

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



TUESDAY, AUGUST 13, 2024 at 8:30 AM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. <u>APPROVAL OF MINUTES</u>

A) Approval of the July 9, 2024, regular meeting minutes. <u>24-830</u>

4. <u>CITIZENS' COMMUNICATIONS</u>

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 HST24-257: Discuss and consider a <u>24-1007</u> Certificate of Alteration to demolish an existing addition and build a new addition, rebuild the front porch, replace the windows, and install new siding on the main structure at 554 S Academy located in the Sophienburg Hill historic district.
- B) HLC Case HST24-254: Discuss and consider a <u>24-997</u> Certificate of Alteration to remove the shutters, replace the front porch columns, and install board and baton siding over the existing siding on the main structure at 456 Magazine, a property in the Sophienburg Hill Historic District.
- C) HLC Case HST24-252: Discuss and consider a <u>24-998</u> Certificate of Alteration to install two (2) wall signs on the building at 219 E San Antonio, located in the Downtown Historic District.

6. <u>STAFF UPDATES</u>

 A) Procedures for acting on requests brought before the <u>24-1059</u> HLC.

B) Cemetery Headstone Cleaning Workshop

<u>24-1049</u>

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.



8/13/2024

Agenda Item No. A)

SUBJECT:

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

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FINAL - MINUTES OF THE NEW BRAUNFELS HISTORIC LANDMARK COMMISSION REGULAR MEETING OF TUESDAY, JULY 9, 2024

AGENDA

1. CALL TO ORDER

Vice-Chair Feingold called the meeting to order at 8:30am.

2. ROLL CALL

The following Commissioners were present: Justin Ball, Jillian Bliss, Richard Hillyer, Lynn Norvell, Christi Sims, Susan Sonier, and Nathan Feingold.

The following Commissioners were absent: Teresa Johnson and Thomas Tumlinson.

3. APPROVAL OF MINUTES

A) Approval of the June 11, 2024 Regular Meeting Minutes.

Motion by Commissioner Ball, seconded by Commissioner Sonier to approve June 11, 2024 Regular Meeting Minutes. Motion carried unanimously.

4. <u>CITIZENS' COMMUNICATIONS</u>

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.

No one spoke.

5. INDIVIDUAL ITEMS FOR CONSIDERATION

 A) HLC Case DM2024-1632: Determine whether the residential structure located at 275 S Sycamore meets the historic landmark eligibility criteria in response to a demolition permit request.

Katie Totman presented the above mentioned item.

Discussion followed on the applicants absence from the meeting, the intent of the request, and the current condition of the structure.

Totman further clarified the decision before the commission.

Motion by Commissioner Bliss to deny the demolition permit and move forward with historic designation.

Discussion then followed on the historic designation the process, applicants absence from the meetina. communication efforts with and historic them. staff recommendations. landmark designation criteria.

Discussion then followed on different aspects of the structure that potentially meet the historic landmark designation criteria, the intent of the demolition request, and potential impact of the decision.

Earlier motion by Commissioner Bliss to deny the demolition permit and pursue historic landmark designation, was seconded by Commissioner Hillyer. Motion carried (6-1-0) with Commissioner Sims in opposition.

 B) HLC Case HST24-033: Discuss and consider a Certificate of Alteration to perform exterior alterations to the building located at 214 W San Antonio, located in the Downtown Historic District.

Katie Totman presented the above mentioned item.

Vice-chair Feingold invited the applicant to speak.

Cameron Corzine, elaborated on the request.

Discussion followed on the applicants intent to restore and preserve a portion of the deteriorating cornice without further damaging or compromising the existing building, the structural integrity of the cornice and building, the originality of the cornice feature, and if there was an intent to replace damaged portion of the cornice with a similar feature.

Corzine discussed initial alterations scope, attempts to salvage the deteriorated cornice and elaborated on the structural challenges of replacing the feature as it was.

Shayna Corzine elaborated further on the structural condition of the feature and building, stated that the damaged feature was a safety concern and had to be removed, and went on to discuss the challenges in restoring the feature.

Discussion followed on the structural integrity of the building and potential methods of restoring the cornice feature.

Motion by Commissioner Sims, seconded by Commissioner Norvell to a approve the item. Motion carried unanimously.

