



Historic Landmark Commission Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Tuesday, February 17, 2026

6:30 PM

The Historic Landmark Commission of the City of Castroville will meet in the Regular Called Meeting beginning at 6:30 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.

I. Call to Order

II. Roll Call

III. Citizen Comments

The Board will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual board members or staff; stand at the podium, speak clearly into the microphone and state your name residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. In accordance with the State Open Meetings Act, the Board is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

IV. Approval of Minutes

a. Minutes for January 20, 2026.

V. Discussion and Action Items

a. Discussion and action on a Certificate of Appropriateness for 614 Berlin.

b. Update and discussion on the Historic Preservation Code Amendments proposal.

VI. Discussion on Future Agenda Items

VII. Adjourn

Accessibility Statement

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

Non-Discrimination Statement

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on February 10, 2026 before 3:00 p.m.

/s/ Debra Howe

City Secretary

09 FEBRUARY 2026 / LETTER OF RECOMMENDATION

Certificate of Appropriateness

614 Berlin, Castroville, TX 78009 (formerly 1715 Amelia Street)

February 9, 2026

APPLICANT:

Mickey Conrad
210.639.1339
mickeyconrad@yahoo.com

RE: 614 Berlin Street (formerly 1715 Amelia Street) – Alteration Review

The above-referenced report and plans were reviewed by the City of Castroville’s Historic Preservation Officer for compliance with the City Ordinance No. 2017-004, Ordinance No. 2017-005, Exhibit A, Article IV, Section 2, Subsection A “Special Historic District and Landmark Regulations” and the Castroville Zoning Ordinance Article IV, Section 2B, Overlay Design Guidelines for Historic Properties. We are providing the following comments based on a cursory review of the submittal; additional comments may be generated upon the re-submittal:

DESIGNATIONS	
Historic Zoning (HE/CG)	x
THC 1969 Survey	
THC 2002 Resource	x
Other Historical Designation	

Please provide a comment response letter with subsequent submittals.

COA APPLICATION

Per Castroville City Ordinance No. 2017-005 Exhibit, A(VII)(3), the applicant HAS met all COA application requirements.

ALTERATIONS

Per Castroville City Ordinance No. 2017-005 Exhibit, A(III)(1), alteration means any construction or change to the exterior of a building site, or structure. Alterations shall include, but not be limited to, the changing to a different type, style, or size of roofing or siding materials; changing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, columns, balconies, walls, steps, signs, or other



123 Parland Place, Suite 100
San Antonio, Texas 78209
210.549.2588
work5shop.com

09 February 2026 /
Letter of Recommendation
Certificate of Appropriateness
614 Berlin Street (formerly 1715
Amelia Street),

ornamentation; the changing of paint color; regarding; dismantling, removing or moving of any exterior features or demolition. Alteration does not include routine maintenance.

Therefore, per Castroville City Ordinance No. 2017-005 Exhibit A(II)(22)(b), reconstruction, alteration, addition, stabilization, restoration or rehabilitation of a site or structure designated or pending designation as a historic landmark or district shall be reviewed by the Historic Landmark Commission. Also, per Castroville City Ordinance No. 2017-005 Exhibit A(VII)(4), material changes in any doors, roofs, windows, stonework, woodwork, light fixtures, signs, sidewalks, fences, steps, paving and/or other exterior elements visible from a public right-of-way which affect the appearance and compatibility of any structure or property designated or pending designation as a historic landmark or district shall be reviewed by the Historic Landmark Commission.

Alteration Comments

1. The proposed scope of work is consistent with Castroville’s Design Guidelines. Approval of the amended scope is recommended, with all previously approved conditions and elements remaining in effect.

All submittals should be submitted to the City of Castroville. A comment response letter shall be provided. Please contact Breana Soto at breana.soto@castroville.tx.gov if you have any further questions.

Regards,



Selina Angel | City of Castroville Historic Preservation Officer | Work5hop



CITY OF CASTROVILLE

Little Alsace of Texas

Section V, Item a.

