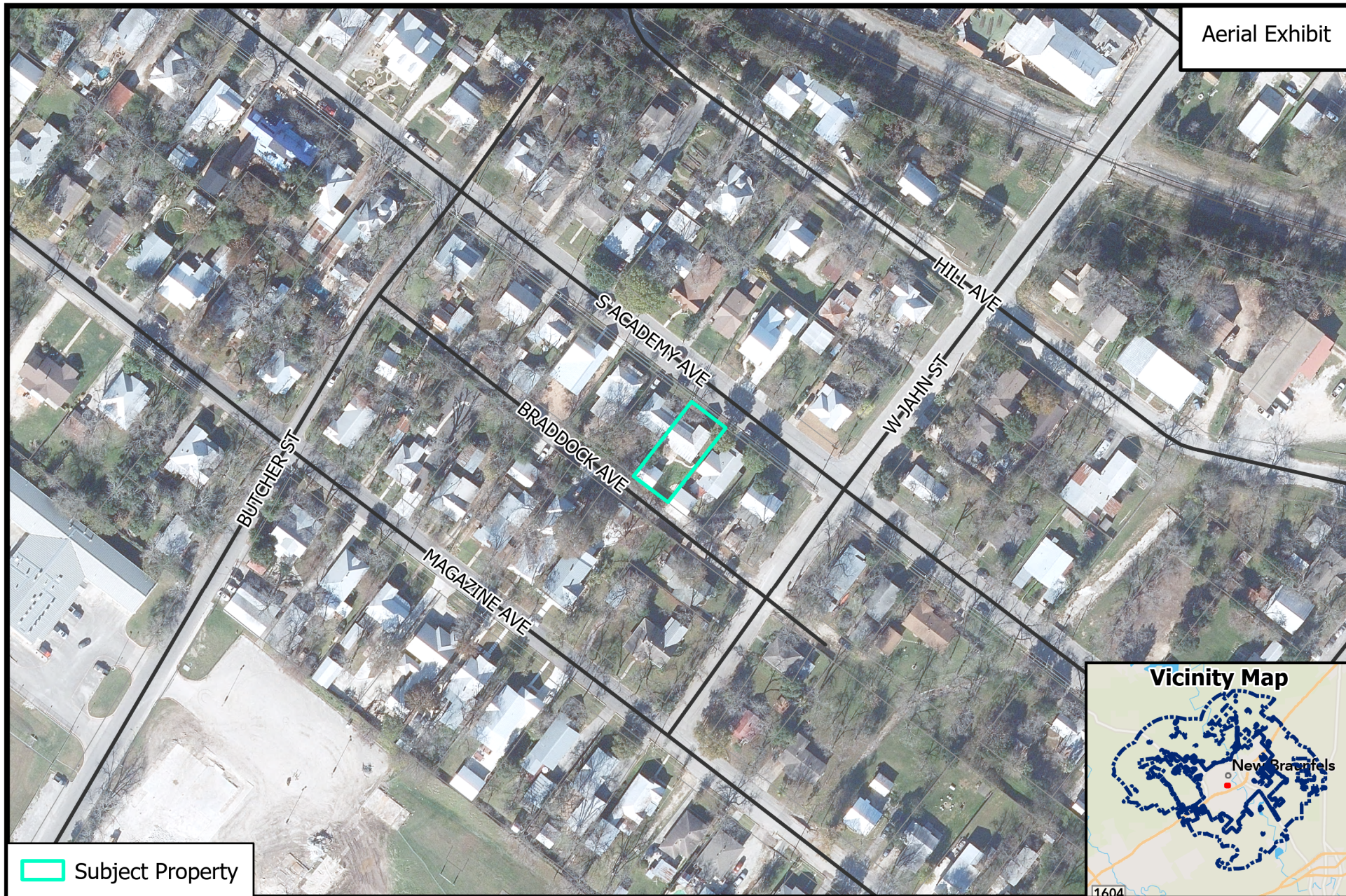
West - SND-1, Single-family residences

##### **Notification**

Public hearing notices were sent to 23 owners of property within 200 feet of the subject property. To date, staff has received one response in favor of the request.



