

**Historic Landmark Commission  
Regular Meeting Minutes  
October 12, 2021**

**Members Present**

Chair Yvonne Hoffmann  
Vice Chair Bonnie Leitch  
Thomas Tumlinson  
Melinda Poss  
Katie Totman  
Susan Sonier  
Nathan Feingold

**Staff Present**

Chris Looney, Planning & Development  
Services Director  
Jean Drew, Planning & Development Services  
Assistant Director  
Caleb Gasparek, Historic Preservation Officer  
Nathan Brown, Assistant City Attorney  
Sam Hunter, Assistant Planner  
Caitlin Garrigus, Intern

**Members Absent**

Theresa Johnson  
Joel Rector

**1. The above meeting was called to order by Chair Hoffmann at 8:30 a.m.**

**2. ROLL CALL**

Roll was called, and a quorum was declared.

**3. APPROVAL OF MINUTES**

Chair Hoffmann approved the September 14, 2021 meeting minutes as presented.

**4. CITIZENS COMMUNICATION**

Jay Brewer, 475 South Academy, elaborated on the Sophienburg Hill Historic District and asked the board to consider a program to recognize the efforts homeowners make to preserve homes.

**5. ITEMS FOR CONSIDERATION**

**A) HST21-323 Consideration of a Certificate of Alteration to demolish a single-family residence at 555 S. Academy Ave. within the Sophienburg Hill Historic District, and to preliminarily review designs for new construction. *Presented by Caleb Gasparek, Historic Preservation Officer***

Mr. Gasparek presented and recommended approval.

Chair Hoffmann asked if the applicant would like to speak.

Applicant did not speak.

Motion by Vice Chair Leitch, seconded by Commissioner Poss, to approve the proposed Certificate of Alteration to demolish a single-family residence at 555 S. Academy Ave. within the Sophienburg Hill Historic District. Motion carried (7-0-0).

**B) HST21-346 Consideration of a Certificate of Alteration to remove 21 windows and to replace them with vinyl windows at 572 Magazine Ave. within the Sophienburg Hill Historic District. *Presented by Caleb Gasparek, Historic Preservation Officer***

Mr. Gasparek presented.

Chair Hoffman asked if the applicant would like to speak.

Kelly and Howie Minor, 572 Magazine Ave., elaborated on the intent and details behind the request.

Chair Hoffmann asked if there were any questions for the applicant

Discussion followed on unpermitted historic window replacement, restoration of the existing windows, window alternatives, insulation of the attic and floors, house leveling, foundation and home value.

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

Discussion followed on if the case should be tabled, regulations regarding visible and non-visible windows.

Motion by Commissioner Poss, seconded by Vice Chair Leitch, to deny the Certificate of Alteration to remove 21 windows and to replace them with vinyl windows at 572 Magazine Ave. within the Sophienburg Hill Historic District. Motion carried (5-0-2) with Commissioner Feingold and Commissioner Sonier in opposition.

**C) HST21-351 Consideration of a Certificate of Alteration for the construction of a new detached carport at 519 Magazine Ave. within the Sophienburg Hill Historic District. Presented by Caleb Gasperek, Historic Preservation Officer**

Mr. Gasperek presented and recommended approval.

Chair Hoffmann asked if the applicant would like to speak.

Drew Williams, 565 South Academy Ave., elaborated on the intent behind the request.

Discussion followed on materials, the pitch of the carport, distance of the carport from the house and property lines and trees.

Chair Hoffmann asked if there were any further discussion or a motion.

Motion by Commissioner Sonier, seconded by Vice Chair Leitch, to approve the proposed Certificate of Alteration for the construction of a new detached carport at 519 Magazine Ave. within the Sophienburg Hill Historic District. Motion carried (7-0-0).

**D) HST21-353 Consideration of a Certificate of Alteration for the demolition of a circa 1935 detached garage and replacement of 2 non-historic metal windows at 123 S. Academy Ave within the Downtown Historic District. Presented by Caleb Gasperek, Historic Preservation Officer**

Mr. Gasperek presented and recommended approval.

Chair Hoffmann asked if the applicant would like to speak.

Sarah McDaniel, 123 S Academy Ave., elaborated on the intent and details behind the request.

Discussion followed on materials, waterproofing, removing the window from the plans, potentially tabling the motion, support for the request from Commissioner Feingold, removal of the structure behind the home, when the property became a duplex, the demolition of the right side of the home, and separating the motion into two per request.

Motion by Commissioner Poss, seconded by Vice Chair Leitch, to vote separately on the proposed demolition of a circa 1935 detached garage and replacement of 2 non-historic metal windows at 123 S. Academy Ave within the Downtown Historic District. Motion carried (7-0-0).

Motion by Vice Chair Leitch, seconded by Commissioner Poss, to approve the proposed Certificate of

Alteration for the demolition of a circa 1935 detached garage at 123 S. Academy Ave and 127 S. Academy Ave within the Downtown Historic District. Motion carried (7-0-0).

Motion by Commissioner Feingold, seconded by Commissioner Poss, to approve the replacement of 2 non-historic metal windows at 123 S. Academy Ave within the Downtown Historic District. Motion carried (6-0-1) with Commissioner Tumlinson in opposition.

**E) HST21-355 Consideration of an application for tax relief at 123 S. Academy Ave within the Downtown Historic District. *Presented by Caleb Gasparek, Historic Preservation Officer***

Mr. Gasparek presented.

There were no applicants present.

Discussion followed on the timeline of the tax relief.

Motion by Vice Chair Leitch, seconded by Commissioner Sonier, to approve the application for tax relief at 123 S. Academy Ave within the Downtown Historic District. Motion carried (7-0-0).

**STAFF REPORT**

**A) Appointment of 1 Landmark Commissioner to the Citizen's Advisory Committee for the adoption of the New Braunfel's Unified Development Code (UDC).**

Mr. Looney presented on the UDC and requested the appointment of an HLC commissioner to the UDC Citizen's Advisory Committee.

Motion by Vice Chair Leitch, seconded by Commissioner Poss, to nominate Commissioner Totman for the Citizens Advisory Committee.

Discussion followed on when the meetings would be scheduled and responsibilities of the position.

Commissioner Totman accepted the nomination.

Motion carried with all in favor of the appointment (7-0-0).

**B) Discussion of the previously drafted amendment to Chapter 66 regarding the preservation of trees within historic districts and at historic landmarks.**

Vice Chair Leitch presented.

Discussion followed on the importance of the Historic Landmark Commission members to be present at City Council meetings regarding Historic Preservation code amendments, appraisal district and education of historic property owners.

**C) Briefing of the upcoming November training by the Texas Historic Commission and the 4-year review of the New Braunfel's Historic Preservation Program.**

Mr. Gasparek presented.

Discussion followed on potential topics to discuss under the upcoming training by the Texas Historic Commission such as enforcement of the code, historical designation for trees, the date of the upcoming meeting and timeframe.

**ADJOURNMENT**

There being no further business, Chair Hoffman adjourned the meeting at 9:57 a.m.

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**Chair**

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**Date**

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