



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



**TUESDAY, MAY 14, 2024 at 8:30 AM**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

A) Approval of the April 9, 2024, regular meeting minutes. [24-623](#)

**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 HST24-093: Discuss and consider a [24-624](#) Certificate of Alteration to add a new sign and replace the front facing windows at the building located at 399 W San Antonio, located in the Downtown Historic District.

**6. GENERAL STAFF UPDATES**

A) Preservation Month Updates [24-650](#)

**7. COMAL COUNTY HISTORICAL COMMISSION UPDATES**

**8. ADJOURNMENT**

**CERTIFICATION**

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

\_\_\_\_\_  
 Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



**5/14/2024**

Agenda Item No. A)

---

---

**SUBJECT:**

Approval of the April 9, 2024, regular meeting minutes.

**Historic Landmark Commission  
Meeting Minutes  
April 9, 2024**

**Members Present**

Chair Teresa Johnson  
Justin Ball  
Jillian Bliss  
Richard Hillyer  
Christi Sims  
Susan Sonier  
Thomas Tumlinson

**Staff Present**

Katie Totman, Historic Preservation Officer  
Jean Drew, Assistant Director of Planning & Development  
Colton Barker, Assistant Planner

**Members Absent**

Vice-Chair Nathan Feingold

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Roll was called and a quorum was declared.

**3. APPROVAL OF MINUTES**

Motion by Commissioner Hillyer, seconded by Commissioner Sims, to approve the regular meeting minutes of March 12, 2024. Motion carried (7-0-0).

**4. CITIZENS COMMUNICATION**

No one spoke.

**5. ITEMS FOR CONSIDERATION**

- A) HST24-093: Discuss and consider a Certificate of Alteration to add an outdoor patio and two new openings to the building located at 399 W San Antonio, located in the Downtown Historic District. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and recommended approval as stated in the staff report.

Commissioner Tumlinson asked if there was artificial turf included with the proposed patio.

Chair Johnson invited the applicant to speak.

The applicant, Dylan Wild, confirmed there would be artificial turf and discussed landscaping plans.

Brief discussion followed on proposed landscaping of the property.

Chair Johnson asked if there was any further discussion or motion.

Brief discussion followed on the proposed use of the property as a lounge to include a food truck.

Motion by Commissioner Sonier, seconded by Commissioner Sims, to approve a Certificate of Alteration to add an outdoor patio and two new openings to the building located at 399 W San Antonio, located in the Downtown Historic District. Motion carried (7-0-0).

- B) HST24-105: Discuss and consider a Certificate of Alteration to add signage onto a trailer at the property located at 451 S Castell, a locally designated historic landmark. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and recommended approval as stated in the staff report.

Chair Johnson asked if there was any discussion or motion.

Motion by Commissioner Hillyer, seconded by Commissioner Tumlinson, to approve a Certificate of Alteration to add signage onto a trailer at the property located at 451 S Castell, a locally designated historic landmark. Motion carried (7-0-0).

**C) HST24-112: Discuss and consider a Certificate of Alteration to replace board and batten siding on the historic structure located at 555 Hill Avenue, within the Sophienburg Hill Historic District. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and recommended approval as stated in the staff report.

Discussion followed on alterations that have been made to the home, the property's location within the Sophienburg Hill Historic District, historical features of the home, and the design of the proposed replacement materials.

Chair Johnson invited the applicant to speak.

The applicant, Jeff Pence, elaborated on the request, discussed why the replacement material was chosen, and discussed the current condition of the home and intent to improve it.

Discussion followed on aspects of the home that will remain unaltered, previous alterations, and historic designation status.

Motion by Commissioner Tumlinson, to approve the Certificate of Alteration to replace board and batten siding on the historic structure located at 555 Hill Avenue, within the Sophienburg Hill Historic District, with the condition that the siding be 12 inches on center.

Discussion followed on the history of the original structures and how the two structures were combined, and the spacing of the proposed siding.

Commissioner Tumlinson withdrew his original motion.

Chair Johnson asked if there was any further discussion or motion.

Motion by Commissioner Hillyer, seconded by Commissioner Sims, to approve a Certificate of Alteration to replace board and batten siding on the historic structure located at 555 Hill Avenue, within the Sophienburg Hill Historic District as presented. Motion carried (7-0-0).

**D) HST24-114: Discuss and consider a Certificate of Alteration for Phase 2 construction for the redevelopment of the site located at 210 S. Castell Avenue, a locally designated historic landmark. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and recommended approval as stated in the staff report.

Chair Johnson asked if there were any questions for staff.

Commissioner Tumlinson stated that the applicants had done a great job in designing their project to preserve and maintain the character of the area.

Chair Johnson asked if there was any further discussion or motion.

