



**SCHERTZ HISTORICAL PRESERVATION COMMITTEE
1400 SCHERTZ PARKWAY, BUILDING 1
BOB ANDREWS CONFERENCE ROOM
SCHERTZ, TEXAS 78154**

**MINUTES
WEDNESDAY, MAY 28, 2025 AT 6:00 PM**

Call to Order 6:01pm

Board/Committee

Maggie Titterington
Angie Fain - Vice Chair
Kathleen Samsey
Roz Wise
Laren Dalton
Sophie Rodriquez

City Representatives

Zinnia (Zii) Reed - Administrative Asst.
Brian James - Deputy City Manager

Council Liaisons

Ben Guerrero - Councilmember Place 4

Introduction of Guests & Hearing of Resident

Jim Burdett	Deeds Collector/Schertz History Enthusiast
Rose Arispe	Community/Committee Applicant
Sarah & Court Hewell	Community/Historic Designation Grant Recipient
Raul Sorria	Community/Historic Designation Grant Applicant
Marlys Stahl	Photographer
Miguel Vazquez	President of the Schertz Civil War Cemetery Association
Mark Thorton	S.C.H.S.H.C.

Raul Soria, the owner of the Old Hospital at 805 Main Street, reported on the building's status. Over the past five years, he has remodeled the property, showcasing impressive before-and-after photographs. He expressed his desire to share the building's story. However, he noted that some repairs, including electrical work and exterior preservation, remain incomplete. Previously, the building operated as an

Airbnb, and it currently houses long-term tenants, including second-generation residents. Mr. Soria is seeking assistance, potentially through grants, to aid with exterior preservation efforts, such as fencing and landscaping.

Marlys Stahl, a local to Schertz for 12 years and photographer since February 2016, was commissioned by Vice Chair Angie Fain to capture the calendar photos for the upcoming SHPC calendar in April. She expressed her strong interest in history and passion for photography, which made this project ideal for her.

Jim Burdette, a Deeds Collector and enthusiastic historian of Schertz, is keen to join their committee and actively participates in SHPC meetings. He has shared captivating photos and deeds, starting with a 1954 aerial photograph of Schertz. This image highlights notable areas like Vulcan, Bolton, and Redmond (formerly known as Randolph Heights), along with roads such as Stringer Hill Road and Zeel Road. It showcases the Adolph Schertz Grain Company and illustrates Highway 1518 extending down Aviation Road.

Additionally, he provided a 1932 aerial view of Randolph, featuring Kitty Hawk and Cibolo Creek. In this view, Highway 1518 was identified as Civil War Road or FM 1620. The Lone Star Addition subdivision is located near Dobecks Field, and he has insights concerning Sheritt School, which was originally named Grant School and renamed in 1908, later becoming part of the Schertz Civil Level District Number Nine. Lastly, an 1841 survey revealed that the region utilized the old Austin and San Antonio Indian Trails, with no homes existing between Austin and San Antonio at that time.

Rose Arispe is a candidate applying to become a committee member. Originally from Schertz, she spent some time away due to her role as a military spouse. Nonetheless, as the saying goes, “there’s truly no place like home.” Rose has a deep interest in Schertz's history, having witnessed its growth over the years. She aspires to join the committee to contribute to the preservation of Schertz's heritage.

Miguel Vasquez serves as the president of the Schertz Civil War Cemetery Association. The organization is responsible for maintaining the Schertz Civil War Cemetery, which is recognized as a Texas State Historic Site, as well as a county and city site. The association is actively working on improvements for the cemetery, with a major upcoming project involving the installation of interpretive panels throughout the area, connected by a walking path. Miguel was invited by Brian to discuss grant opportunities to assist in completing the renovations.

Mark Thornton is an SHPC supporter and sponsors the History Club at Clemen's High School. He also collaborates with the Church Political Preservation Society on a variety of projects.

Cort and Sarah Hewell attended March's meeting to secure historical preservation for their home, which was successfully accepted. They were present to discuss the details of the grant.

Discussion and/or Action Items

1. Minutes - Consideration and/or action regarding the minutes of the regular meeting of the April 23, 2025 meeting.

Roz Wise made a comment regarding the inclusion of age in the minutes, suggesting it be excluded. A recommendation was made to approve the minutes with removal of this information. The committee agreed. It was also suggested to alter the terminology for the introduction of guests. Instead of stating that Rita Arispe "joined," it was recommended to use "attended," emphasizing the distinction between attending and joining for committee members v.s guests. Maggie Tiiterington motion to approve the minutes with the proposed changes and seconded by Roz Wise.

