



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



**TUESDAY, JANUARY 9, 2024 at 8:30 AM**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

Approval of the December 12, 2023, regular meeting [23-1706](#) minutes.

**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**

HLC Case HST23-513: Discuss and consider a [23-1744](#) Certificate of Alteration to install additional tile on the exterior of the building located at 204 W San Antonio, in the Downtown Historic District.

**6. STAFF REPORT**

Update from staff regarding proactive efforts and [23-1709](#) violations

Update from the Heritage Society of New Braunfels [23-1708](#)

Update from the Comal County Historical Commission [23-1707](#)

**7. ITEMS FOR FEBRUARY MEETING**

**8. 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 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



## Historic Landmark Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

**1/9/2024**

Agenda Item No.

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**SUBJECT:**

Approval of the December 12, 2023, regular meeting minutes.

**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**

1/9/2024

Agenda Item No.

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**PRESENTER:**

Katie Totman, HPO

**SUBJECT:**

HLC Case HST23-513: Discuss and consider a Certificate of Alteration to install additional tile on the exterior of the building located at 204 W San Antonio, 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.

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- (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 204 W San Antonio is a two-story commercial structure with stucco exterior, large storefront windows, and a flat awning fronting W San Antonio. It is currently occupied by the business known as The Red Stag and is in the Downtown Historic District.

b. **PROPOSED TILE** - The applicant is requesting to install geometric tile at the trim of the storefront windows and replace the existing tile on the ground at the entryway. 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, color, material, and character of the property, neighborhood, or environment, and if the alteration is reversed in the future, the overall form and integrity of the building shall be unimpaired. The building has been modified over time and in its current state staff finds that the installation of the tile does not adversely impact the integrity of the building.

## **RECOMMENDATION:**

Staff recommends approval of the Certificate of Alteration based on finding b.

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**ATTACHMENTS:**

1. GIS Location Map
2. Combined Pictures and Renderings





204



















RED  
STAG



secured by  
ADT







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**PRESENTER:**

Katie Totman, HPO

**SUBJECT:**

Update from staff regarding proactive efforts and violations



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**PRESENTER:**

Justin Ball

**SUBJECT:**

Update from the Heritage Society of New Braunfels



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Agenda Item No.

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**PRESENTER:**

Teresa Johnson

**SUBJECT:**

Update from the Comal County Historical Commission.