

MINUTES
HISTORIC LANDMARK COMMISSION MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Tuesday, June 2, 2026 - 5:30 PM

Minutes of the regular called Historic Landmark Commission Meeting of June 2, 2026.

Present: 6 - Chairman Sally Pena, Commissioner Patti Mainz, Commissioner Cesar Hance, Commissioner Mike Nichols, Commissioner Sharon D. Wright, and Commissioner Ashley Maytum

Absent: 1 - Vice Chair Lynnese Graves

Commissioner Sharon Wright arrived at 5:38 p.m.

Staff present: Sarah Riggs, Francesca "Franci" Linder, Ben Simmons, Misti Rains, William Willingham

Registered/Guest Speakers: Mike Shultz, Richard Lee, Frank Valdez, Nancy Zinsmeister, Merideth Henkel-Green, John Green, Randy Stumm

1. CALL TO ORDER - 5:30 PM

Chairman Sally Pena called the meeting to order at 5:32 p.m.

2. CONFLICT OF INTEREST

No conflicts were declared.

3. PUBLIC COMMENTS

No public comments declared.

4. CONSENT AGENDA

[2026-202](#) Consider approval of the Minutes for the Historic Landmark Commission Meeting of May 5, 2026.

THE MINUTES WERE APPROVED

A MOTION WAS MADE BY COMMISSIONER HANCE, SECONDED BY COMMISSIONER MAYTUM, TO APPROVE THE MINUTES FOR THE HISTORIC LANDMARK COMMISSION MEETING OF MAY 5, 2026. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Maytum

5. REGULAR AGENDA

[2026-205](#) Consider a certificate of appropriateness for exterior improvements to a structure located at 130 South Main Street.
(AAPP)

Ben Simmons, Planner I, presented the request for Certificate of Appropriateness (COA) for exterior improvements. The property is located at 130 South Main Street, zoned C-3 Community Commercial, non-contributing structure, located within Historic District, subject to Historic District Guidelines and the applicant is Katrina Ansell. Current use is commercial base/storage.

The existing structure is a one-story stone and wood commercial storage, consists of two tenant spaces and the applicant is only utilizing one of the spaces. Design Guideline Review criteria is Historical appropriateness, Compatible architectural design, Streetscape objectives and Overall enhancement for the Historical District.

The applicant requested approval to replace four of the building's six existing windows that are currently boarded closed along with two doors. The proposed replacement windows will feature black frames and measure approximately 29.5 inches by 47.5 inches to fit fixed existing openings.

During the presentation, a site view of the property was provided due to unique orientation of building. The proposed door replacements include one set of double doors and one single door installed in the current fixed openings. Single door will be a metal prefababed design similar to the existing door. Double door will be glass and metal.

Staff reviewed the request and found that the proposed improvements are consistent with the Unified Development Code (UDC) regulations and Historic District Guidelines.

Clarification was made by Simmons regarding current state of windows for the Commission stating that the windows are similar to metal plates or placeholders rather where the windows had been in the past.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER MAINZ, TO APPROVE A CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR IMPROVEMENTS TO A STRUCTURE LOCATED AT 130 SOUTH MAIN STREET. (AAPP). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeas: 5 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Maytum

[2026-204](#) Consider a certificate of appropriateness for a sign permit located at 129 South Main Street. (Custumm on Main)

William Willingham, Planner II, presented a request for a Certificate of Appropriateness (COA) for a sign permit at 129 South Main Street. The applicant is Randy Stumm.

The property, known as the Gilliat Building, was constructed in 1908 by Elmer Watts for Boerne businessman Alfred Gilliat. It is zoned C-3 Community Commercial, located within the Historic District, and is classified as a contributing structure subject to the Historic District Design Guidelines. The building reflects an early 20th-century architectural style and was formerly occupied by Pixie. The current use of the property is retail.

The building features red and buff-colored brick with stone detailing inspired by Classical and Gothic architecture. Architectural elements include large display windows, semi-circular windows, and red brick pilasters that frame the façade.

The proposed sign is constructed of aluminum composite material with UV-printed graphics in medium red-brown, dark brown, light tan, and

deep red-brown earth-tone colors. The sign dimensions will remain unchanged from the existing sign at 15 inches by 75 inches (1.25 feet by 6.25 feet). The sign will be suspended from the existing mounting hooks with approximately 9.5 feet of ground clearance.

