

**AGENDA**  
**DESIGN REVIEW COMMITTEE MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 NORTH MAIN STREET**  
**Thursday, June 12, 2025 - 6:00 PM**

EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE: THE DESIGN REVIEW COMMITTEE MAY, AS PERMITTED BY LAW, ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY MATTER LISTED BELOW AS AUTHORIZED BY TEXAS GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY)

1. CALL TO ORDER – 6:00 PM

PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG  
PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG  
(HONOR THE TEXAS FLAG, I PLEDGE ALLEGIANCE TO THEE, TEXAS – ONE STATE UNDER  
GOD, ONE AND INDIVISIBLE.)  
MOMENT OF SILENCE

2.     [2025-275](#)           OATHS OF OFFICE

**Attachments:**     [AIS - OATHS OF OFFICE](#)

3. CONFLICT OF INTEREST

4. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the Design Review Committee on any issue. The Design Review Committee may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

5. CONSENT AGENDA: All items listed below within the Consent Agenda are considered routine by the Design Review Committee and may be enacted with one motion. There will be no separate discussion of items unless a Committee Member or citizen so requests, in which event the item may be moved to the general order of business and considered in its normal sequence.

5.A    [2025-271](#)           Consider approval of the minutes of the Design Review Committee meeting of November 14, 2024.

**Attachments:**     [Official Meeting Minutes 24-1114](#)

6. REGULAR AGENDA ITEMS:

- 6.A**     [2025-273](#)     Consider a request for a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to allow the installation of a 4-foot hanging sign from a 5-foot wide attached canopy, which exceeds the 60% depth requirement for perpendicular signs for a new tenant, located at 101 S. Main Street.

**Attachments:**     [AIS Mainz Hanging Sign Variance](#)  
                              [Attachment 1 – Aerial Map](#)  
                              [Attachment 2 – Zoning Map](#)  
                              [Attachment 3 – Street View](#)  
                              [Attachment 4 – Proposed Sign Details](#)

- 6.B**     [2025-274](#)     Consider a request for a variance to the Unified Development Code Section 9-7.D.1.b, to allow 82 square feet of total tenant signage where a maximum of 25 square feet is permitted for tenant spaces with less than 50 linear feet of building frontage for a new tenant, located at 101 S. Main Street.

**Attachments:**     [AIS Mainz Total Sign Area Variance](#)  
                              [Attachment 1 – Aerial Map](#)  
                              [Attachment 2 – Zoning Map](#)  
                              [Attachment 3 – Street View](#)  
                              [Attachment 4 – Proposed Sign Details](#)

## **7. DISCUSSION:**

- 7.A**     [2025-272](#)     Training: Reviewing Sign Certificates of Appropriateness and Variance Requests.

8. COMMENTS FROM COMMITTEE/LEGAL COUNSEL/STAFF – NO DISCUSSION OR ACTION MAY TAKE PLACE.

9. ADJOURNMENT

s/s Francesca "Franci" Linder

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Administrative Officer

## **CERTIFICATION**

I hereby certify that the above notice of meeting was posted on the 9 day of June,  
2025 at 4:30 p.m.

s/s Chastity Valdes

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Deputy City Secretary**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

**The City Hall Complex is wheelchair accessible. Access to the building and special parking is available at the front entrance of the building. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the by calling the Planning and Community Development Office at 830-248-1501.**

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07 Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 12, 2025
<b>Requested Action</b>	Administer oaths of office
<b>Contact Person</b>	Francesca Linder, Assistant Planning Director
<b>Background Information</b>	<p>On May 27, 2025, the Boerne City Council voted to approve the following mayoral appointments to the Design Review Committee:</p> <ul style="list-style-type: none"><li>• Committee Member Meredith Woolard</li><li>• Committee Member Lindsay Chapman</li></ul>
<b>Strategic Alignment</b>	C3 - Collaborating with community partners to enhance quality of life
<b>Financial Considerations</b>	None
<b>Citizen Input/Board Review</b>	None
<b>Legal Review</b>	This action is needed to meet statutory requirements.
<b>Alternative Options</b>	None
<b>Supporting Documents</b>	None

**MINUTES**  
**DESIGN REVIEW COMMITTEE MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 NORTH MAIN STREET**  
**Thursday, November 14, 2024 - 6:00 PM**

Minutes of the Design Review Committee meeting of November 14, 2024 at 6:00 p.m.