Totman stated that the applicant of agenda Item 5A) had since reached out to request postponement of item to the next months regular meeting due to an unforeseen conflict.

Brief discussion followed on the appropriateness of the postponement request.

Vice-Chair Feingold asked if there was any motion to reconsider the Commissions previous decision to deny the demolition permit and pursue historic landmark designation.

No one spoke.

Vice-Chair Feingold confirmed that as there was no motion to reconsider Item 5A) that the decision to deny the demolition permit and pursue historic landmark designation stands.

6. <u>STAFF REPORT</u>

A) NAPC CAMP Training Recap from June 28th, 2024

Katie Totman provided a brief recap of the NAPC CAMP Training from June 28, 2024.

7. <u>COMAL COUNTY HISTORICAL COMMISSION UPDATES</u> No update provided.

8. ADJOURNMENT

There being no further business Vice-Chair Feingold adjourned the meeting at 9:19am.

By: ___

COMMISSION CHAIR

Attest:

COMMISSION LIAISON



8/13/2024

Agenda Item No. A)

PRESENTER:

Katie Totman, HPO

SUBJECT:

HLC Case HST24-257: Discuss and consider a Certificate of Alteration to demolish an existing addition and build a new addition, rebuild the front porch, replace the windows, and install new siding on the main structure at 554 S Academy located in the Sophienburg Hill 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 554 S Academy is a residential structure with a full covered front porch, wood siding, and wood/vinyl siding. Architecturally the home has influential elements of Folk Victorian including the form and turned porch columns and simple vernacular meaning it is built using local materials, traditions, and resources. Comal County Appraisal has a build date of 1920 and based on the style and materials this is quite probable, perhaps even as early as 1910-1915. It is in the Sophienburg Hill historic district.

b. **REMOVAL OF EXISTING ADDITION** - The applicant is requesting to remove an existing addition at the rear of the property. **Per Criteria 1**, every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration. Sanborn maps indicate that the addition was added after the home was constructed and its removal will not negatively impact the structure.

c. NEW ADDITION - The applicant is requesting to construct a new addition on the main house. Per Criteria 9 and 10, contemporary design for additions shall not be discouraged when they do not destroy significant historical material and the design is compatible with the size, scale, and character of the property, and if the

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addition is removed in the future that is not damage the historic structure. The proposed addition will be at the rear of the historic house and follow the existing roof line of the historic structure and is also subordinate to the historic structure. Staff finds that the proposed addition to be consistent with the criteria for approval.

d. **FRONT PORCH** - The applicant is requesting to re-build the existing front porch and extend it along the front of the house. Physical evidence suggests that the house once had two front doors, one of which is currently a window. It is likely that the front porch would have extended across the front of the entire house to cover both doors and windows. Sanborn maps also support this possibility. **Per Criteria 6**, 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. While Folk Victorian homes commonly feature turned columns and spindles on porches, the proposed square chamfered columns are generally consistent with the style, too.

e. **SIDING REPLACEMENT** - The applicant is requesting to install hardi-siding on the historic structure in place of the existing wood siding. **Per Criteria 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. Staff encourages the repair of the existing wood siding where possible, specifically on the historic structure to be consistent with the criteria.

f. **ROOF REPLACEMENT** - The applicant is requesting to replace the existing metal roof with a new metal roof. **Per Criteria 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. The house currently has a metal roof and staff finds that the new metal roof proposed is consistent with the criteria.

g. WINDOW REPLACEMENT - The applicant is requesting to replace the existing aluminum and wood windows throughout the house with new windows. There are three (3) wood windows on the front of the house and the rest of the windows on the sides and rear are aluminum. **Per Criteria 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. Staff encourages the repair of the existing wood windows where possible. If replacement windows are approved, staff recommends that they match the existing historic windows in appearance and design (the six over six pattern) as closely as possible. Replacement of the non-historic windows with new windows is generally consistent with the criteria.

STAFF ANALYSIS:

Staff recommends approval of the roof replacement and the addition as proposed based on finding b and c.

Staff recommends approval of the porch reconstruction with the condition that the decorative brackets be reused and incorporated into the design to maintain the Folk Victorian character of the structure.

Staff recommends approval of the window replacement with the condition that the existing historic wood

windows on the front of the house be repaired where possible. If the HLC approves their replacement, staff recommends the new windows be wood and feature a true divided lite to match the historic appearance.