Staff found that the proposed sign complies with the Unified Development Code (UDC) and the Historic District Design Guidelines. The proposal meets the requirements for approved materials, utilizes no more than two typefaces, includes no illumination, and incorporates appropriate earth-tone colors.

Commissioner Michael Nichols commented that he appreciated the applicant's attention to the architectural details reflected in the sign design.

The Commission expressed appreciation for the appropriateness of the proposed sign and the applicant's thoughtful consideration of the building's historic character.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER NICHOLS, TO APPROVE A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT LOCATED AT 129 SOUTH MAIN STREET. (CUSTUMM ON MAIN). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

[2026-203](#) Consider a request to amend the certificate of appropriateness for 265 N Main Street. (Hill & Bach Cellars)

Francesca "Franci" Linder, Planner II, presented the request for 265 N. Main Street. The applicant is Frank Valadez of SA Partnership Architects, representing Flying Pig Enterprises, LLC. The property owner is Richard Lee.

Linder explained that the property previously appeared before the Commission in March 2026 for an amendment to the original Certificate of Appropriateness (COA), which was approved on June 3, 2025. This

request represents the second amendment to the original COA.

A street-view image of the property prior to construction was presented. Linder noted that the property, known as the Carstenjen-Luckenback House, was constructed in 1870 in the Texas German vernacular style and is recognized as a historic property. The current proposal includes a side-yard fence constructed of galvanized cattle panel fencing with a stone retaining wall at its base.

Linder reviewed the Historic District Design Guideline criteria, including historical appropriateness, compatible architectural design, streetscape objectives, and overall enhancement of the Historic District.

A rendering of the proposed improvements was presented. Linder explained that the property previously featured an existing wood fence. Approved project colors include Moderate White and Urbane Bronze, with the fence finished in Bear Padre Brown. The proposed fence measures slightly over six feet in height, and a fence legend was also presented.

Linder stated that wood privacy fencing is not permitted along Main Street. The proposed fence design was determined to be consistent with the Historic District Guidelines, necessitating the current amendment request. She further explained that the property includes a stone wall along Main Street, while the interior fence incorporates a three-tier design with a stone base.

Staff found that the proposed improvements comply with the Unified Development Code (UDC) regulations and the Historic District Design Guidelines.

Commissioner Mike Nichols commented that, while he supported the overall fencing design, he was not in favor of the proposed cattle panel fencing on the north and south sides of the property. He stated that the design appeared too modern and suggested that a more appropriate alternative might be available.

In response, Frank Valadez asked if an additional rendering showing the proposed vegetation could be displayed. He explained that the fence is intended to support a living green wall of flowering cross vines, separated by an easement. Because the fence is currently under construction, it is in its unfinished state and will appear significantly different once the vegetation is established. Although the planting is not included in the current landscape plan, it will be addressed during the next phase of the project.

Valadez explained that the original vision for the property included a flowering green wall designed to soften and screen portions of the adjacent building. He stated that fig ivy is proposed because it remains evergreen throughout the year. The detailed landscape plan, including plantings, will be submitted as part of a future project phase.

Valadez further stated that the fence will be constructed of galvanized steel, which is resistant to rust and designed to withstand weather without bending or flexing. The fencing will match the style used on the south side of the property.

He added that the vines will be trained to grow on the fence and noted that property owner Richard Lee is committed to quality design and maintenance. He stated that the vegetation should become established within a relatively short period.

Responding to Commissioner Patti Mainz, Valadez explained that the neighboring property at 305 has a higher elevation. Although the proposed fence will appear lower because of the site's grade, the stone wall will remain at a consistent height.

Commissioner Ashley Maytum asked whether planter boxes would be used to establish the vines. Valadez replied that the vines will be planted directly into the ground and trained onto the fence, explaining that planter boxes would deteriorate over time. Richard Lee added that the planting plan includes English ivy along with a flowering vine,

installed in one-gallon containers every few feet. The plantings will be fertilized and supported by a one-inch drip irrigation system during the initial growing seasons. He also noted that the fence appears approximately four feet tall from the front but appears taller toward the rear due to the property's downward grade.

Commissioner Nichols asked whether the wrought iron shown in the rendering represented the current design, and Valadez confirmed that it did. Nichols also asked whether minimizing the number of fence styles on the property had been considered.