Aerial Exhibit

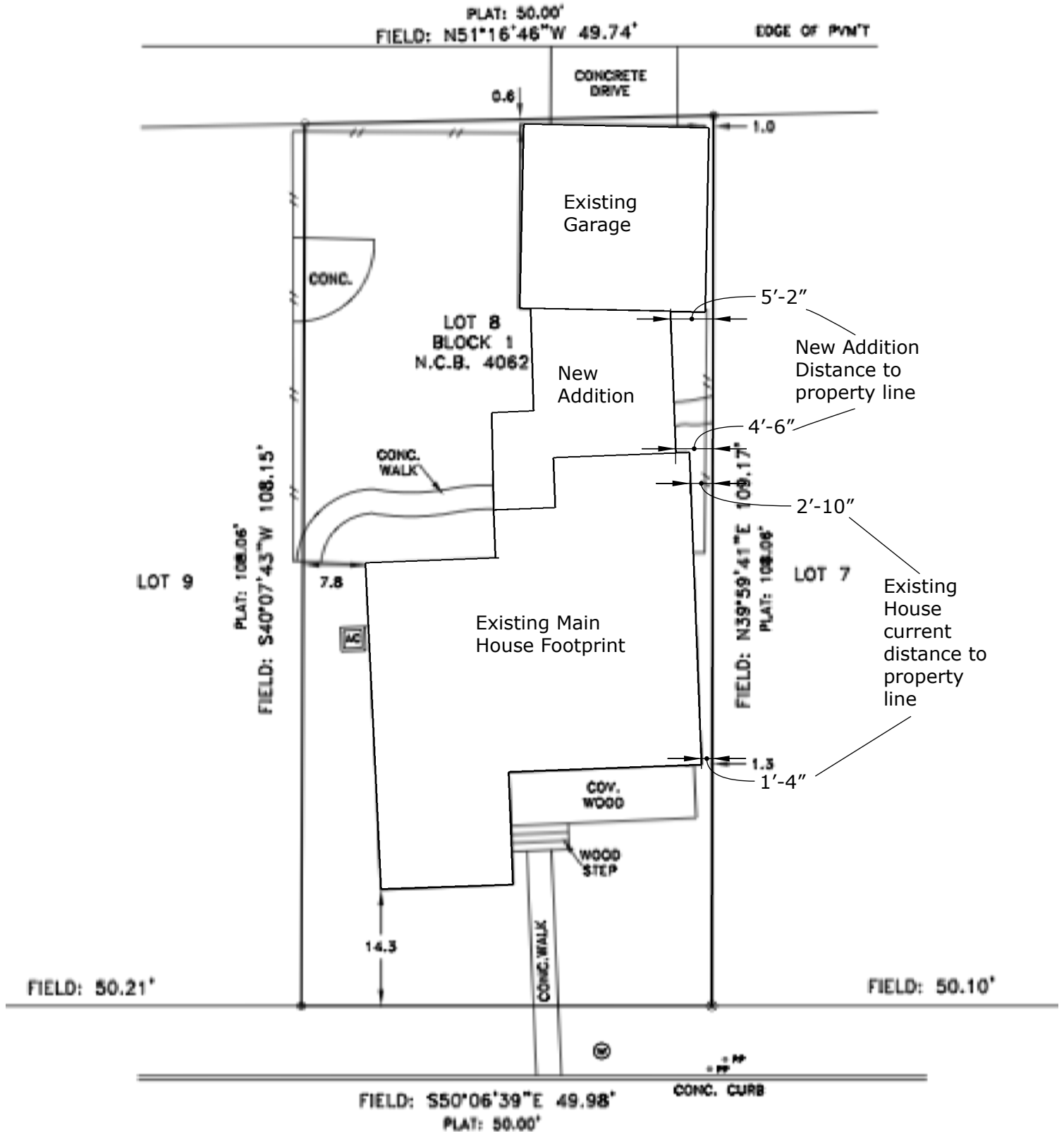




IN ROD SET  
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# BOENIG STREET

