

**Historic Landmark Commission  
Meeting Minutes  
December 12, 2023**

**Members Present**

Chair Teresa Johnson  
Vice-Chair Nathan Feingold  
Justin Ball  
Jillian Bliss  
Richard Hillyer  
Christi Sims  
Susan Sonier  
Thomas Tumlinson

**Staff Present**

Nathan Brown, Assistant City Attorney  
Katie Totman, Historic Preservation Officer  
Colton Barker, Assistant Planner  
Evin Wilson, Assistant Planner

**Members Absent**

Joel Rector

**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 Sonier, seconded by Commissioner Hillyer, to approve the regular meeting minutes of November 14, 2023. Motion carried (8-0-0).

**4. CITIZENS COMMUNICATION**

No one spoke.

**5. ITEMS FOR CONSIDERATION**

- A) HST23-492: Discuss and consider a Certificate of Alteration to install decorative tile on the exterior of the building located at 204 W San Antonio, in the Downtown Historic District.**  
*Presented by Katie Totman, Historic Preservation Officer*

Katie Totman presented the staff report and recommended approval and stated that the applicant was not present to speak.

Chair Johnson asked if there were any questions for staff.

Chair Johnson stated that she does not recall approving the tile that was placed on the building.

Totman stated that there was no mention of the tile in the original request and was therefore not officially approved by the Commission. The tile was only shown in the plans.

Discussion followed regarding the tile and how it was not officially approved.

Commissioner Sims asked about design plans for the rest of the structure.

Totman clarified that the applicant only has approval to replace the storefront with new glass in an effort to match the previous configuration.

Commissioner Sims expressed concern regarding the tile, stating that it could damage the structure if it were to be removed. She added that it likely would not have been approved by the Commission.

Totman stated that the Commission could deny the applicant's request, giving the applicant the opportunity to appeal the decision at City Council.

Vice-Chair Feingold asked if the façade of the building was previously modified.

Totman confirmed that yes, the façade has been altered over the years.

Vice-Chair Feingold commented on the renderings, and a discussion followed regarding the aesthetic preferences of the building façade and tile.

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

Commissioner Tumlinson discussed the work being done to the building façade, and asked what the goal of the Commission is in relation to historic preservation.

Vice-Chair Feingold added to Commissioner Tumlinson's point, stating that the Commission needs to be proactive in their decision making and that property owners should not make changes, then ask for forgiveness later.

Motion by Chair Johnson, seconded by Commissioner Ball, to approve a Certificate of Alteration to install decorative tile on the exterior of the building located at 204 W San Antonio, in the Downtown Historic District. Motion carried (6-2-0) with Commissioner Hillyer and Commissioner Tumlinson in opposition.

**B) Public hearing and possible recommendation to City Council considering the removal of Commissioner Joel Rector from the Historic Landmark Commission. Presented by Katie Totman, Historic Preservation Officer**

Katie Totman presented the staff report.

Commissioner Tumlinson asked if Totman had a record of Rector's absences.

Commissioner Sonier asked if there is an ordinance that addresses the removal of a commissioner.

Nathan Brown stated that there is an ordinance stating that if a commissioner or board member misses 3 or more meetings, then they are eligible for removal.

Totman confirmed that she did have a record of Rector's absences. She explained that Rector attended one meeting in 2022, and two meetings in 2023.

Vice-Chair Feingold asked Totman if Rector has every responded to meeting invitations.

Totman stated that yes, he has responded.

Vice-Chair Feingold discussed Rector's history of meeting attendance and removal procedures with Totman.

Totman stated that she reached out to Rector via email multiple times regarding his potential removal from the Commission, and that Rector was mostly unresponsive and stated that his work schedule interfered with his ability to be present.

Motion by Commissioner Hillyer, seconded by Commissioner Ball, to recommend approval to City Council considering the removal of Commissioner Joel Rector from the Historic Landmark Commission. Motion carried (8-0-0).

**6. Staff Report**

**A) General staff update on status of the design guidelines.**

Katie Totman stated she has been working on the guidelines for additions to structures. Totman pitched the idea of having the upcoming workshop in the downtown area, rather than at City Hall.

Commissioner Sims asked if the section for new builds has been submitted to the consultants.

Totman said that it has not been submitted yet.

Commissioner Sims asked if it is required that the workshop be open to the public and expressed that she would rather have a private workshop that is then presented to the public for feedback.

Totman stated that a private workshop is a good idea.

**B) Update from the Comal County Historical Commission.**

Chair Johnson provided a brief update from the Comal County Historical Commission.

Totman asked if there was anything the Commission wanted to talk about at the January meeting.

Commissioner Sims suggested some ideas for the Commission to do site visits to ensure that buildings are in compliance with historic guidelines.

Totman stated that she does weekly site visits with Code Enforcement to ensure buildings are in compliance.

Chair Johnson added that the County looks at every registered landmark in the county to ensure compliance, and that New Braunfels could do something similar in an effort to ensure the proper avenues are taken before a structure is altered in a historic district.

**7. ADJOURNMENT**

There being no further business, Chair Johnson adjourned the meeting at 9:04 am.

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**Chair**

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**Date**