Staff recommends approval of the installation of hardi-siding on the addition and the restoration of the wood siding where possible on the original historic structure to be consistent with the criteria.

ATTACHMENTS:

- 1. Property pictures
- 2. Renderings
- 3. Pictures of proposed materials

















































FRONT ELEVATION

554 S. ACADEMY AVE NEW BRAUNFELS, TX 78130

OWNERS: JASON & KAARINA OWENS



PREPARED BY: 10 ARROW VENTURES

RIGHT SIDE ELEVATION

554 S. ACADEMY AVE NEW BRAUNFELS, TX 78130

OWNERS: JASON & KAARINA OWENS

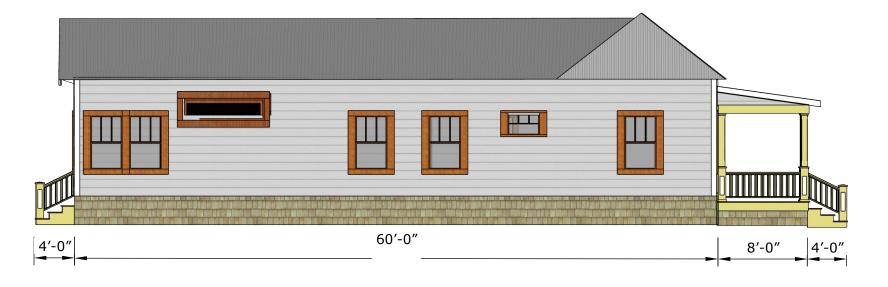


PREPARED BY: 10 ARROW VENTURES

LEFT SIDE ELEVATION

554 S. ACADEMY AVE NEW BRAUNFELS, TX 78130

OWNERS: JASON & KAARINA OWENS



PREPARED BY: 10 ARROW VENTURES

BACK ELEVATION

554 S. ACADEMY AVE NEW BRAUNFELS, TX 78130

OWNERS: JASON & KAARINA OWENS



PREPARED BY: 10 ARROW VENTURES









Agenda Item No. B)

PRESENTER:

Katie Totman, HPO

SUBJECT:

HLC Case HST24-254: Discuss and consider a Certificate of Alteration to remove the shutters, replace the front porch columns, and install board and baton siding over the existing siding on the main structure at 456 Magazine, a property in the Sophienburg Hill 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 456 Magazine is a one-story residential structure in the Sophienburg Hill historic district. It is a modest style building with Ranch architectural elements including a full covered front porch, a cross gable roof, and wood windows. The house was previously approved to be demolished by the HLC at their regular meeting on August 10, 2021.

b. **SIDING INSTALLATION** - The applicant is requesting to install board and baton siding over the existing asbestos tile siding. The asbestos tile is likely original to the building based on the Sanborn maps. **Per Criteria 2 and 6**, the distinguishing original qualities of a building shall not be destroyed when possible, and the removal of historic material should be avoided when possible. Additionally, when deteriorated architectural features require replacement, the new material should reflect the material being replaced in composition, design, and other visual qualities.

c. **SHUTTER REMOVAL** - The applicant is requesting to remove the existing shutters from the exterior of the house. The shutters are not functional and more decorative in design. **Per Criteria 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. The shutters are likely not original to the structure and staff finds that their removal will not negatively impact the appearance and design of the building.

d. **COLUMN REPLACEMENT** - The applicant is requesting to replace the existing front porch columns with 8x8 wood columns. **Per Criteria 2 and 6**, the distinguishing original qualities of a building shall not be destroyed when possible, and the removal of historic material should be avoided when possible. Additionally, when deteriorated architectural features require replacement, the new material should reflect the material being replaced in composition, design, and other visual qualities. Replacement of existing historic/original material that is damaged beyond repair may be an acceptable treatment provided that the replacement material is compatible with the existing in dimension, material, and overall appearance.