Motion passed unanimously

2. Review of Financial Statement - Acceptance of Financial Reports from October 2024 to April 2025

The committee reviewed the financial reports for the period from October 2024 to April 2025. The reports have been organized using a standardized template format.

Monthly Tracking: Expenses and revenues are now reported in the month they occurred, rather than the month they were processed by finance, to provide a clearer picture of financial activities.

Timely Receipt Collection

Brian James' discussion with Zii Reed and the committee led to an agreement to collect receipts for expenditures and revenues promptly. This ensures accurate monthly records, even if payments are processed later. For instance, sales from events at the end of a month will be recorded in that month to avoid discrepancies. The only exceptions noted were if charges for street signs and calendars will be processed once the work is completed, regardless of the fiscal year in which it occurs.

Clarifications on Donations and Sales

It was noted that some items are classified as donations rather than sales, possibly due to previous decisions. Direct donations are recorded separately, while shirt sales are treated as donations and book sales as sales, with applicable sales tax deducted. The report format has been reviewed and deemed clear and effective for future reporting.

Storage Fees: Storage fees were not encumbered this year and are being paid as they arise, as reflected in the expenditures section.

Event Tracking: A recommendation was made to include event details related to book sales in future reports for better tracking.

Roz Wise made the motion to approve, seconded by Angie Fain.

Motion passed unanimously.

Payment requests and further financial discussions were deferred to maintain order, to be discussed later in the meeting

3. **Committee Membership Update -**

Two vacancies were discussed during the meeting. Rose Aristi was introduced as a prospective committee member. Maggie Titterington & Kathleen Samsey interviewed her, expressing enthusiasm about her potential contribution. Maggie Titterington made a motion to welcome her to the committee, which was seconded by Angie Fain.

Motion passed unanimously.

Kathleen Samsey inquired about the current number of committee members, noting a discrepancy between the agenda, which stated two vacancies, and the handout distributed at events. She sought clarification on whether the committee is limited to 14 members or if other guidelines apply. The current understanding is that there are ten members, but this will be confirmed due to potential outdated information. It was noted that after former member, Miguel's departure, the bylaws were updated to reduce the number of members and include three non-residents.

Rose Arispe was reminded that she received a positive recommendation from the Planning and Zoning Commission and will present to the City Council on June 17. Following this, she will officially become a member but is encouraged to attend meetings in the interim.

Roz Wise made a suggestion to update the roster to indicate resident and non-resident vacancies, which could assist with recruitment efforts. Brian James emailed the city secretary for clarification on current residency statuses. It was confirmed that there are three non-resident members on the committee. The committee will reconvene to verify these details and ensure all members are informed for the next meeting.

4. **Updates**

• **Consideration of Main Street Preservation Grant for 420 Curtis Avenue**

Brian James led the discussion about the Main Street Preservation Grant for 420 Curtis Avenue, qualifying the property for a historic preservation grant of up to \$20,000 for roof replacement, approved by City Council. The grant functions as a 50/50 matching fund, with payment processed after work completion, including permits and final inspections. The total roof cost is over \$40,000, with the grant covering half.

Additional Annotations

- Roof replacement is typically done in one phase, but owners can complete segments for cost management.
- The city does not verify contractor payments before reimbursement, aiming to expedite payment within a week if requested.
- The proposed standing-seam metal roof meets Secretary of the Interior standards, allowing modern materials while preserving the historic character.
- Roofing costs rise from removing original wooden shingles due to fire hazards, with estimates based on building inspections.
- Homeowners can choose any contractor, with the city offering a list of compliant local options.

Maggie Titterington made motion to approve the grant, Roz Wise seconded.

Motion passed unanimously.

It will be presented to the City Council on June 17th, likely in the consent agenda.

- **Office 365 Usage Inquiry:**

Brian James raised a question about the familiarity of Microsoft Office 365 among participants. Most of the committee are versed in using the application. A brief overview will be provided on accessing and using Office 365. If any participant remains uncertain after the overview, individual sessions can be arranged.

- **Preservation Grants for Multifamily Projects and Cemeteries**

The discussion on preservation grants for multifamily projects and cemeteries focused on proposed amendments and grant eligibility. The two grant types being:

- ***Historic Grant:*** Recommended for approval and applicable to commercial and residential structures/properties, initially only aimed at single-family homes. Eligible for limited residential repairs (roof, foundation, walls) and a broader range of eligible improvements for commercial properties.
- ***Main Street Local Flavor Grants:*** Primarily targeted to businesses.

