



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

**MINUTES  
THURSDAY, SEPTEMBER 4, 2025 AT 6:00 PM**

**Call to Order 6:01pm**

**Board/Committee**

Maggie Titterington - Chair  
Kathleen Samsey  
Sophie Rodriguez  
Rose Arispe  
Jim Burdett

**City Representatives**

Brian James  
Zii Reed

**Introduction of Guests**

**Discussion and/or Action Items**

**Minutes**

The approval of the meeting minutes from July 23rd was addressed, with Chairperson Maggie Titterington inquiring whether members had reviewed the minutes and if there were any questions or corrections. As there were none, Sophie Rodriguez motioned to accept the minutes as presented, which was seconded by Rose Arispe.

*Motion passed unanimously (5-0)*

Attachments:

SHPC JUL25 Minutes

## **SHPC Membership Updates** *(9 of 14 seats currently occupied, 3 of current hold non-resident status)*

Chairperson Maggie Titterington began by providing an update on SHPC membership. Kathleen Samsey requested clarification on the total number of board members. She highlighted the necessity of having precise information to communicate for upcoming city events that the committee supports, especially regarding the number of available positions.

Maggie Titterington acknowledged that while the capacity is currently set at 14 seats, achieving a quorum may prove difficult. Although the website indicates 14 seats, there have been previous discussions about potentially reducing this number.

The discussion then transitioned to finalizing the checklist for event support, with an emphasis on collecting accurate information for those interested in joining. It was pointed out that there are currently 5 available seats, all of which must be filled by Schertz residents, as the 3 spots designated for non-residents are already taken.

### **Review of Financial Statement**

The review of the financial statements and the acceptance of the financial report for July 2025 have been completed. There was some uncertainty about whether the cash in the bank includes the total allocated annual budget. Although it is thought to be separate, confirmation will be sought from the city's finance department to clarify how this distinction aligns with the annual budget and the separate bank cash.

The financial report indicates that up to \$12,552 can be spent this year. Any additional funds drawn from the cash in the bank will require approval from the City Council.

Current inventory remains unchanged, as no activity occurred in August. Kathleen Samsey motioned to approve the financial report, and Sophie Rodriguez seconded the motion. Motion passed unanimously (5-0)

Attachments:

SHPC JUL25 Financial Report

### **Updates**

**Outlook 365:** Champion, Brian James

Zii Reed distributed printouts of the instructions for setting up email accounts and accessing documents via SharePoint on Office 365. The process involves creating new email profiles and accessing documents stored on SharePoint. Sophie Rodriguez noted that she already uses SharePoint at her workplace and asked about managing multiple accounts.

Brian James clarified that the new 365 email should be used exclusively for all SHPC business communication to ensure clarity for open records requests. With that said Zii Reed inquired about updating the business cards with the new email contacts, the committee agreed to update business cards with the new email

addresses.

The committee emphasized maintaining original files in SharePoint while saving edited versions separately with clear labels to avoid confusion. Zii Reed highlighted adjusting permissions to allow access without editing to maintain version control. They stressed the importance of downloading copies for editing to keep originals intact.

Chairperson Maggie Titterington noted that once the members' 365 profiles were established, all documentation—such as event forms, policies, and procedures—would be organized and stored together within the SHPC SharePoint. She also referenced the G drive, which is being utilized in a similar manner, and highlighted the efforts of the Mark Thornton & Samuel Clemens History Club in cleaning up and sorting the files. They successfully organized the documents, enhancing their navigability and readability. Although it was a significant undertaking, the History Club made noteworthy strides.

**Chairperson Titterington kindly requested to prioritize the Main Street Preservation Grant on the agenda to prevent delays for Court Hewell, who was attending as a guest to discuss the status of his grant.**

**Main Street Preservation Grant:** Brian James

*420 Curtis, at the intersection of Curtis and Lindbergh*

Court Hewell was in attendance to sought approval from SHPC for the opportunity to present his Main street Preservation grant to the council at the upcoming meeting on the Sept.16th. Previously, the property had been designated as the Landmark property in May. Following this, an application for the Main Street Preservation grant was submitted, which was discussed in late May and subsequently presented to the council in June. The council decided against using the grant for the main structure, choosing instead to allocate funds for the detached garage and carport.

The property consists of two detached structures, one of which is believed to be over 50 years old, qualifying it for the grant. The estimated cost of the work is \$18,250, with the grant covering up to half of that amount. The new roof is planned to match the style and color of the one approved for the main house.

Brian James continued by presenting the property's visuals, included images of the detached garage, carport, main house, and older structures. During the discussion, questions were raised about the property's visibility from the street and the purpose of the grant. It was clarified that the grant program aims to preserve historic structures, irrespective of their visibility from public roads. The discussion emphasized that while aesthetic considerations are part of the grant's intention, the primary goal is preservation.

In conclusion, the grant program's intent is to support the preservation of historic structures, which are costly to maintain. If the property owner agrees to invest 50% of the costs, the city will cover the remaining amount to help maintain the building's integrity.