(30' RIGHT-OF-WAY)



# ACADEMY STREET

(60.5' RIGHT-OF-WAY)

## 574 S Academy Alteration Project Details:

1. **Roof replacement** - Replace damaged and deteriorating roofing material on house, with new metal standing seam with striation roofing.
2. **Siding repair/replacement** - The house is currently covered with 6 different types of wood and composite siding, most of which is rotten/failing and in need of replacement, for structural and aesthetic reasons. Replacement siding will be fiber-cement low-profile lap siding, as close to original lap style lower profile as possible, with fiber-cement siding on skirting.
3. **Window Replacement** - The house currently does not have any original windows, and has a mix of mostly aluminum windows, with some wooden windows on front with serious rot/termite damage. Current wood windows are not only in poor condition, but do not appear to be original either. They are poorly constructed on thinner wood material that seem to be home-made, with toe-nailed butt-joints and cheap plate glass, rather than an original mortise and tenon joinery, with leaded glass. All windows are in disrepair and in need of replacement. Replacement windows will be exterior clad double-hung, energy-efficient windows, with a matching grid pattern to be consistent with the period of houses along Academy.
4. **Porch trim and column repair/replacement** - The porch on the house currently has rotting, turned columns, that have been reinforced over the years to accommodate a sagging foundation. The columns sit off-center placed on top of blocks that have been added over time. Plan is to replace columns with similar aesthetic and style to original. Additionally, the original corbels and gingerbread on porch have been removed at some point, but the plan will include restoring to a design consistent with the time-period, neighborhood and archived information from Sophienburg museum and other historical sources.
5. **Front door replacement** – current front door is a cheap composite faux oak front door, likely added, in the 1980s or 1990s. Replacement door will be consistent with Victorian style of the original house, such as a half lite square grid wood front door.
6. **Addition** – Modifying existing structure to include more living space to accommodate owner's family. Addition will extend the back of the original house and connect to the existing garage on the back side of the property. Windows and siding will be consistent with the rest of the existing house.



**HISTORIC LANDMARK COMMISSION**  
**CERTIFICATE OF ALTERATION**  
**June 10, 2025**

**HLC CASE NO:** HST25-183  
**ADDRESS:** 574 S Academy  
**HISTORIC DISTRICT:** Sophienburg Hill  
**HISTORIC LANDMARK:** N/A  
**APPLICANT:** Jason Owens  
**OWNER:** BlueGreen Waves, Inc  
**TYPE OF WORK:** Window replacement, Porch repairs, Addition, Siding, Doors

**REQUEST:** The applicant is requesting a Certificate of Alteration to:

1. Replace the existing metal roof with a new metal roof.
2. Construct a new rear addition.
3. Repair the front porch including in kind column replacement and corbel reconstruction.
4. Replace the existing windows with new windows.
5. Replace the siding/skirting on the house with hardi siding.
6. Replace the front door with a new door.
7. Remove the side door at the porch area.

**APPLICABLE CITATIONS:**

*New Braunfels Code of Ordinances, Chapter 66 – Historic Preservation*

*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.
- 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 house at 574 S Academy is a single-story Folk Victoria structure. It is in the Sophienburg Hill Historic District.

**b. REAR ADDITION:** The applicant is requesting to build a new addition at the rear of the house and property.

### Criteria for Evaluation

(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. **The addition is at the rear of the structure and is subordinate to the roof line on the historic structure.**

(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. **N/A**

(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. **N/A**

(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. **N/A**

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **N/A**

(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. N/A

(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. N/A

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. N/A

(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. **The proposed addition is at the back of the property and will attach to the existing garage which is not of historic age. Materials include hardi-siding, metal roof, and aluminum clad windows.**

(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. **If the addition is removed in the future, the essential form of the historic building will remain unchanged.**

**c. ROOF REPLACEMENT:** The applicant is requesting to replace the existing metal roof on the main house with a new standing seam metal roof with striations.