Key points included:

- Raul Sorria's old hospital (now an apartment complex) raised classification questions, as zoning views it as residential while building codes treat it as commercial.
- Consideration to classify buildings with three or more units as commercial for grant eligibility.
- Definition of multifamily housing as having three or more units, distinct from duplexes.
- Debate on treating apartment complexes as businesses for grants and concerns about defining multifamily housing for those leasing rooms

Recommendations were made to address whether to expand the historic grant to include site improvements, particularly for landmark properties without structures. The committee decided to limit site improvement grants to properties lacking structures to maintain clarity and avoid potential misuse of grants.

A suggestion was made to classify multifamily/apartment buildings as commercial for grant purposes was proposed, followed by a vote. The meeting concluded with the need to clarify guidelines on grant eligibility.

- **SHPC Policies and Procedures**

With the committee in possession of both Chris Hormel's revision and the updates from Brian James and Maggie Titterington (included in the agenda), the committee reviewed and discussed the revised version by Brian James and Maggie Titterington Policies & Procedures. Previously, Chris emphasized merging the bylaws into policies and procedures for clarity. However, concerns arose regarding potential confusion since bylaws require city council approval, while policies do not.

Content Clarification: Maggie Titterington and Brian James removed the following elements inappropriate for policies, such as:

- Purpose and Responsibilities, which should be in the bylaws.
- Unnecessary Terms and Definitions were also eliminated.

The committee aims to prioritize policies that remain relevant, to avoid conflicts and to

maintain and operate from stable, essential policies.

A streamlined version of the policies and procedures was proposed to include the following:

- Mailing address for correspondence
- Meeting scheduling guidelines
- Committee processes for running & resignations
- Publication and forms
- Property & Artifacts
- Designation & Heritage
- Member expenses & vouchering
- Appendices A and B should be combined into a single page for purchases to enhance clarity and efficiency.

The vote on the document will be tabled until next month for further review by the committee.

● **Calendar**

The discussion on the calendar was initiated but a decision was made to table the calendar discussion for next month's meeting.

● **Gift Request Protocol**

Angie Fain is currently drafting a letter to request gifts. Maggie Titterington requested a copy to review, noting that a draft generated with ChatGPT seemed effective and welcomed others to review and modify it as needed. Appreciation was expressed for the efforts made. A follow-up was requested on any remaining items that require voting.

● **Event Support and Planning**

● *Good Shepherd's Catholic Church Event - May 24, 2025*

The recent event held at Good Shepherd's Catholic Church took place on Saturday, May 24th. Kathleen Samsey led the event, setting up and organized using a checklist created as a result from prior events, which proved to be useful and a learning opportunity. Roz Wise joined in to support the event while Kathleen Samsey subsequently drafted and completed an after-action report.

● *Trivia Night*

The committee agreed to set up a display/promotional table at Trivia Night. Kathleen Samsey volunteered but was aware of others' commitments. Maggie Titterington underlined the necessity for supporting additional events would require shared responsibilities and ample support from committee members. Discussion included whether to offer books and T-shirts at the table, which might limit support for the Trivia Night Event activities. It was noted additional help is required for the table management if so.

● *Fall Farmers Market Vote*

The committee considered supporting an additional farmer's market event in the fall, with a potential timeframe for October or November. The goal was to have the

calendars ready and printed by October, aligning with the event. Maggie Titterington expressed support of the fall farmers market, contingent on volunteer availability. While no specific date has been set, it is typically held on the first Saturday. Kathleen is to confirm the date by September 30, moving forward with the decision to support the fall farmer's market.

Kathleen Samsey made motion to support the fall farmer's market, Roz Wise seconded, followed by voting.

Motion passed unanimously.

- **Planning for Upcoming Events**

- *Event Support Materials/Budget*

Kathleen Samsey proposed a vote in reference to last month's discussion about allocation of funds for table support, as recorded in the minutes. A proposal has been made for the committee to approve approximately \$300 for purchasing event support items. Of this amount, \$100 is intended to be kept to initiate the cash box for change. A draft shopping list has been prepared for the committee members to review.

The proposed purchases include a lantern and flashlight for the storage unit, due to low visibility, along with holders, a protective box for brochures, and a donation box. The expected total is below \$200, but an approval for this budget is requested.

Kathleen will manage the \$100 cash. It is anticipated that the shopping will be done collaboratively, ensuring the \$200 limit is not exceeded.

Maggie Titterington made a motion to approve up to \$300 for these expenses, seconded by Lauren Dalton.

Motion passed unanimously.