Present 3 - Chairman Chris Taylor, Vice Chair Cody Keller, Committee Member Carr Stokes

Absent 2 - Committee Member Chris Harthcock, Committee Member Shelly Condra

Staff Present: Franci Linder, Heather Wood, Jo-Anmarie Andrade, Ryan Lewis

Recognized/Registered Guests: Debbie La Four

**1. CALL TO ORDER – 6:00 PM**

Chairman Taylor called the Design Review Committee to order at 6:00 p.m.

**2. CONFLICT OF INTEREST**

None declared.

**3. PUBLIC COMMENTS:**

Chairman Taylor opened public comments at 6:01 p.m.

No comments were received.

Chairman Taylor closed public comments at 6:01 p.m.

**4. CONSENT AGENDA:**

- 4.A.**     [2024-572](#)     Consider approval of the minutes of the Design Review Committee meeting of September 12, 2024.

A motion was made by Vice Chair Keller, seconded by Chairman Taylor, to approve the consent agenda as presented. The motion carried by the following vote:

**Approved:**

**Yea: 3** - Chairman Taylor, Vice Chair Keller, Committee Member Stokes

5. REGULAR AGENDA ITEMS:

- 5.A. [2024-573](#) Consider a request for a variance to the Unified Development Code (UDC) Nonconforming Signs (Section 9-4.A.2) to allow continued use of an existing, legally nonconforming pole sign with an updated sign face for a new business located at 1234 South Main Street.

Jo-Anmarie Andrade, City Planner II, introduced the variance request under consideration. This request pertains solely to the replacement of the sign face, with no alterations to the structure, height, or positioning. A variance is necessary because there has been a lapse of 90 days between the departure of the previous tenant and the commencement of the new business. According to regulations, a sign must be removed within 90 days of a business closing or relocating, unless a variance is issued.

A motion was made by Vice Chair Keller, seconded by Committee Member Stokes, to approve a request for a variance to the Unified Development Code (UDC) Nonconforming Signs (Section 9-4.A.2) to allow continued use of an existing, legally nonconforming pole sign with an updated sign face for a new business located at 1234 South Main Street. The motion carried by the following vote:

**Approved:**

**Yea: 3** - Chairman Taylor, Vice Chair Keller, Committee Member Stokes

6. COMMENTS FROM COMMITTEE/LEGAL COUNSEL/STAFF – NO DISCUSSION OR ACTION MAY TAKE PLACE.

Franci Linder, Assistant Planning Director, gave a brief update on the UDC updates related to pole and pylons sign that was passed by City Council in August 2024. She also reminded the Committee of the holiday

open house December 11th at 6p.

**7. ADJOURNMENT**

Chairman Taylor adjourned the Design Review Committee at 6:14 p.m.

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Chairman

\_\_\_\_\_  
Vice Chair



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 12, 2025
<b>Requested Action</b>	Consider a request for a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to allow the installation of a 4-foot hanging sign from a 5-foot wide attached canopy, which exceeds the 60% depth requirement for perpendicular signs for a new tenant, located at 101 S. Main Street.
<b>Contact Person</b>	Jo-Anmarie Andrade, Planner II (830) 816-2040, jandrade@boerne-tx.gov
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The property is located at 101 S. Main Street and is owned by Patrice Mainz; the applicant is Mason Mainz.</p> <p>The property is located within the city limits, zoned C3 – Community Commercial and is within the Historic District. The Historic District introduces additional standards to preserve the architectural and visual character of the Historic District as outlined in UDC Section 3-11.</p> <p>A Certificate of Appropriateness for a building permit to add two new exterior doors was approved by the Historic Landmark Commission on May 6, 2025.</p> <p>The applicant requested a Certificate of Appropriateness and Recommendation for the signage package at the June 3, 2025 Historic Landmark Commission meeting, unfortunately this was unable to be heard due to a lack of quorum. Instead, it will be considered at a special called Historic Landmark Commission meeting on June 9, 2025. The outcome of this meeting will be provided to DRC at the meeting.</p> <p><b>REQUEST:</b></p> <ol style="list-style-type: none"> <li>1. The applicant is requesting a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to allow the installation of a 4-foot hanging sign from a 5-foot wide attached canopy, which exceeds the 60% depth requirement for perpendicular signs.</li> <li>2. The applicant is proposing a new hanging sign for a new business (Mainz Meat Market). The proposed sign is non-lit and</li> </ol>