#### Criteria for Evaluation

(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. **The replacement of the roof material with a comparable material is considered a minimal alteration.**

(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. N/A

(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. N/A



(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. **N/A**

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **N/A**

(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. **The house currently has a metal roof. Installing a new metal roof is consistent with the criteria for approval.**

(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. **N/A**

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. **N/A**

(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. **N/A**

(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. **N/A**

**d. SIDING REPLACEMENT:** The applicant is requesting to replace the existing wood siding and skirting on the main house with a low profile, fiber cement lap siding.

#### Criteria for Evaluation

(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. **Retaining the original wood siding requires the least alteration to the structure. Repair and maintenance of existing siding preserves the building's authenticity and avoids the need for invasive work.**



- (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. **The existing wood siding can be considered a defining architectural feature and should be maintained where 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. N/A
- (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. N/A
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. N/A
- (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. **Best preservation practices call for repair over replacement. Deteriorated wood siding can often be selectively replaced using in-kind materials. Full replacement should only occur when no other option is feasible, and the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities.**
- (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. N/A
- (8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. N/A
- (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. N/A



(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. N/A

**e. WINDOW REPLACEMENT:** The applicant is requesting to replace the existing windows throughout the house including the historic and non-historic windows.

#### Criteria for Evaluation

(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. N/A

(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. **Windows can be considered a character-defining element of a historic structure. Their materials, proportions, muntin patterns, and glazing are integral to the building's architectural identity. Replacing them removes distinctive historic fabric and can alter the character of the building.**

(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. N/A

(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. N/A

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **Historic wood windows were typically designed for repair and built by skilled craftsmen.**

(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. **Best practices in preservation prioritize repair. Original wood windows can often be restored with simple maintenance, weather stripping, and storm windows. Sashes can also be re-built to match the historic**





appearance and elements using new or reclaimed wood, and openings/frames can be restored, sealed and weatherized to be as efficient as contemporary replacement windows.

**Replacement of non-historic windows with a replacement that is consistent with historic dimensions and materials is generally considered consistent with the criteria for approval.**

(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. N/A

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. N/A

(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. **Replacement of non-historic windows with a replacement that is consistent with historic dimensions and materials is generally considered consistent with the criteria for approval.**

(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. N/A

**f. FRONT DOOR REPLACEMENT:** The applicant is requesting to replace the existing front door on the main house. The existing door is not original to the house.

#### Criteria for Evaluation

(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. **The existing door opening is not changing.**

(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. **The door was installed within the last 10 years based on Google earth images and is not original to the house.**

(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. N/A



(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. **N/A**

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **N/A**

(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. **The existing door is not original to the house. A replacement door, in this instance, may be appropriate. Staff recommends the replacement door feature a design consistent with the Folk Victorian style of the house such as a single oval or square lite.**

(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. **N/A**

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. **N/A**

(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. **N/A**

(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. **N/A**

**g. SIDE DOOR REMOVAL:** The applicant is requesting to remove the secondary door beneath the front porch and infill with siding.





### Criteria for Evaluation

- (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. **Folk Victorian homes often feature secondary doors or windows in this location on the front porch.**
- (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. **N/A**
- (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. **N/A**
- (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. **N/A**
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **N/A**
- (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. **N/A**
- (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. **N/A**
- (8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. **N/A**
- (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. **N/A**



(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. **The door can be re-installed in the future, and this would not damage the form or integrity of the building.**

**h. PORCH REPAIRS:** The applicant is requesting to repair the front porch including replacing the existing porch columns and re-introducing missing decorative elements including corbels and gingerbread detailing.

#### Criteria for Evaluation

(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. **Restoring the porch to its original condition is consistent with the guidelines with historic documentation. Additionally, staff finds that should the porch require repairs to the floorboards and other elements, rebuilding it to match is appropriate.**

(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. **The existing porch columns and corbels are generally consistent with the Folk Victorian style of the house.**

(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. **N/A**

(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. **N/A**

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. **N/A**

(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. **The existing turned columns should be repaired where possible. Should replacement be necessary, the new columns should match the existing in appearance, dimensions, and material. Replication of the missing**



**corbels should be based on the existing corbels on the porch or historic evidence such as old images of the house.**

(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. **N/A**

(8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. **N/A**

(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. **N/A**

(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. **N/A**

#### **STAFF ANALYSIS:**

Staff recommends approval of the addition, in-kind roof replacement, door replacement, porch repairs/reconstruction, and replacement of non-historic windows based on findings b, c, and f through h.