Motion by Commissioner Tumlinson, seconded by Commissioner Ball, to approve a Certificate of Alteration for Phase 2 construction for the redevelopment of the site located at 210 S. Castell Avenue, a locally designated historic landmark. Motion carried (7-0-0).

**E) HST24-120: Discuss and consider a Certificate of Alteration to replace existing wall signage with new at the property located at 489 Main Plaza, in the Downtown Historic District. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and recommended approval as stated in the staff report.

Discussion followed on the installation of the proposed signs.

The applicant, Lauren Aldridge, elaborated on the request.

Discussion continued regarding the size, location, and installation method of the signs, as well as the condition of the existing building.

Chair Johnson asked if there was any further discussion or motion.

Motion by Commissioner Ball, seconded by Commissioner Tumlinson, to approve a Certificate of Alteration to replace existing wall signage with new at the property located at 489 Main Plaza, in the Downtown Historic District. Motion carried (7-0-0).

**F) Requesting a recommendation from the HLC regarding suggested changes to Section 66-60 - Alteration certificate required for demolition. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the above item and elaborated on the proposed changes.

Discussion followed on historic landmark designation process when a demolition of a structure is proposed vs a move, alternative guidelines for consideration, and the potential for administrative approvals for certain requests when appropriate.

Totman requested confirmation from the Commission that they would comfortable authorizing administrative decisions to be made by staff when historically designated buildings are proposed to move to a different location within the City Limits of New Braunfels, as opposed to bringing all house move requests to the Commission for approval.

Discussion followed on house move requests and opportunities to review buildings for historic landmark eligibility while within the jurisdiction of the City of New Braunfels, and the historic landmark eligibility review process.

Chair Johnson proposed alternate verbiage in the applicability section of the proposed code amendments to Sec. 66-60 to include the following revision **“Applicability.** 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.”

Chair Johnson asked if there was any further discussion or motion.

Motion by Chair Johnson, seconded by Commissioner Ball, to approve changes to Section 66-60 - Alteration certificate required for demolition as discussed.

Discussion continued on proposed changes, and clarification of proposed historic landmark eligibility process.

Commissioner Tumlinson proposed alternate verbiage to proposed Sec. 66-60(3) with the following revision “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.”

Earlier motion by Chair Johnson, seconded by Commissioner Ball, to approve changes to Section 66-60 - Alteration certificate required for demolition as discussed carried (7-0-0).

## **6. DISCUSSION ITEMS**

### **A) Discussion about possibly creating a process to provide public notice for pending demolition requests.**

Discussion followed on the potential need for improvements to the public notification process for public hearings held by the Historic Landmark Commission, notification requirements under Texas State law, and potential implementation of increased public notification to be addressed as part of the drafting of the Land Development Ordinance.

Discussion continued regarding scenarios in which public notification of certain requests would be most appropriate, which method of notification is most appropriate, as well as clarification between zoning districts and zoning overlays, and clarification of and potential improvements to the historic designation process.

### **B) Discussion about the possibility to provide public notice to all residents in a historic district when a variance is requested within that district.**

Discussion followed on notification requirements established by Texas State law regarding variance requests, potential issues with over-notification and having different notification requirements between zoning districts, and how the Historic Landmark Commission could adopt similar public notification processes as are required for variances from the zoning code.

Commissioner Tumlinson discussed the importance of allowing citizens an avenue to voice their opinion regarding historic cases heard by the Commission.

Discussion followed on City vs State notification requirements and potential solutions for adequate public notification.

Commissioner Hillyer excused himself from the meeting at 9:58am.

## **STAFF UPDATES**

### **A) Preservation Month – May**

Totman discussed staff efforts to promote Preservation Month including a House Genealogy workshop, a Historic Windows 101 workshop, plans for a proclamation at City Council, and the City of San Antonio Amazing Preservation Race on May 3, 2024.

## **7. COMAL COUNTY HISTORICAL COMMISSION UPDATE**

Chair Johnson announced a Comal County Historic Commission historical marker dedication at Comal Cemetery on May 16, 2024, remarked on upcoming historic landmark dedications in San Marcos, and announced pending recommendations for the national registrar nominations.

## **8. ITEMS FOR NEXT MEETING**

Chair Johnson asked if there was anything the Commission wanted to discuss at the next regular meeting.

Commissioner Tumlinson requested another discussion be had regarding the Red Stag building.

## **9. ADJOURNMENT**

There being no further business, Chair Johnson adjourned the meeting at 10:06 am.

---

**Chair**

---

**Date**



5/14/2024

Agenda Item No. A)

**PRESENTER:**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST24-093: Discuss and consider a Certificate of Alteration to add a new sign and replace the front facing windows at the building located at 399 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.