	<p>2 ft. 6 in. H x 4 ft. W (10 sf) hung perpendicularly under the attached canopy structure.</p> <p><b>ANALYSIS:</b></p> <p>The Design Review Committee must determine whether the proposed variance meets the requirements of Section 2-10.E.4.c of the UDC prior to granting a variance. The applicant bears the responsibility of demonstrating compliance. Below is a summary of staff analysis:</p> <p><u><i>Literal enforcement of the regulations in this chapter will create an unnecessary hardship or practical difficulty.</i></u></p> <p>The subject property includes a canopy that projects 5 feet from the building facade. Under current UDC standards, perpendicular signs are limited to 60% of the canopy width. Strict adherence to this limitation would require the sign to be reduced in size to 3 feet, which may impact its visibility from Main Street. The configuration of the building and its placement on the lot contribute to this practical difficulty.</p> <p><u><i>The situation causing the hardship or difficulty is unique to the affected property.</i></u></p> <p>The subject property is a circa 1960s commercial structure located within the Historic Overlay District. The Historic Landmark Commission (HLC) is responsible for reviewing signage within the district to ensure compatibility with its character. As a highly pedestrian-oriented area, the Historic District requires signage that is clearly visible and legible at a walkable distance. While the proposed hanging sign exceeds the 60% canopy projection limit, it remains proportionate to the building and appropriately scaled for pedestrian visibility. In this context, the district's pedestrian character creates a unique condition where strict enforcement of the projection standard may limit effective signage visibility in a manner not fully anticipated by the regulation.</p> <p><u><i>The situation or hardship is not self-imposed.</i></u></p> <p>Although the applicant plans to remodel the side entrance along E. San Antonio Avenue—enclosing the recessed entry and consolidating access to Suites A and C—the existing canopy will not be altered. The canopy depth was established prior to the variance request and remains unchanged. These conditions were not created by the applicant and do not reflect an attempt to circumvent current sign regulations.</p>
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*The relief sought will not injure the existing or permitted use of any adjacent conforming property.*

The proposed sign location does not obstruct views, interfere with adjacent structures, or result in apparent visual clutter. The surrounding properties are similarly commercial in use, and the proposed signage consistent with the existing signage already present on site. It remains within the general scale and design parameters of the area and is compatible with the established visual character.

*The granting of a variance will be in harmony with the purpose and intent of this chapter.*

The intent of the signage chapter includes provisions to maintain visual clarity, safety, and compatibility with surrounding development. The proposed sign complies with design requirements and is intended to be compatible with the character of the Historic Overlay District. The variance would allow for a sign that remains consistent with these broader objectives.

**FINDINGS:**

- Staff finds that the sign variance request satisfies the approval criteria outlined in UDC Section 2-10.E.4.c.

**STAFF RECOMMENDATION:**

Based on the requirements of UDC Section 2-10.E.4.c, staff recommends that the Design Review Committee accept staff findings and **APPROVE** the variance request.

**MOTIONS FOR CONSIDERATION:**

The following motions are provided to assist the Commission's decision and motion.

I move that the Design Review Committee accept the findings and **APPROVE** the sign variance request.

OR

I move that the Design Review Committee **DENY** the variance request. (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC.).