STAFF ANALYSIS:

While the structure is technically outside of the period of significance for this area, the ordinance does not currently distinguish between the two. To be consistent with the ordinance staff recommends the following:

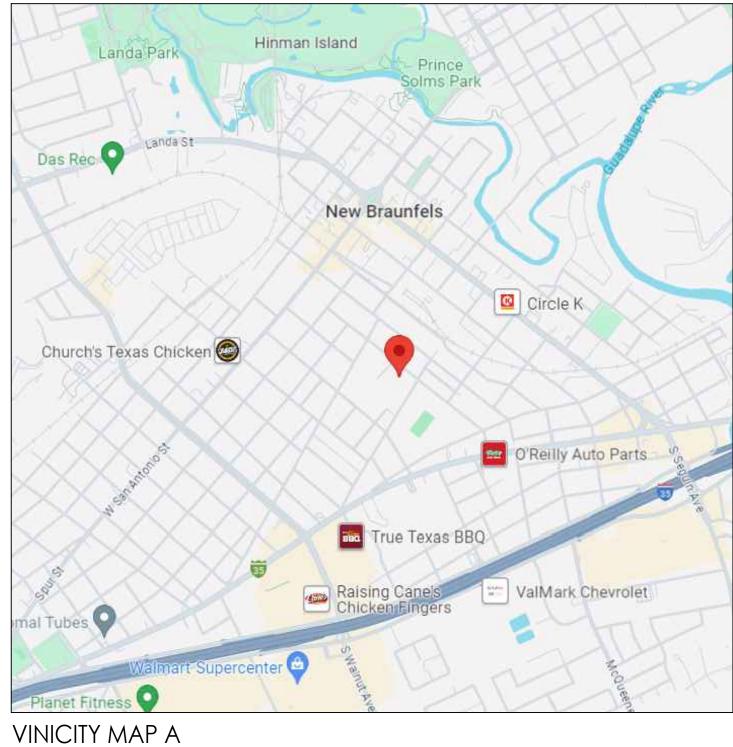
Staff recommends approval of the removal of the shutters based on finding c.

Staff recommends that a siding comparable in appearance to the existing be used to be consistent with the criteria for approval.

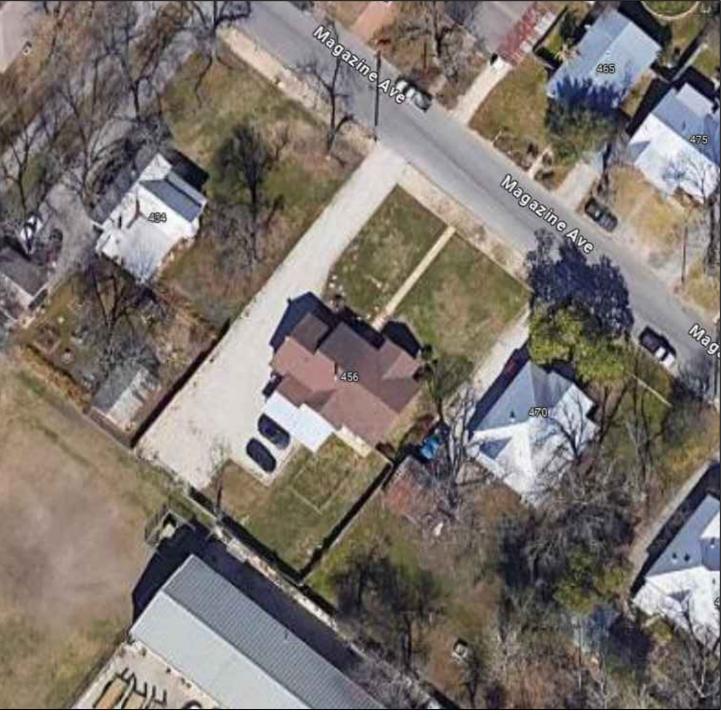
Staff recommends that the existing columns be retained where possible based on finding d. Should the proposed 8x8 columns be approved, staff recommends a top and bottom trim be added to be consistent with the style of the house.

