

Planning & Development Services  
Historic Preservation  
550 Landa Street  
New Braunfels, Texas 78130  
(830) 221-4086 [www.nbtexas.org](http://www.nbtexas.org)

Case No: HST21-048

Meeting Date: 2-9-21

☐ Historic District

☒ Historic Landmark

OTTMAR GRUENE HOUSE Submittal date – office use only

REFERENCE CP2021-017

**APPLICATION FOR A CERTIFICATE OF ALTERATION FOR  
A CITY LANDMARK OR LOCAL HISTORIC DISTRICT**

**NO FEE**

Submit this Certification of Alteration application for review prior to submitting for any required building permit applications. Any variances, special exceptions or special approvals must be approved prior to submitting this application and any approvals shall be included in the application. **A Certificate of Alteration does not substitute for or supersede any other permit reviews.**

The Historic Preservation Officer (HPO) may approve certain minor projects without a review by the Historic Landmark Commission. Minor projects include routine maintenance and repair and limited minor alterations. Contact Caleb Gasperek (830-221-4086 or [CGasperek@nbtexas.org](mailto:CGasperek@nbtexas.org)) if you have questions about whether or not your project qualifies for administrative approval.

**1. APPLICANT INFORMATION:**

Name: Yvette Englehart-Peterson

Mailing Address: 1255 Gruene Road

City/State/ZIP: New Braunfels, TX 78130

Telephone: 361-290-8293 Email: yvette.ehartpeterson@icloud.com

**2. PROPERTY OWNER (IF NOT APPLICANT\*):**

*\*Letter of Authorization is required if the applicant is not the property owner.*

Name: Virginia Hughes

Mailing Address: 301 MAIN PLAZA #392

City/State/ZIP: New Braunfels, TX 78130

Telephone: 830-907-2185 Email: virginia@hughesinterests.com

**3. ARCHITECT OR CONTRACTOR:**

Name: Radio Heart Studios, DBA NB Signs and Design

Company Name: NB Signs & Design

Mailing Address: 1229 Industrial Dr, Suite F

City/State/ZIP: New Braunfels, TX 78130

Telephone: 830.627.9120 Email: jayne@nbsignsanddesign.com

4. **SUBJECT PROPERTY:**

Property Address/Location: 1255 Gruene Road, New Braunfels, TX 78130

Legal Description:

Name of Subdivision: n/a

Lot(s): 12AB Block(s): H Acreage:

Existing Use of Property: Retail

5. **SCOPE OF WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):**

(1) Set of 25" Flat Cut Metal Letters (to read: CURRENTS), Matte Black painted,  
1.5" Depth, installed directly on wood eave of building.

The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Alteration from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Alteration review by the City Historic Preservation Officer (HPO) or the HLC.

**A Certificate of Alteration is required for all non-routine exterior work, including:**

- Alterations to historic materials;
- Alterations to the visual appearance of a site;
- Alterations to building façade;
- Additions to existing buildings;
- Re-cladding;
- Window replacement;
- Construction of new buildings;
- Changes in roof color or materials;
- Major landscape work (including pools);
- Changes in sidewalks; and,
- Changes in driveways.
- Demolition of buildings within historic districts

Historic Landmark Commission review is usually not required for ordinary maintenance work such as re-painting and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether an HLC review is required.

## SUBMITTAL CHECKLIST:

STAFF:

☐☐☐☐

APPLICANT:

☒

Completed application

**Please note:** Any application that is missing information will be considered incomplete and cannot be accepted.

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Dimensioned and scaled building plans

**Please note:** For review purposes electronic submittal of plans in PDF format is preferred. If hard copies are submitted original plans should be no larger than 11" x 17" and be of a good, reproducible quality. Inaccurate or non-legible site plans can result in a delay with the application review.

**Must include the following documents:**

☐ Site plan (one for existing and one for proposed conditions. Must indicate all proposed site changes, such as additions, alterations, new construction or demolition)

☒ Elevation plans (must specify all exterior changes and exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.)

☐ Floor plans

☐ Roof plan (Optional)

☐

Material samples, specifications or manufacturer information (Optional)

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Color photographs of the structure and site (Staff may require a site visit prior to meeting)

The signature of owner authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or their agent has reviewed the requirements of this application/checklist and all items on this checklist have been addressed and complied with.