<b>Strategic Alignment</b>	C1 - Offering quality customer experiences
<b>Financial Considerations</b>	None
<b>Citizen Input/Board Review</b>	None
<b>Legal Review</b>	None
<b>Alternative Options</b>	None
<b>Supporting Documents</b>	Attachment 1 – Aerial Map Attachment 2 – Zoning Map Attachment 3 – Street View Attachment 4 –Proposed Sign Details

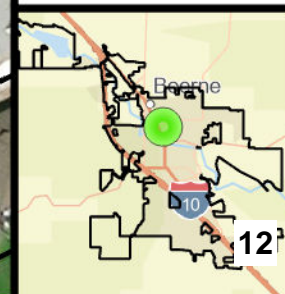




SUBJECT PROPERTY  
101 S. Main St.

### Legend

-  SUBJECT PROPERTY
-  Parcels







SUBJECT PROPERTY  
101 S. Main St.

ZONING

### Legend

SUBJECT PROPERTY

Parcels

road\_centerline

### Zoning

C2

C3

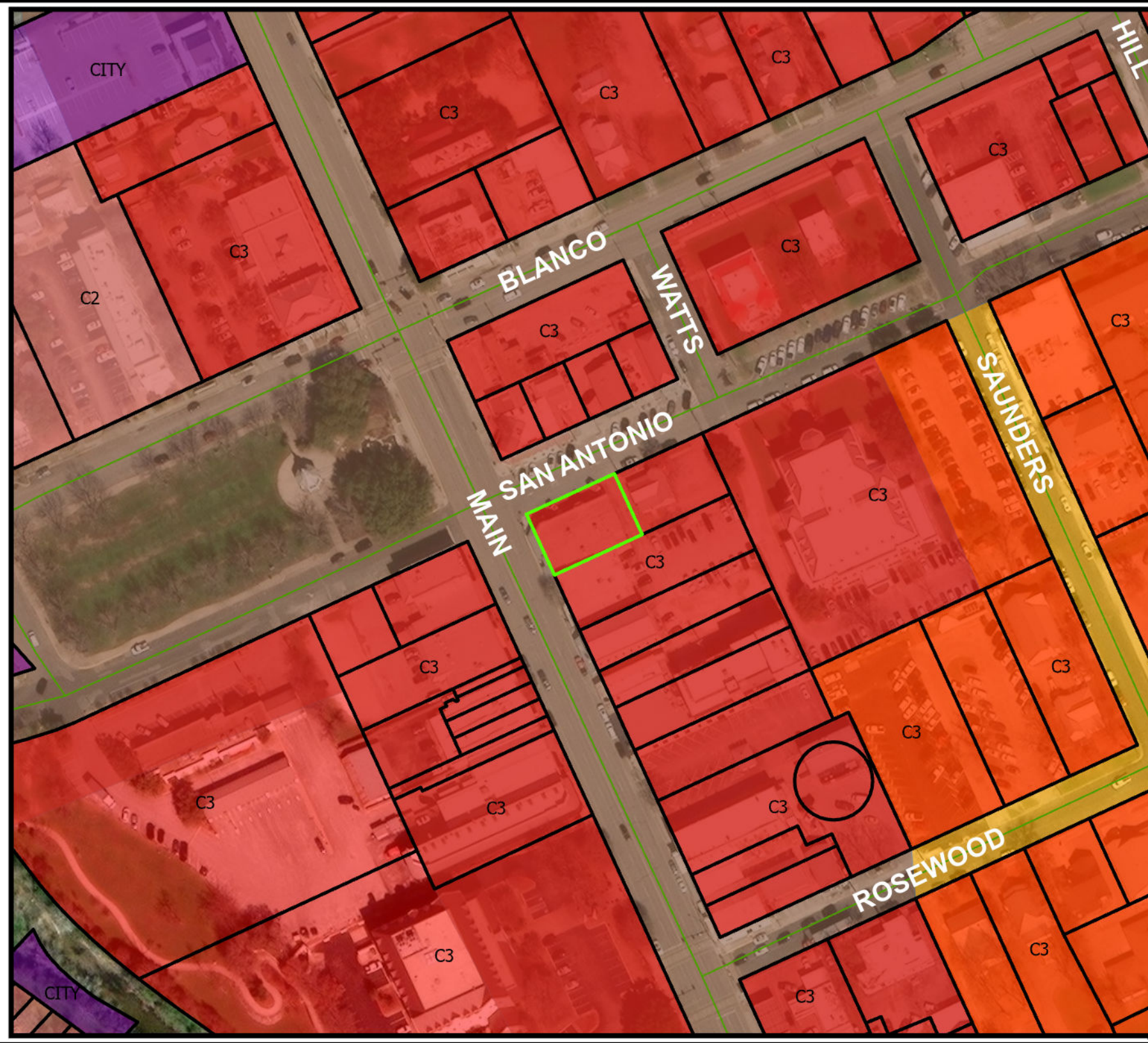
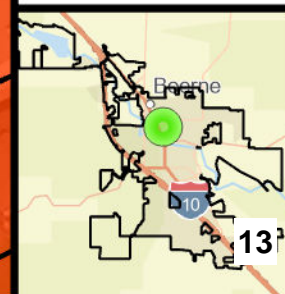
CITY