ATTACHMENTS:

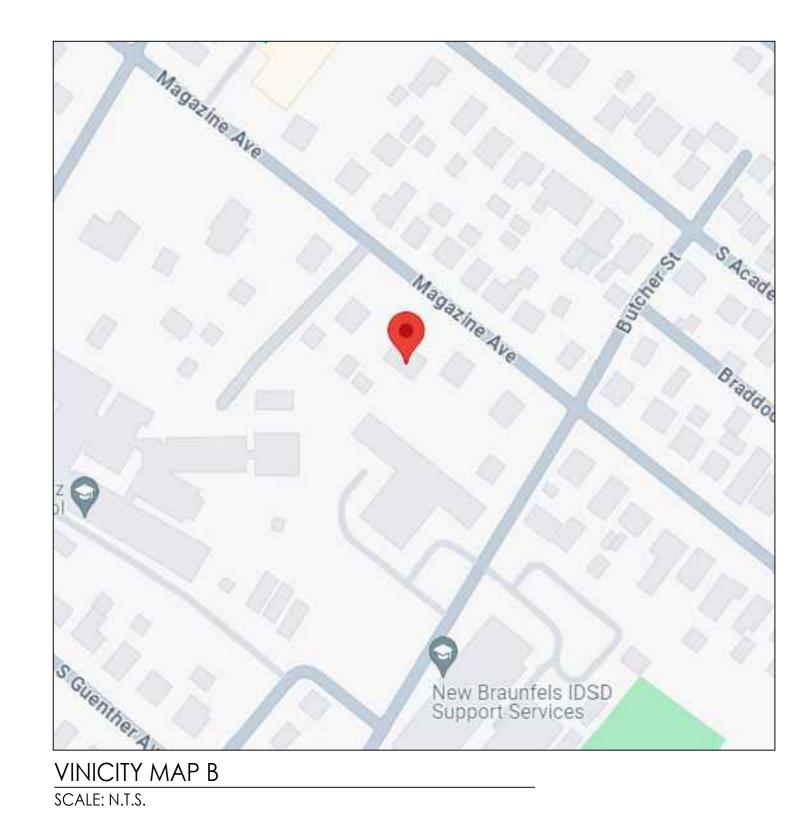
- 1. Additional Pictures
- 2. Drawings
- 3. 1949 Sanborn Map

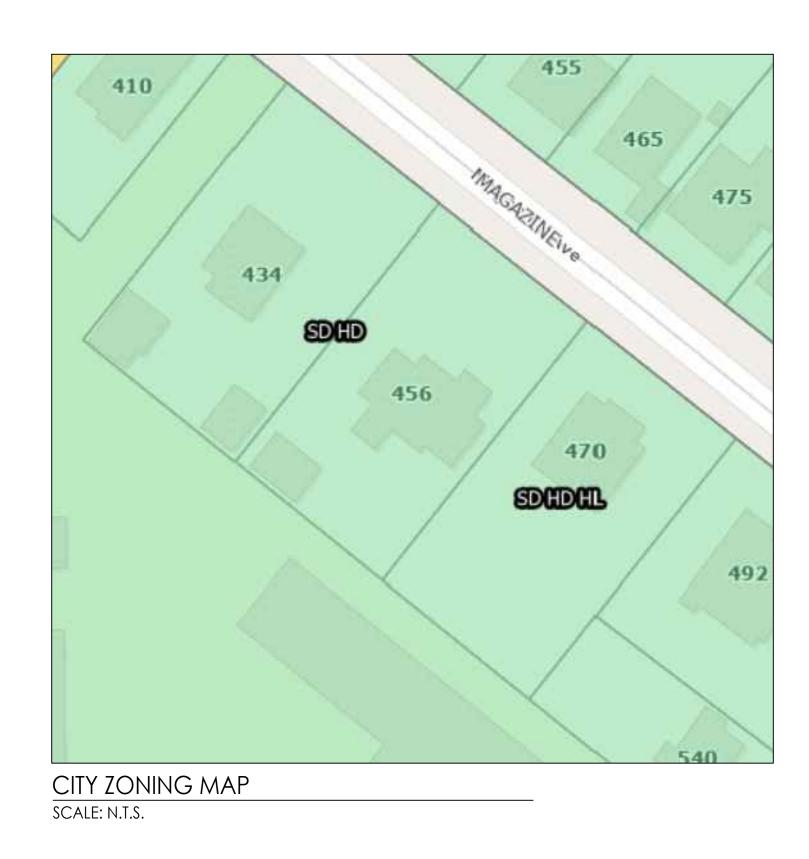


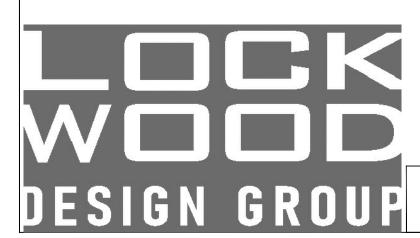
SCALE: N.T.S.