Staff recommends that the existing wood siding and wood windows on the historic structure be retained where possible to be consistent with the criteria for approval. Any damaged siding should be replaced using in kind materials. The historic wood windows should be repaired or rebuilt using in kind materials.

Should the HLC move to approve these two items, staff recommends the following conditions:

1. That the replacement siding matches the existing in profile as closely as possible.
2. That the replacement windows match the existing historic windows in appearance, dimension, material and feature a true divided lite.



**COMMISSION ACTION:** The HLC moved to approve the Certificate of Alteration for the construction of a rear addition, replacement of the existing siding on the historic structure with a hardi siding that features a reveal of no more than 5-inches, replacement of the existing front facing door, the removal of the secondary door adjacent to the front door, rebuild or replace in kind the existing front porch columns, repair/replicate missing corbels, replacement of the existing metal roof with a new metal roof, and the restoration or replication of the six historic wood windows on the primary structure.

Katie Totman  
Historic Preservation Officer

*Sec. 66-571.1 Incentives*

*(d) Building permit fees waived. Upon approval of a certificate of alteration, the property owner will present said certificate to the building department and all building permit fees will be waived.*

***\*\*ALL BUILDING PERMIT RELATED FEES SHALL BE WAIVED WITH THE EXCEPTION OF APPLICATION AND INSPECTION FEES, WHICH ARE NOT INCLUDED IN THE WAIVER\*\****