### Overlay Districts

Downtown Community

Entrance Corridor

Historic District







*Figure 1: Existing Street View along E San Antonio St*



*Figure 2: Existing Street View along Main St*



Blade Sign: 2'6" H x 4' W







## DESIGN REVIEW COMMITTEE AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 12, 2025
<b>Requested Action</b>	Consider a request for a variance to the Unified Development Code Section 9-7.D.1.b, to allow 82 square feet of total tenant signage where a maximum of 25 square feet is permitted for tenant spaces with less than 50 linear feet of building frontage for a new tenant, located at 101 S. Main Street.
<b>Contact Person</b>	Jo-Anmarie Andrade, Planner II (830) 816-2040, jandrade@boerne-tx.gov
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The property is located at 101 S. Main Street and is owned by Patrice Mainz; the applicant is Mason Mainz.</p> <p>The property is located within the city limits, zoned C3 – Community Commercial and is within the Historic District. The Historic District introduces additional standards to preserve the architectural and visual character of the Historic District as outlined in UDC Section 3-11.</p> <p>A Certificate of Appropriateness for a building permit to add two new exterior doors was approved by the Historic Landmark Commission on May 6, 2025.</p> <p>The applicant requested a Certificate of Appropriateness and Recommendation for the signage package at the June 3, 2025 Historic Landmark Commission meeting, unfortunately this was unable to be heard due to a lack of quorum. Instead, it will be considered at a special called Historic Landmark Commission meeting on June 9, 2025. The outcome of this meeting will be provided to DRC at the meeting.</p> <p><b>REQUEST:</b></p> <ol style="list-style-type: none"> <li>1. The applicant has submitted permits for a wall sign, canopy sign, and blade sign totaling approximately 82 sq. ft., which exceeds the 25 sq. ft. total sign area permitted for tenant spaces with less than 50 linear feet of building frontage under UDC Section 9-7.D.1.b.</li> </ol> <p><b>ANALYSIS:</b></p>