Permit Number: <u>2026038</u>
Submittal Date: <u>2/6/26</u>
<i>office use only</i>

Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

permits@castrovilletx.gov

Certificate of Appropriateness Application

Property Information	
Project Address: 614 Berlin (formerly 1715 Amelia)	Zoning: HE
Legal Description: Lot 5&6 Block 4 Range 11	Subdivision
Landmark Name:	

Owner Information	
Owner Name: MICHAEL & CYNTHIA CONRAD TRUST	
Mailing Address: 310 MADISON, SAN ANTONIO, TX 78204	
Phone: 210-639-1339	Fax: _____ Email: MICKEYCONRAD@YAHOO.COM

Project Description
Renovation / restoration of the original 1870's structure and selective demolition of the subsequent additions (circa 1950s and later). New addition to the original structure and detached accessory structures. This request is to amend the HLC CoA dated October 22, 2025.

Any application that is missing information will be considered incomplete and will not be processed. Please see the list of application requirements on the following page.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of project will be complied with whether specified or not. I certify that I have read Article IV, Section 2 (entitled "Special Historic District and Landmark Regulations") of the Comprehensive Zoning Ordinance of the City of Castroville and will comply with all regulations found therein. The granting of a Certificate of Appropriateness does not take the place of any required building permit and does not presume to give authority to violate or cancel state or local law.

Michael N Conrad
2026.02.06 11:55:43-06'00'

Signature of Applicant: _____ Date: _____

**614 BERLIN (formerly 1715 Amelia)
AMENDMENT to HLC October 22, 2025 CoA**

Request No 1. - Restore original gable end wood siding

During the demolition process I discovered that the gable end on the southwest side of the historic structure was originally wood siding over original wood framing. Initially I thought the metal lath & stucco was installed over a non-original wood substrate, but upon further investigation above the ceiling we found the gable end framing members match the wood of the other original roof framing members and the top of the stone wall matches the height of the adjacent two walls on the eave sides. In other words, this gable end never had stone as I originally thought it had. My intent is to remove the metal lath and plaster and repair the original wood siding in lieu of building a stone wall that was never there. The attached photos document the original construction.



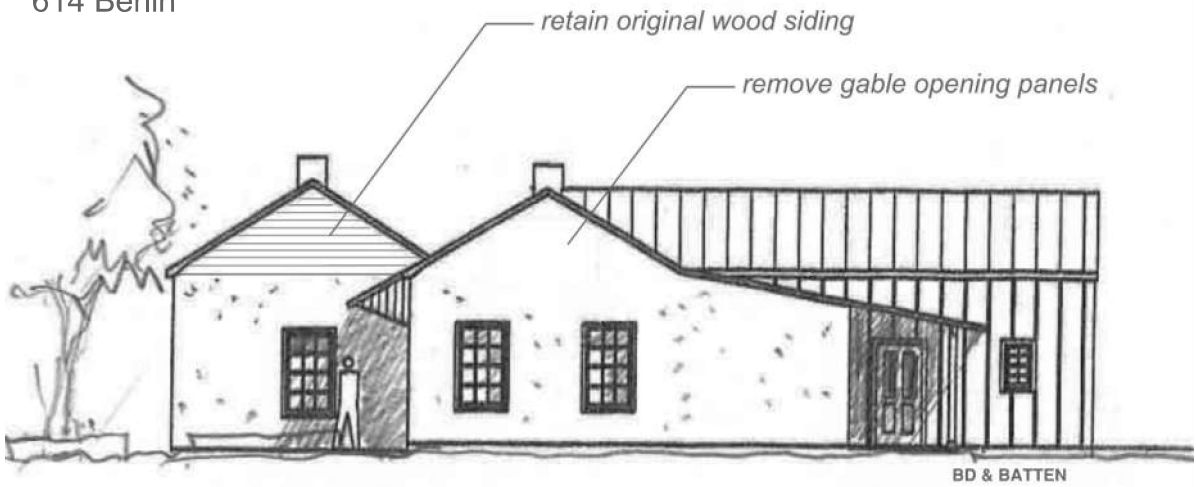
Photos of the inside of the southeast gable end. The wood plate at the top of the stone wall matches the other wall plates and the studs are the same species and vintage of the original roof rafters.