- 
- 
- (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 399 W San Antonio is a one-story commercial structure with a modified storefront at the street level. Historically the building was a filling station that has been modified over the years. It is in the Downtown Historic District.

b. **WINDOW REPLACEMENT** - The applicant is requesting to replace the existing grid windows at the front of the building with single lite windows. The new windows will be approximately 5'x8' with a black frame, similar to the windows currently on the Downtown Social building across the street. **Per Criteria 1**, every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration. Generally, staff finds the window replacement consistent with the criteria for approval given that the existing windows are not original to the building and their removal will not necessarily negatively impact the integrity of the building or the district as a whole.

c. **SIGNAGE** - The applicant is requesting to install a small hanging sign onto an existing pole located at the NW corner of the property. **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. The sign will not impact the structure in any way and the design fits in with similar signs in the Downtown district. Staff finds that the proposed sign is consistent with the criteria for approval.

**STAFF ANALYSIS:**

Staff recommends approval of the proposed changes based on findings b and c.

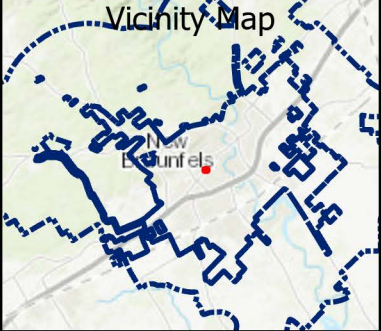
**ATTACHMENTS:**

1. GIS Location Map
2. Pictures
3. Sign mockup
4. Renderings



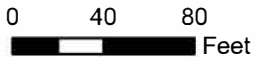
Aerial Exhibit

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



**399 W San Antonio**

Source: City of New Braunfels  
 Planning Date: 3/26/2024



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 anyone else is at that party's risk and without liability to the City of New Braunfels officials or employees for any discrepancies, errors, or variances which may exist.







399



399



NO SOLICITING





fiverr.

fiverr.

fiverr.

Wildside

fiverr.

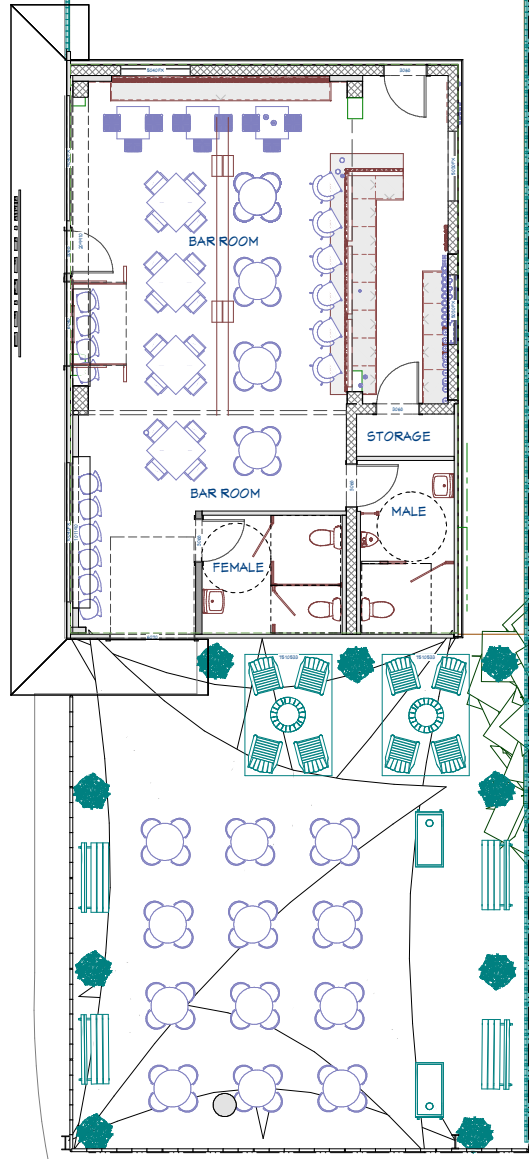
fiverr.

fiverr.





399 W. SAN ANTONIO STREET



S. ACADEMY AVE.

**5/14/2024**

Agenda Item No. A)

---

**PRESENTER:**

Katie Totman, HPO

**SUBJECT:**

Preservation Month Updates

**DEPARTMENT:** Planning & Development Services

**BACKGROUND INFORMATION:**

The City of New Braunfels is celebrating national preservation month by sharing a variety of social media posts showcasing our built heritage. We're also offering two free educational classes including House Genealogy and Historic Wood Windows.

Friday, May 24 at 12:30pm  
How to Research your Historic House  
City Hall, Tejas Room

Friday, May 31 at 12:30pm  
Historic Windows 101  
City Hall, Tejas Room