- *Upcoming Cemetery Event in Mid-October*

The cemetery is set to host an event in mid-October. Miguel has extended an invitation to the committee for support, and he will reach out as the date approaches. Though Kathleen Samsey is serving as champion for event support, as Chair, Maggie Titterington will assess whether the committee can proceed with additional events. Although Miguel merely suggested the idea, awareness of the October event is beneficial for planning purposes.

- *Checklist Draft/Update*

Kathleen Samsey has indicated that the final draft of the form, checklist, and other related materials is expected to be completed by next month. Upon approval, these documents may be included as an appendix to the policies and procedures. The process for cash submission is still under development, with details yet to be finalized.

- **Historic Street Signs**

- *Design Elements*

The signs presented featured the street name "Aviation Heights" in script on a metal

plate. Questions arose regarding the orange color and the inclusion of the city seal. While the design is favored, The public affairs team suggested that a black and white seal version might appear cleaner and more straightforward. A decision on preferences is still pending though the blue/yellow seal option was agreed by the committee to be more eye-catching.

- *Decision on Color*

The blue/yellow seal option is more favored, but a vote indicated support for the blue/yellow: seal: 12 in favor, 3 opposed, and 4 abstaining. The recommendation is to start with Aviation Heights to assess the design's impact before expanding to other neighborhoods.

- *Heritage Neighborhoods*

Clarification was provided regarding the three heritage neighborhoods:

- The old Shaffer family neighborhood (a residential area south of 78 at First Street).
- Aviation Heights, as discussed.
- The Comal Settlement area, which lacks city streets and is therefore unable to support street signs.

Proposal to City Council

A workshop presentation to the city council was proposed to pitch the idea.

Anticipated Feedback

Potential opposition may arise from residents, if alternative neighborhood names are used. Plans may need to be reassessed if there is significant push-back.

Timeline and Budget

The committee aims to add this on the agenda for June or July City Council meeting, with a potential roll-out in the fall. Estimated costs range from \$6,000 to \$8,000, covering materials and labor.

- **Request for Information and Future Agenda Items**

Roz Wise inquired about the process for submitting agenda item suggestions, noting that her ideas often develop just before finalization, about a week in advance. She expressed the need for a system that accommodates late-arriving agenda item suggestions. Brian James proposed a structured approach, suggesting that at the conclusion of meetings, members should have the opportunity to propose agenda items. The committee could then review and vote on these suggestions.

Brian James emphasized the importance of a dedicated agenda item submission protocol, to ensure consensus on what should be included. For time-sensitive matters arising between meetings, he advised emailing Chairperson Maggie Titterington to assess urgency. If deemed non-urgent, it could be raised at the next meeting for group discussion or vote. Roz Wise queried the cutoff date for agenda submissions, suggesting ten days before the meeting, and asked about the typical agenda

distribution timeline. Brian James clarified that the agenda is generally distributed to the board the Wednesday before the meeting, necessitating suggestions by the preceding two Mondays. This timeline helps manage last-minute submissions to Chairperson Maggie Titterington.

● **Event Support Budget and Material Requests**

Roz Wise revisited a discussion from the previous month regarding the purchase of a screen for professional displays of photos and the committee's mission, to furnish at our events. She asked if there were any objections to the screen purchase, noting that unless the cost exceeds the initial budget significantly, it aligns with previously discussed event-related purchases.

Kathleen Samsey proposed increasing the initial budget by a few hundred dollars, setting a total of \$500 for the necessary items, including the screen.

Chairperson Maggie Titterington stressed the need to specify the desired screen type and suggested revisiting the topic in June. She noted that while it could be included in the current budget, other expenses would need approval, and the motion was amended to raise the initial cap from \$300 to \$500. Kathleen Samsey and Roz Wise will finalize the details. Chairperson Maggie Titterington requested Roz Wise to provide a screen sample and price within two weeks. The topic will be reviewed and voted at the June Meeting.

5. Request & Announcements

Agenda Items Tabled/Postponed/Requested:

- IT department on SharePoint email addresses will be postponed due to a busy agenda
- Clarification on current residency statuses
- Calendar Status
- Trivia night summary/feedback
- Event support materials - Decision on requested purchase of screen or display
- The presentation on the interpretation of the German Bible is postponed until next month

Adjournment/Next Meeting Date

- The meeting was officially adjourned at 7:27 PM.
- Wednesday, June 25, 2025 6:00 PM, Bob Andrews Conference Room

CERTIFICATION

I, ZINNIA REED, ADMINISTRATIVE ASSISTANT, CITY MANAGEMENT OFFICE, OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE _____ DAY OF _____, 2025 AT _____ WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

ZINNIA REED

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE CITY COUNCIL WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON _____ DAY OF _____, 2025. TITLE: _____

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