614 Berlin



Progress photos of removing the metal lath and stucco over the original wood siding.t

614 Berlin



Historic House House Addition

SOUTHEAST ELEVATION

Request No 2. - Remove gable opening panels on the addition

I request to remove the two opening panels on the gable of the southeast elevation on the new addition as shown on the drawing above. These openings will serve no purpose on the addition since the attic will be unvented with sprayfoam insulation installed under the roof deck. Although many of the historic Alsatian homes have double or single gable end windows or access openings to sleeping lofts, there are also examples of gable ends without openings such as the house at the corner of Amelia & Madrid across the street of the Braden Keller Center in the photo below.



21 JANUARY 2026 / PROPOSAL

Ms. Breana Soto
Community Development Director
City of Castroville
703 Paris Street
Castroville, Texas 78009

Re: City of Castroville Historic Preservation Code Amendments

Dear Breana:

We appreciate the opportunity to submit this proposal for historic preservation and planning services related to amendments to the City of Castroville’s Historic Preservation Code. Our understanding is that the project will include a series of workshops and formal presentations with the Historic Landmark Commission, City Council, and potentially the Planning and Zoning Commission to identify areas of the code that require updates or revisions. The primary scope of work includes four workshops, with the option to add a fifth workshop if needed. The scope also includes drafting proposed code revisions and presenting them to the appropriate boards, commissions, and City Council for consideration and adoption.

Base Project Scope, Services, and Deliverables

We will coordinate with the Community Development Director to schedule workshops and formal presentations with the appropriate boards, commissions, and City Council. Prior to each workshop, we will prepare and distribute study materials based on our research. Each workshop will focus on identifying historic preservation code provisions that require updates or revisions. Following each workshop, our team will prepare a recommendation memorandum summarizing the discussion, analysis, and areas of consensus. We anticipate conducting four workshops, with the option to add a fifth meeting if needed.

In addition, we will complete the technical work associated with rewriting the historic preservation section of the code and will provide draft amendments to the appropriate entities for review prior to adoption. We will revise the drafts as necessary and present the final historic preservation code amendments to the appropriate entities for consideration and adoption.

Fee and Commencement

Proposed fees have been generated using estimates of time and our standard rates. We propose fees as follows:



123 Parland Place, Suite 100
San Antonio, Texas 78209
210.549.2588
work5hop.com

Base Scope

Workshop 1: Timelines, Deadlines & Monitoring	\$9,100
Workshop 2: Non-Contributing	\$15,000
Workshop 3: Design Guidelines	\$15,400
Workshop 4: Finalization	\$17,400
Code Writing and Amendment Adoption	\$14,300

Optional Additional Workshop \$10,300
(on an as-needed basis, and only as authorized)

All services are lump sum. We propose to bill by percentage of scope completed for each scope item. Should additional services due to Owner-requested changes or scope additions be required, we propose to bill for those additional services on an hourly basis as required. Our current hourly billing rates are as follows:

Architectural	
Principal	\$263.25
Historic Preservation Officer	\$126.75
Planner	\$90.00

We are available and ready to begin work within two weeks of receipt of a signed contract or other official notice to proceed.

Assumptions and Exclusions

- The Community Development Director will coordinate logistics for all workshops and presentations, including:
 - o Scheduling meetings and sending calendar invites
 - o Forwarding consultant materials to the appropriate boards, commissions, or Council
 - o Booking venue space as needed for in-person workshops or presentations
- City staff will provide access to all relevant historic preservation code documents, maps, GIS data, and any other materials necessary for the project.
- The scope does not include photographic documentation, original graphic design, or illustrative renderings. If required, these services can be provided as additional services billed hourly or negotiated separately.
- Legal review or approval of code amendments by the City Attorney or other legal counsel is not included.
- Public outreach beyond the defined workshops and formal presentations is not included unless specifically requested.
- Printing or reproduction of materials, including handouts, posters, or binders, is not included unless provided by City staff or requested as an additional service.

Thank you again for this opportunity. If you have any questions, please do not hesitate to ask.

Sincerely,



Jay Loudon