**574 S. Academy Ave.  
Front of Property**

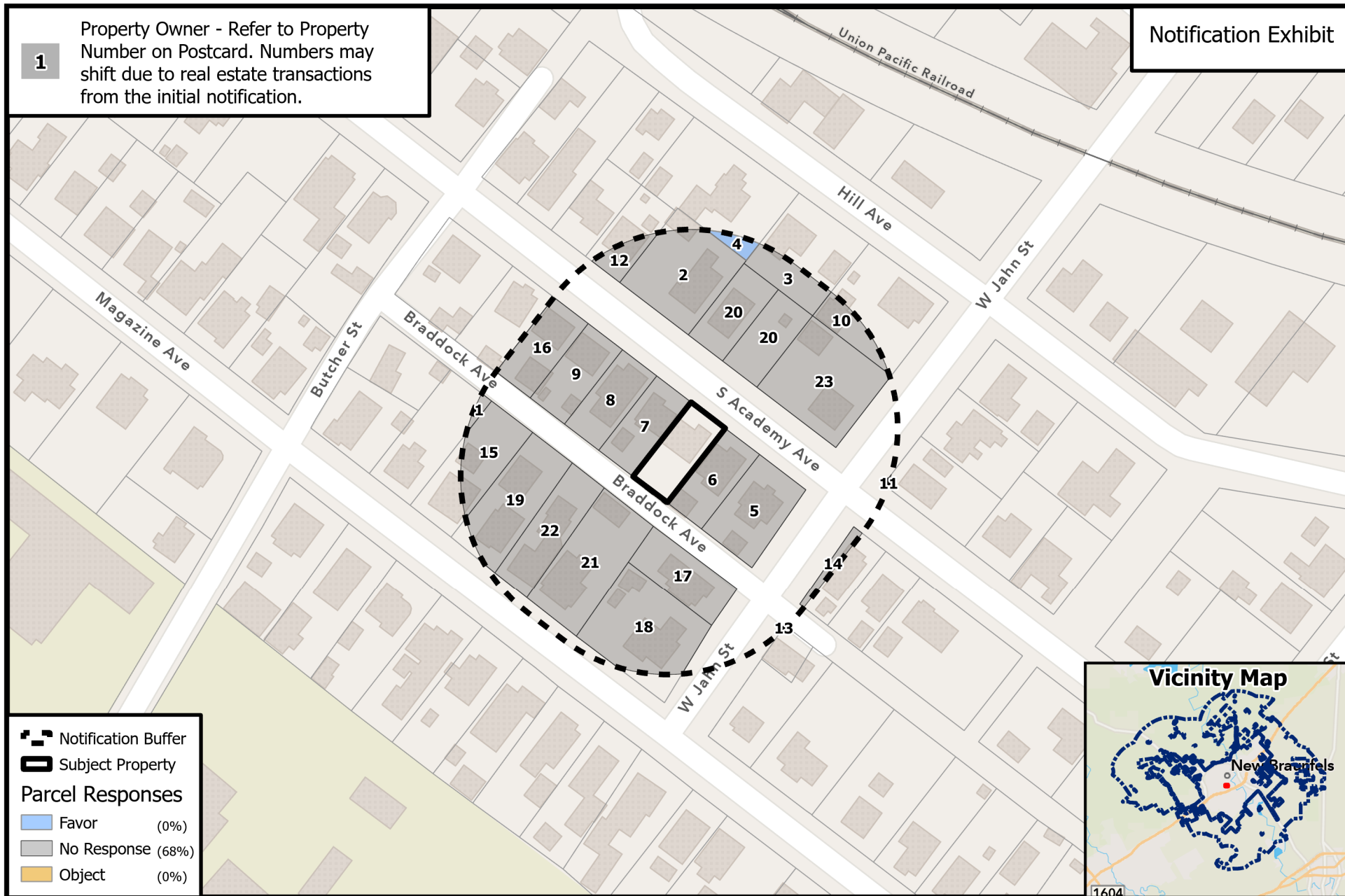


**574 S. Academy Ave.  
Rear of Property**

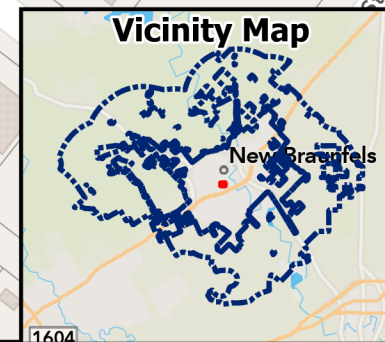


1

Property Owner - Refer to Property Number on Postcard. Numbers may shift due to real estate transactions from the initial notification.



- Notification Buffer
- Subject Property
- Parcel Responses**
- Favor (0%)
- No Response (68%)
- Object (0%)



**BOARD OF ADJUSTMENT – JUNE 26, 2025 – 6:00PM**

City Hall Council Chambers

**Applicant:** Jason Owens

**Address/Location:** 574 S. Academy Ave.

**Case # ZB25-0009**

The numbers on the map correspond to the property owners listed below. All information is from the Appraisal District Records. The property under consideration is marked as “Subject Property”.

1	WIGGINS FORREST D & KERRY	12	SLATER STANLEY W & MARY A
2	SMITH RANDALL E & MELISSA L	13	BENNETT CATHERINE I
3	BLOMBERG STEPHEN B TRUST 3- 26-2019	14	BUSTOS MICHAEL
4	LEITCH WILLIAM A & BONNIE	15	RAYBORN JOHN K
5	ADAMS VELMA L	16	SCHIRMER KRISTI D
6	KETCHMARK PATRICIA KATHLEEN	17	HENDRICKS LOGAN & HAILEY
7	FRAZELL RICHARD	18	JOHNSON ANN A
8	OWENS KAARINA & JASON	19	GIPS JAMESON & COLLEEN
9	PETERSON KIMBERLY A & STEPHEN R	20	WILLIAMS DREW E
10	N/A 1	21	PAINE BETTY JO
11	JURICA WILLIAM S & LEZLEE B	22	MOSES CLIFFORD A & MARY C
		23	N/A 2

**SEE MAP**

LEITCH WILLIAM A & BONNIE

548 HILL AVE

NEW BRAUNFELS TX 78130

Property #: 4

ZB25-0009

Case Manager: ML

COMMENTS

FAVOR ☒

OPPOSE ☐