Valadez responded that Mr. Lee's goal is for the property to become an asset along the Hill Country Mile while maintaining a consistent streetscape extending to 305. To help manage project costs, the design incorporates a three-rail configuration and lighting within each column. He explained that the intentional slope in the center of the fence discourages pedestrians from sitting on it. The front limestone wall also serves as a sound barrier from traffic along Main Street. Limestone elements will be carried throughout all three fence sections to maintain design continuity.

Commissioner Sharon Wright stated that the visibility through the courtyard created by the proposed fence design was appropriate and complemented the overall design of the property.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER WRIGHT, TO APPROVE THE CERTIFICATE OF APPROPRIATENESS AND CONSIDER A REQUEST TO AMEND THE CERTIFICATE OF APPROPRIATENESS FOR 265 N MAIN STREET. (HILL & BACH CELLARS). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Commissioner Mainz, Commissioner Hance, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

Nay: 1 - Chairman Pena

[2026-206](#) Hold a Public Hearing and consider a request for a demolition permit for the structure(s) located at 612 N Main St.

Ben Simmons, Planner I, presented the request for 612 North Main

Street. The applicant, Yamizel Perez Cruz, and property owner, Tony Dacy, requested approval to demolish two accessory structures located on the property within the Historic District.

The property is zoned C-2 Transitional Commercial and is proposed for commercial use. The site was previously a single-family residence constructed in 1895 by Ringtail Rhino. Photographs of the two accessory structures proposed for demolition were presented to the Commission, and both were described as being in poor condition. One of the structures was formerly used as a chicken coop. The demolition request does not include the primary residence, the brick workshop/storage building, or the outhouse.

A total of fifty-five notifications were mailed to property owners within five hundred feet of the subject property, and a public notice was published in the Boerne Star newspaper.

Staff received five responses in favor of the demolition request and three responses in opposition. Those opposed expressed concerns about preserving the character of the neighborhood.

Staff's key findings concluded that the accessory structures are not designated historic landmarks and do not possess significant architectural, cultural, or educational value.

Chairman Sally Peña opened the public hearing at 6:09 p.m.

Mike Shultz spoke during the public hearing. He stated that the demolition notice generated concern within the neighborhood because it lacked specific details regarding what structures were proposed for demolition. He encouraged staff to provide more detailed information in future public notices to improve public understanding. Mr. Shultz stated that he supports the proposed improvements.

Chairman Peña closed the public hearing at 6:11 p.m.

A MOTION WAS MADE BY COMMISSIONER HANCE, SECONDED BY COMMISSIONER MAYTUM, TO HOLD A PUBLIC HEARING AND APPROVE AND CONSIDER A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE(S) LOCATED AT 612 N MAIN ST. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

[2026-207](#) Hold a public hearing and consider a request for a demolition permit for the structure(s) at 305 - 323 North Main Street.

Francesca "Franci" Linder presented Item 5E regarding the property located at 305-323 North Main Street. The applicant is Frank Valadez, and the property owner is Richard Lee. The request was for approval of a demolition permit for a structure constructed in 1950, making it more than 50 years old. The building is approximately 9,640 square feet and includes four rear additions.

Linder stated that the primary structure is considered to be in fair condition, is not a contributing structure within the Historic District, and formerly operated as a feed store. Staff also determined that the freestanding sign is in fair condition. The 1999 Historic District Survey likewise identified the building as being in fair condition.

A historic photograph from 1954, obtained from the Boerne Library archives, was presented showing the building when it was occupied by BIGS Sporting Goods.

Linder noted that a site visit was conducted by Commissioner Lynnese Graves and Chairman Sally Pena on the same day as the previous demolition permit review. Photographs from the visit were presented to illustrate the building's condition, including visible deterioration and damage to the lower corner of the freestanding sign.

Linder explained that the item before the Commission was solely a request for approval of a demolition permit. A site plan and architectural renderings of the proposed redevelopment were presented

for informational purposes.

The proposed redevelopment includes a large commercial development. Staff mailed 30 notifications to property owners within 500 feet of the site and published notice in the Boerne Star. One public response was received in support of the demolition request.

Staff's key findings concluded that the structure is not a designated historic landmark and that the primary building does not possess significant architectural, cultural or educational value.

Staff recommended that the Historic Landmark Commission hold a public hearing to determine whether the request met the requirements of UDC Section 211 and whether the structure should be considered contributing. Staff further recommended including the following stipulation:

The Certificate of Appropriateness (COA) for construction of a new structure on the site must be approved prior to issuance of the demolition permit.