Property Owner's Signature: Virginia Hughes Jan 29, 2021  
Virginia Hughes (Jan 29, 2021 09:58 CST) Date: \_\_\_\_\_

Applicant Signature: Yvette Englehart-Peterson Jan 29, 2021  
Yvette Englehart-Peterson (Jan 29, 2021 11:32 CST) Date: \_\_\_\_\_










# Certificate of Alteration Application

Final Audit Report

2021-01-29

Created:	2021-01-25
By:	JAYNE GANARD-NEFF (jganardneff@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnjITqSfsmMJ2CqNFGjJ1L9mqzbXctpSg

## "Certificate of Alteration Application" History

-  Document created by JAYNE GANARD-NEFF (jganardneff@gmail.com)  
2021-01-25 - 11:32:37 PM GMT- IP address: 45.21.33.199
-  Document emailed to Virginia Hughes (virginia@hughesinterests.com) for signature  
2021-01-25 - 11:33:31 PM GMT
-  Email viewed by Virginia Hughes (virginia@hughesinterests.com)  
2021-01-26 - 12:02:02 PM GMT- IP address: 45.23.250.127
-  Email viewed by Virginia Hughes (virginia@hughesinterests.com)  
2021-01-29 - 2:54:41 PM GMT- IP address: 45.23.250.127
-  Document e-signed by Virginia Hughes (virginia@hughesinterests.com)  
Signature Date: 2021-01-29 - 3:58:10 PM GMT - Time Source: server- IP address: 45.23.250.150
-  Document emailed to Yvette Englehart-Peterson (yvette.ehartpeterson@icloud.com) for signature  
2021-01-29 - 3:58:12 PM GMT
-  Email viewed by Yvette Englehart-Peterson (yvette.ehartpeterson@icloud.com)  
2021-01-29 - 5:31:03 PM GMT- IP address: 23.122.44.100
-  Document e-signed by Yvette Englehart-Peterson (yvette.ehartpeterson@icloud.com)  
Signature Date: 2021-01-29 - 5:32:20 PM GMT - Time Source: server- IP address: 23.122.44.100
-  Agreement completed.  
2021-01-29 - 5:32:20 PM GMT

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## LETTER OF AUTHORITY

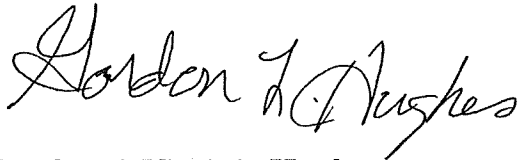
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January 26, 2021

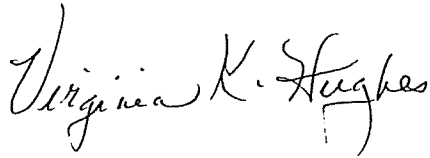
To whom it may concern;

I hereby authorize NB Signs and Yvette Englehart-Peterson to install the proposed sign at property 1255 Gruene Road. I also authorize the painting of the roof to Real Red, SW6868 by Sherwin Williams.

Sincerely yours,

A handwritten signature in cursive script that reads "Gordon L. Hughes".

Gordon & Virginia Hughes

A handwritten signature in cursive script that reads "Virginia K. Hughes".

ORDINANCE NO. 87-12

AN ORDINANCE DESIGNATING THE STRUCTURE AT 1255 GRUENE ROAD, KNOWN AS THE OTTMAR GRUENE HOUSE, AS A HISTORIC LANDMARK ACCORDING TO THE PROVISIONS OF ARTICLE VII, SECTIONS 27-66 THROUGH 27-76 OF THE CODE OF ORDINANCES OF THE CITY OF NEW BRAUNFELS; REPEALING ALL ORDINANCES IN CONFLICT; CONTAINING A SAVINGS CLAUSE AND DECLARING AN EFFECTIVE DATE

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WHEREAS, the City Council of the City of New Braunfels has complied with all requirements of hearing and notice as required by Article VII, Sections 27-66 through 27-76 of the Code of Ordinances of the City of New Braunfels; and

WHEREAS, this structure has been recommended for historic designation by the owner, by the Historic Landmark Commission, and by the Planning and Zoning Commission; and

WHEREAS, the City Council wishes to protect this structure as a part of the heritage of New Braunfels for future generations; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS:

I

That the following described structure is hereby designated as a "Historic Landmark"; according to the provisions of Article VII, Sections 27-67 through 27-76 of the Code of Ordinances of the City of New Braunfels:

"The structure located at 1255 Gruene Road, being located on Lot 2A, Block 1, Easley Resubdivision, and being known as The Ottmar Gruene House".

II

That the above described structure is hereby restricted as to the amount of method of change, construction, or demolition, that can take place in accord with Article VII, Chapter 27 of the Code of Ordinances of the City of New Braunfels.