	<p>The Design Review Committee must determine whether the proposed variance meets the requirements of Section 2-10.E.4.c of the UDC prior to granting a variance. The applicant bears the responsibility of demonstrating compliance. Below is a summary of staff analysis:</p> <p><u><i>Literal enforcement of the regulations will create an unnecessary hardship or practical difficulty.</i></u></p> <p>The intent of the 25-square-foot sign area limit is to prevent visual clutter on narrow storefronts in multi-tenant buildings. In this case, while the tenant frontage measures less than 50 feet, the proposed signage is distributed across approximately 70 feet of wall façade—spanning a larger, more open area of the building’s exterior. Because the signage is well-proportioned to the available wall space and does not appear crowded, strict application of the regulation does not further its intended purpose and may unnecessarily limit functional, appropriately scaled signage.</p> <p><u><i>The situation causing the hardship is unique to the affected property.</i></u></p> <p>The subject property is a circa 1960s commercial structure located within the Historic Overlay District. The Historic Landmark Commission (HLC) is responsible for reviewing signage within the district to ensure compatibility with its character and guidelines; as well as providing a recommendation on all variances. This building is configured for multiple tenants—an uncommon condition in the area, where most storefronts are single-tenant. Many of these single-tenant storefronts are a similar size to the subject property, however this regulation restricting the total amount of signage does not apply. Additionally, while the tenant frontage is under 50 feet, the building façade being utilized for signage is approximately 70 feet. This combination of multi-tenant use, expanded façade, and HLC design oversight creates a unique context in which the total sign area regulation applies more restrictively than originally intended.</p> <p><u><i>The hardship is not self-imposed.</i></u></p> <p>The building’s circa 1960s construction and multi-tenant configuration predate the current UDC and were not created by the applicant. While many storefronts in the Historic District are of similar scale, they are typically single-tenant and therefore not subject to the same sign area limitations. In this case, applying the regulation introduces a challenge not commonly faced by comparable properties in the district.</p> <p><u><i>The relief sought will not injure the existing or permitted use of adjacent conforming properties.</i></u></p>
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	<p>The proposed signage is proportionate to the building façade and consistent with the visual character of nearby commercial uses. It is not expected to obstruct views, cause visual clutter, or negatively impact adjacent properties.</p> <p><u><i>The granting of a variance will be in harmony with the purpose and intent of this chapter.</i></u></p> <p>The intent of the signage chapter includes provisions to maintain visual clarity, safety, and compatibility with surrounding development. The proposed sign complies with design requirements and is intended to be compatible with the character of the Historic Overlay District. The variance would allow for a sign package that remains consistent with these broader objectives.</p> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"><li>• Staff finds that the sign variance request satisfies the approval criteria outlined in UDC Section 2-10.E.4.c.</li></ul> <p><b>STAFF RECOMMENDATION:</b></p> <p>Based on the requirements of UDC Section 2-10.E.4.c, staff recommends that the Design Review Committee accept the findings and <b>APPROVE</b> the sign area variance request.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p> <p>The following motions are provided to assist the Committee’s decision and motion.</p> <p>I move that the Design Review Committee accept the findings and <b>APPROVE</b> the total sign area variance request.</p> <p>OR</p> <p>I move that the Design Review Committee accept the findings and <b>DENY</b> the total sign area variance request. (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC.).</p>
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<b>Strategic Alignment</b>	C1 - Offering quality customer experiences
<b>Financial Considerations</b>	None
<b>Citizen Input/Board Review</b>	None
<b>Legal Review</b>	None
<b>Alternative Options</b>	None
<b>Supporting Documents</b>	Attachment 1 – Aerial Location Map Attachment 2 – Zoning Map Attachment 3 – Street View Attachment 4 – Proposed Sign Details Attachment 5 – Site Plan and Proposed Sign Details

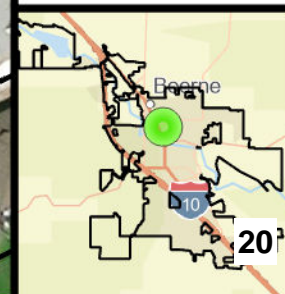




SUBJECT PROPERTY  
101 S. Main St.

### Legend

-  SUBJECT PROPERTY
-  Parcels







SUBJECT PROPERTY  
101 S. Main St.