Linder reminded the Commission that the evening's agenda item was limited to the demolition request and did not include consideration of a COA for the proposed replacement structure. She reasoned with stating that the redevelopment proposal must still undergo City review to ensure compliance with Historic Landmark, zoning, drainage, parking, utility and other applicable code requirements before returning to the Commission for action.

Chairman Sally Pena opened the public hearing at 6:21 p.m. No speakers were present, and the public hearing was closed at 6:21 p.m.

Commissioner Michael Nichols asked whether a stipulation requiring prior COA approval had been applied to previous demolition requests and questioned why such a requirement was being introduced. Linder explained that the stipulation helps ensure that a replacement project

proceeds in a timely and appropriate manner after demolition. She added that the requirement also provides flexibility by allowing additional time for demolition due to public notice requirements.

Commissioner Mainz asked what would happen to the existing freestanding sign if the building were demolished. Applicant Frank Valadez addressed the Commission, explaining that the pet grooming tenant would be relocating at the end of lease. Richard Lee, owner had agreed to preserve and relocate the sign for the tenant and also intended to retain and repurpose the horseshoe feature as part of the new development.

Valadez stated that both the City and TxDOT were supportive of the proposed improvements. He explained that the existing site currently has a 139-foot driveway apron without curb or sidewalk. The proposed redevelopment would relocate parking to the rear of the property, creating a park-like retail environment. Proposed improvements include reconstruction of the public sidewalk and curb, enhanced storm water management, mature landscaping, two fountains to provide ambient sound, blended brick panels with wrought iron detailing designed to complement the adjacent building and architectural treatment on the rear elevation comparable to the front façade. An open courtyard is also in the plans. He continued adding that rear parking would improve access to Hill & Bach Cellars and Park Plaza through an easement, helping reduce traffic along Ryan Street. The development is intended to additionally provide lease opportunities for boutique retail or restaurant tenants.

Commissioner Nichols stated that he opposed including the COA stipulation, expressing that he believed it was unfair. He commented, "Scripture says to honor those who are due honor."

Valadez stated that Mr. Lee intended to begin asbestos abatement and then proceed with demolition once the permit was approved while continuing preparation of construction drawings.

Commissioner Nichols made a motion to approve the demolition request without the staff-recommended COA stipulation.

Commissioner Mainz commented that the proposed redevelopment appeared too modern for the downtown historic area. Valadez responded that the design incorporates a limestone base intended to reflect the nearby Luckenbach House and pays homage to German-Texas architecture. He stated that the height of the glass storefront sections were designed to be consistent with surrounding historic buildings and referenced the Richter project on Main Street as a similar example.

Commissioner Nichols suggested incorporating corner quoins as an architectural detail.

Commissioner Cesar Hance asked Commissioner Nichols to clarify whether his moved motion addressed preservation of the current sign on the property. Commissioner Nichols responded that the Commission was not voting on the sign itself and that the property owner retained the right to determine its future.

Commissioner Graves asked whether consideration had been given to retaining the sign on-site. Valadez responded that the sign was not compatible with the proposed building design however reiterated that Mr. Lee intended to preserve it and find an appropriate new location.

Commissioner Nichols then restated his motion to approve the demolition permit for the structures at 305-323 North Main Street, excluding the staff-recommended stipulation requiring approval of a Certificate of Appropriateness (COA) prior to issuance of the demolition permit. He further clarified that the demolition approval included the freestanding sign and that the owner may preserve and relocate the sign at their discretion.

Commissioner Hance seconded the motion.

Chairman Pena initially stated that the motion had failed before

correcting herself to indicate that the vote resulted in a tie. She requested that Linder clarify the Commission's voting requirements.

Following discussion regarding the voting procedures, Linder advised the Commission that three affirmative votes constituted the required majority for approval action on the item. Chairman Pena announced that the motion carried and stated that the minutes would reflect the action as approved.