AERIAL MAP SCALE: N.T.S.







JULY 19, 2024

Property Details	
Account	
Property ID:	21
Туре:	Re
Property Use:	
Location	
Situs Address:	45
Map ID:	
Legal Description:	CI
Abstract/Subdivision:	CE
Neighborhood:	45
Owner	
Owner ID:	11
Name:	HÆ
Agent:	
Mailing Address:	12 SE
% Ownership:	10
Exemptions:	Fo
	on

COUNTY PROPERTY REPORT SCALE: N.T.S.

456 Magazine Ave New Braunfels, TX 78133 Residential Exterior Remodel

129	Geographic ID: 40000067200	
eal	Zoning: R3 HD	
56 MAGAZINE AVE NEW BRAUNFELS, TX 78130		
	Mapsco:	
ITY BLOCK 4058, LOT G (BLK 4058-4060)		
B4058 - CITY BLOCK 4058		
58D501		
06374		
ATHAWAY KATHLEEN A & WILLIAM F		
21 BOSQUE EGUIN, TX 78155		

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or privacy reasons not all exemptions are shown nline.

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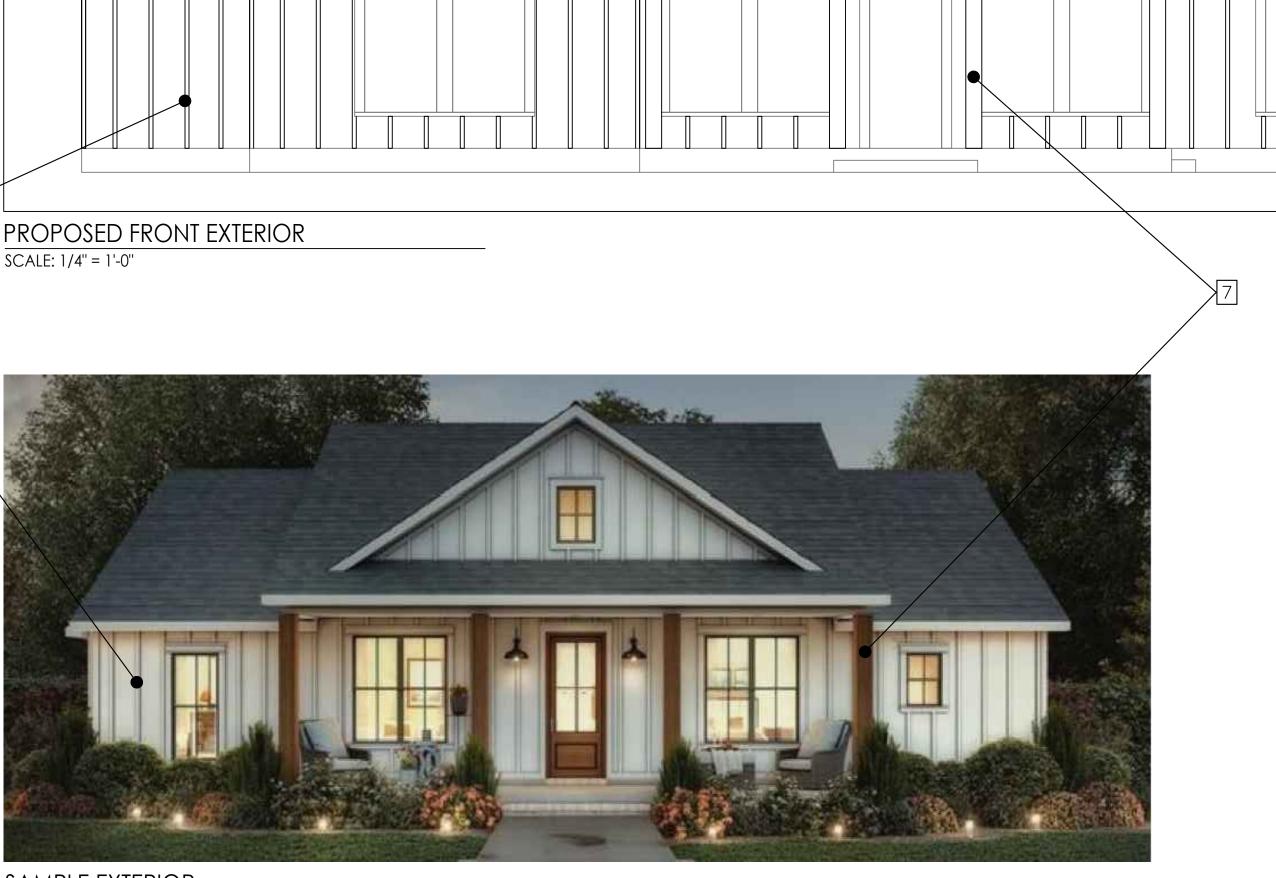
NOTES:

- 1. EXISTING SHINGLE ROOF TO REMAIN
- 2. EXISTING FASCIA TRIM AND RAFTER TAILS TO REMAIN
- 3. EXISTING WINDOW & DOOR TRIM TO REMAIN
- 4. REMOVE ALL SHUTTERS 5. ENCAPSULATE EXISTING SIDING WITH NEW SIDING
- 6. INSTALL NEW BOARD/BATTEN SIDING (18" O.C.) AROUND
- ENTIRE HOUSE (SEE SAMPLE PIC) 7. REPLACE EXISTING DBL PORCH COLUMNS WITH NEW 8X8 CEDAR COLUMNS (SEE SAMPLE PIC)

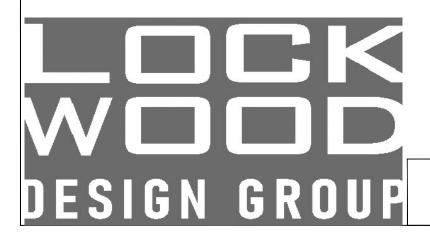
4 SCALE: N.T.S.

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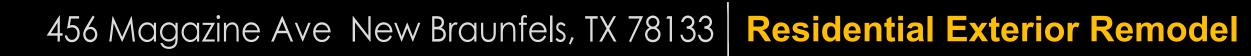




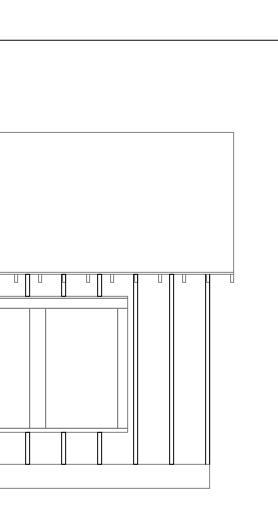
SAMPLE EXTERIOR SCALE: N.T.S.



JULY 19, 2024







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Agenda Item No. C)

PRESENTER:

Katie Totman, HPO

SUBJECT:

HLC Case HST24-252: Discuss and consider a Certificate of Alteration to install two (2) wall signs on the building at 219 E 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.

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- (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.
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- (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 structure located at 219 E San Antonio is a newly constructed commercial building and is in the Downtown Historic District.

b. **SIGNAGE** - The applicant is proposing to install two (2) LED lit wall signs on the building. One sign will be located on the front of the building that faces E San Antonio, and the second will be installed on the north wall, facing Muck & Fuss. The building is not of historic age and the size and location of the signs is compatible with the size of the building. **Criteria 9 and 10** say contemporary design for alterations to existing properties when they do not destroy significant material and that the design is compatible with the size and scale of the property.

RECOMMENDATION:

Staff finds that the proposed signs are consistent with the current criteria for approval based on finding b.

ATTACHMENTS:

- 1. Context aerial image
- 2. Property pictures
- 3. Signage mockup and renderings











FABRICATE AND INSTALL (1) ONE ILLUMINATED ALUMINUM SIGN.

TO HAVE ROUTED OUT GRAPHICS E 1/2" WHITE PUSH-THRU ACRYLIC / 3M#3630-141 GOLD NUGGET VINY (AS SHOWN).

SIGN CABINET TO BE PRIMED AND

WHITE LED ILLUMINATION. . .