ZONING

### Legend

SUBJECT PROPERTY

Parcels

road\_centerline

### Zoning

C2

C3

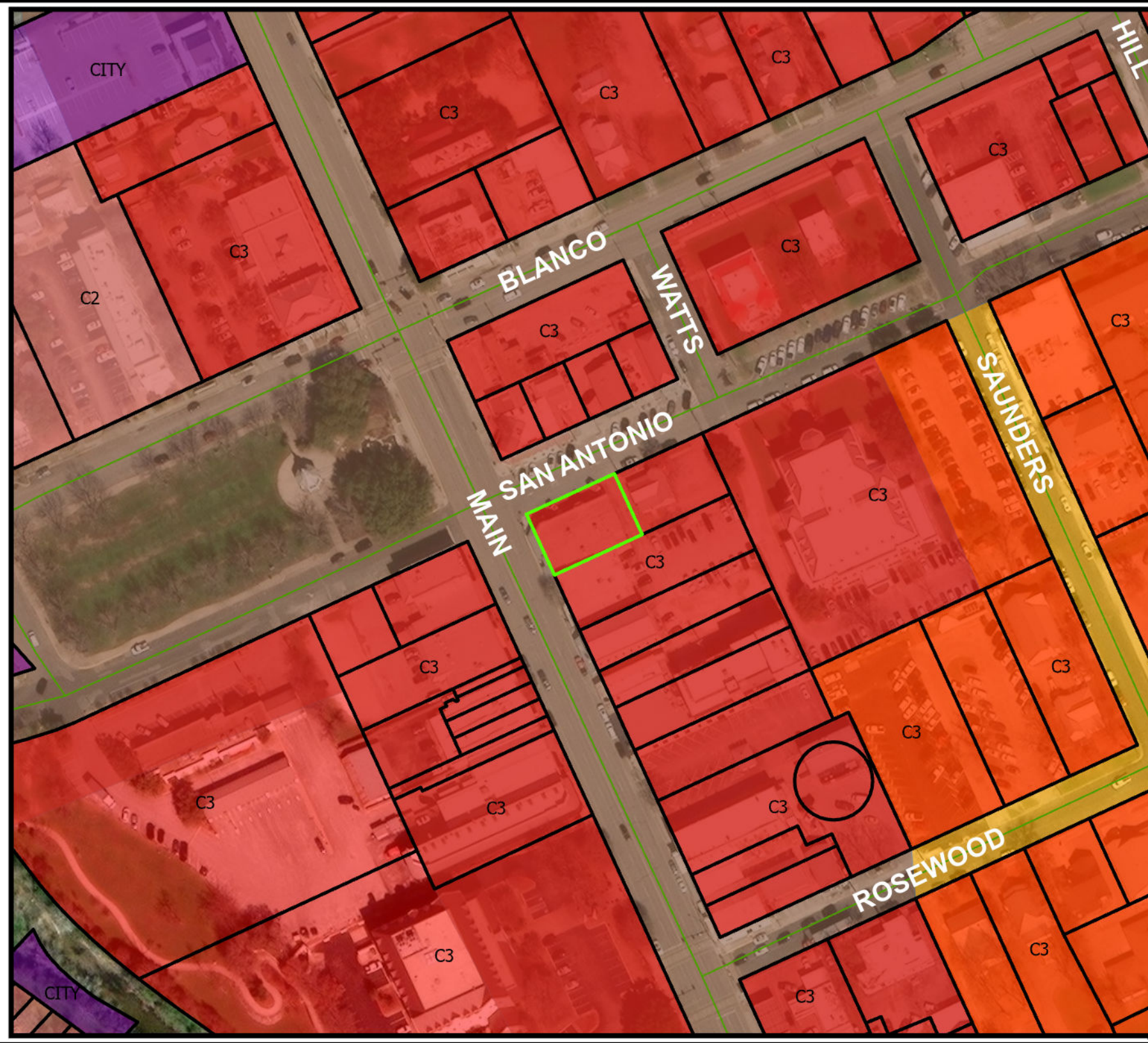
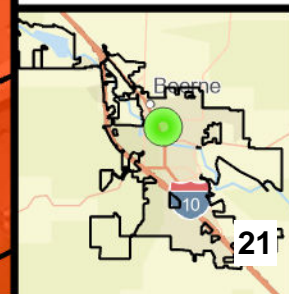
CITY

### Overlay Districts

Downtown Community

Entrance Corridor

Historic District







*Figure 1: Existing Street View along E San Antonio St*



*Figure 2: Existing Street View along Main St*



Wall Sign: 4' H x 12' W





Canopy Sign: 2' H x 12' W





Blade Sign: 2'6" H x 4' W