Commissioner Mainz questioned how three affirmative votes constituted a majority given the evenly split vote. Linder explained that Commission rules require a minimum of three affirmative votes for approval and that the motion met that threshold. Commissioner Hance added that, because there were not four opposing votes, he understood that three affirmative votes were sufficient under the Commission's rules given the received statement of clarification from Linder.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER HANCE, TO HOLD A PUBLIC HEARING AND APPROVE A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE(S) AT 305 - 323 NORTH MAIN STREET. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 3 - Commissioner Hance, Commissioner Nichols, and Commissioner Wright

Nay: 3 - Chairman Pena, Commissioner Mainz, and Commissioner Maytum

[2026-193](#) Consider and make a recommendation to the proposed amendment to the Unified Development Code adopted on January 14, 2025, including but not limited to:

- Chapter 1 - Historic Landmark Commission, Design Review Committee, Planning and Zoning Commission
- Chapter 2 - Design Review Committee and sign variances
- Chapter 3 - Design Review Committee and creative alternatives
- Chapter 9 - Design Review Committee
- Appendix A - Definitions - Design Review Committee

William Willingham, Planner I, presented Item 5F regarding proposed amendments to the Unified Development Code (UDC) to reassign the

duties of the Design Review Committee (DRC). He explained that the Planning and Zoning (P&Z) Commission would hold a public hearing on the item and provide a recommendation before it is considered by the City Council for final action.

Mr. Willingham stated that the proposed amendments would: (1) dissolve the Design Review Committee, (2) transfer sign approval and sign variance responsibilities to the Historic Landmark Commission (HLC), and (3) transfer responsibilities for creative alternatives to the Planning and Zoning Commission. He clarified that the amendments do not modify any development standards but only reassign oversight responsibilities to different commissions.

As background, Mr. Willingham explained that the proposal stems from changes made during the 2025 Texas Legislative Session through Texas Senate Bill 1883. The legislation revised impact fee advisory committee membership requirements, prohibiting members of the Planning and Zoning Commission from simultaneously serving on the impact fee advisory committee. Because several City commissions had overlapping memberships, the City determined that restructuring the roles and composition of certain commissions was necessary.

Mr. Willingham noted that the Design Review Committee was established in November 2021 with three primary responsibilities: sign approvals, sign variances, and creative alternatives. Since its inception, the DRC has held 22 monthly meetings and has reviewed and acted on 24 items.

The proposed UDC amendment would transfer sign approvals and sign variances to the Historic Landmark Commission and creative alternatives to the Planning and Zoning Commission. Staff anticipates that the HLC would receive approximately four additional cases annually, while the P&Z Commission would receive approximately one additional creative alternative request per year. Sign approval changes would apply only within overlay districts, and the Planning and Zoning Commission would consider requests for creative alternatives. Training for both

commissions is planned during the summer.

Commissioner Cesar Hance asked whether commission approval was required for the proposed changes. Mr. Willingham responded that approval was necessary because the proposal reassigns commission duties.

Chairman Peña and Francesca ("Franci") Linder discussed the differences between the current Design Review Committee responsibilities and the proposed reassignment of duties. They also discussed sign approvals, clarifying that signs located outside Historic Landmark Commission jurisdiction would continue to be reviewed administratively, while the HLC would review sign applications only within applicable overlay districts. Reader boards and administrative review procedures were also discussed.

Chairman Peña opened the public hearing at 7:07 p.m. As no one came forward to speak, the public hearing was closed at 7:07 p.m.

A MOTION WAS MADE BY COMMISSIONER HANCE, SECONDED BY COMMISSIONER MAYTUM, TO APPROVE AND MAKE A RECOMMENDATION TO THE PROPOSED AMENDMENT TO THE UNIFIED DEVELOPMENT CODE ADOPTED ON JANUARY 14, 2025, INCLUDING BUT NOT LIMITED TO:

- CHAPTER 1 - HISTORIC LANDMARK COMMISSION, DESIGN REVIEW COMMITTEE, PLANNING AND ZONING COMMISSION
- CHAPTER 2 - DESIGN REVIEW COMMITTEE AND SIGN VARIANCES
- CHAPTER 3 - DESIGN REVIEW COMMITTEE AND CREATIVE ALTERNATIVES
- CHAPTER 9 - DESIGN REVIEW COMMITTEE
- APPENDIX A - DEFINITIONS - DESIGN REVIEW COMMITTEE. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Wright, and Commissioner Maytum

Nay: 1 - Commissioner Nichols

6. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF – No discussion or action may take place.

No comments were declared from the commission. Francesca 'Franci' Linder, Assistant Planning Director, reiterated on change over of duties that will be made along with Historic Landmark Commission change date. She stated this change will be presented to City Council and will go into effect July 9th with month of August start.

7. ADJOURNMENT

Chairman Sally Pena adjourned the meeting at 7:14 p.m.

Chairman

Executive Assistant