	1
4 in +++ 1/2" PUSH-TRHU ACRYLIC END VIEW	(L) ST + FOUND RODET OF BAR Sign Design Project For: LOST + FOUND RODET OF BAR 219 E. San Antonio St. New Braunfels, Texas 78130 Date: 7.3.24
	Customer Approval
S/F INTERNALLY	 Date:
BACKED WITH	THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING
/ (L OVERLAY.	For you. It is not to be modified, copied, Reproduced, exhibited or shown to anyone outside your organization without written
PAINTED BLACK.	PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS. VIOLATION OF THE ABOVE, ENTITLES KELLER CUSTOM SIGNS & DESIGNS TO COLLECT FEES FOR ART AND STAFF TIME FROM THE CUSTOMER.
	CLIENT ACKNOWLEDGEMENT
	ALL SIGNS WIRED 120V UNLESS SPECIFIED OTHERWISE
	Sales Rep.: JD
	SCALE: 1/2" = 1'-0"
	Dwg.#: 82791-P ₆₃

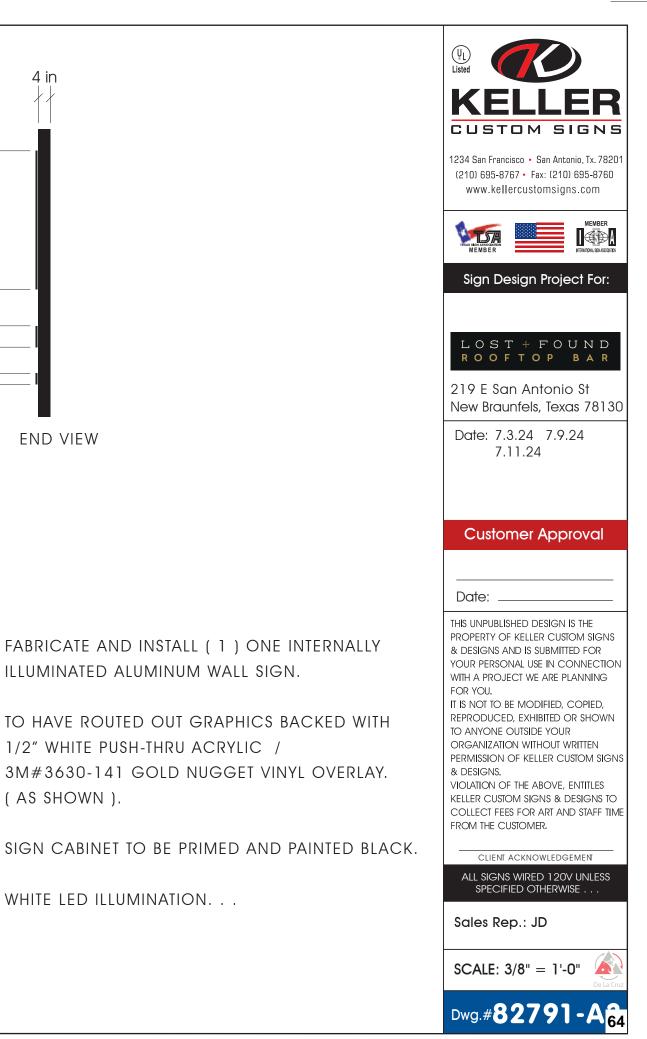




FABRICATE AND INSTALL (1) ONE INTERNALLY ILLUMINATED ALUMINUM WALL SIGN.

TO HAVE ROUTED OUT GRAPHICS BACKED WITH 1/2" WHITE PUSH-THRU ACRYLIC / 3M#3630-141 GOLD NUGGET VINYL OVERLAY. (AS SHOWN).

WHITE LED ILLUMINATION. . .





Agenda Item No. A)

PRESENTER:

Katie Totman, HPO

SUBJECT:

Procedures for acting on requests brought before the HLC. **BACKGROUND INFORMATION:**

We have had some instances where applicants/owners may not be present at meetings and the HLC chooses to take action on their case. While there is no language in the ordinance specifying that applicants are required to be in attendance, staff wanted to share the codified process and allow for discussion.



Agenda Item No. B)

PRESENTER: Katie Totman, HPO

SUBJECT: Cemetery Headstone Cleaning Workshop

DEPARTMENT: Planning

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

Staff has partnered with the Parks Department and the Cemetery Committee to create a headstone cleaning pilot program, the goals of which are to engage the community and teach the valuable skills of proper headstone cleaning and stewardship practices.