After ensuring there were no further questions or objections, Sophie Rodriguez motioned for approval Jim Burdett seconded. The proposal was approved with no opposition. Motion passed unanimously (5-0)

**SHPC Policies and Procedures & By-Laws:**Champion, Maggie Titterington / Support, Brian James

Chairperson Titterington noted the various policies & procedures, and bylaws seemed to have reached a satisfactory conclusion of it's current version. The committee agreed that the latest versions of the documents be uploaded to the SharePoint site, to prevent the circulation of outdated copies and ensure that access to the most accurate information.

**SHPC Then & Now Calendar:**Champion, Roz Wise

As the meeting progressed, the discussion shifted to the calendar project. Although Roz Wise was absent, the group had previously heard a discussion about it. A final version had been sent out after Roz Wise requested a few more edits for clarification. There was no feedback received from the group, raising the question of whether an acceptance was needed. The consensus was that no formal acceptance was required.

It was also mentioned that the Printer/Publisher would take care of formatting. If any wording issues or other errors occur, they should be corrected prior to submission, as the printing and publishing process does not involve proofreading. They will specifically utilize the provided content and format it according to our chosen templates. A final proof will then be presented for the committee's approval before moving into production.

Regarding the calendar's historical content, there was a suggestion to review it with a critical eye to ensure accuracy. The calendar requires correction to ensure the sequence of events are accurate, particularly in the hospital section where the timeline currently appears reversed. A subcommittee was proposed to conduct this review and ensure the calendar was accurate and up to date and prepped for production. Kathleen Samsey, Jim Burdett, Roz Wise, and Chairperson Titterington volunteered as the subcommittee for this portion of the process.

A timeline was established for the subcommittee to review and finalize the content, with the goal of completing the final draft by the next SHPC meeting on September 24th. This draft is intended to be ready for sale and distribution by the holiday season. The meeting concluded with an agreement to schedule a subcommittee meeting the following week to advance the calendar review and finalization process.

**City Event Support:**Champion, Kathleen Samsey / Support, Roz Wise, Zinnia Reed

Kathleen Samsey reviewed the events planned for the year. The committee

demonstrated commitment to the Holidazzle event and is also considering additional activities, including: Schertz Harvest Fall Farmers Markets, scheduled for either October 8 or November 1 and the Schertz-Cibolo cemetery event on October 18th .

The committee agreed to support the cemetery event on October 18, with Rose Arispe and Sophie Rodriguez confirming their participation. Maggie proposed a motion to support this event, which was seconded by Sophie Rodriguez. Rose Arispe and Sophie Rodriguez also confirmed their attendance, along with the possibility of Kathleen Samsey attending, depending on her work schedule, for the November 8 farmers market.

Furthermore, the committee will discuss additional support for each of the events. Kathleen Samsey motioned to support the November 8 event, Rose Arispe seconded the motion. The motion passed unanimously.

Kathleen Samsey emphasized the importance of logistical preparations, including securing supplies from storage and managing finances. An updated checklist for event support was presented by her, designed to streamline preparations and clarify the roles of volunteers.

Chairperson Titterington has requested that the committee review the checklist during the upcoming meeting; however, no vote will be necessary. Brian James expressed confidence in the committee members to fulfill their responsibilities for a successful event based on the existing checklist, eliminating the need for a formal vote.

Kathleen Samsey will be finalizing the shopping list for city event support supplies, emphasizing lightweight and portable items. She also suggested to Brian James, potentially coordinating with Public Works for SHPC event signage to display at our supported events.

**Landmark Properties:** Champion Becki Babcock, Support Brian James

In Becki Babcock's absence, the Landmark Property topic commenced with members from Landmark Properties discussing and reviewing the signage design mock-ups and funding options. The group revisited some ideas they had previously considered, ensuring everyone was on the same page. They highlighted a preferred template, noting its popularity among the team. Brian James, suggested an 18" X 18" design for commercial properties and a smaller, 8" X 8" version for residential properties. The rationale was that residents preferred more manageable sizes for placement.

Brian James then spoke on the materials and costs associated with the signage. Stainless steel was proposed, as it was more affordable than bronze. There was a

discussion about pricing, with an estimate of around \$400 for the signs, though no exact price had been secured. It was suggested that if a preferred design could be sourced at a comparable cost, they would proceed with it. Otherwise, a more standard design would be considered.

Funding was another critical topic. The committee deliberated on whether applicants should bear the cost or if an application fee should be introduced. However, Brian James recommended and it was generally agreed by the committee that, at present, it is within budget and should not burden applicants unnecessarily. If the demand increased significantly, the city and committee would reassess the approach.

The meeting then touched upon a logistical matters, including the placement of signs and their alignment with historic designations. Brian James acknowledged a potential discrepancy between survey maps and official designations, which might require some amendments.

Attention turned to an upcoming cemetery event, with plans to discuss landmark signage and designation. Dr. Miguel VAzquez of the Schertz-Cibolo Cemetery Association was expected to present, but was not present and his absence left some uncertainty. An annual meeting notice for the Schertz-Cibolo Cemetery Association scheduled for September 27th, noting a change in venue, was shared for the committee's review.

The committee aims to have a special presentation ready for October 18th, coinciding with a celebration event. If the signage could be prepared in time, it will be planned to present at the Schertz-Cibolo Cemetery Association Event.

## **Requests and Announcements**

### **Adjournment/Next Meeting Date**

- Wednesday, September 24, 2025, 6:00 PM, Bob Andrews Conference Room
- Meeting Adjourned at 7:02 PM.