

AGENDA
SPECIAL CALLED HISTORIC LANDMARK COMMISSION MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Thursday, November 7, 2024 - 5:30 PM

A quorum of the Historic Landmark Commission will be present during the meeting at:
447 N. Main, Boerne, TX 78006.

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

1. CALL TO ORDER – 5:30 PM
2. CONFLICT OF INTEREST
3. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the Historic Landmark Commission on any issue. The Historic Landmark Commission may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)
4. CONSENT AGENDA: All items listed below within the Consent Agenda are considered routine by the Historic Landmark Commission and may be enacted with one motion. There will be no separate discussion of items unless a Commission 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.

- 4.A. [2024-568](#) Consider approval of the minutes of the Historic Landmark Commission meeting of October 1, 2024.

Attachments: [Official Meeting Minutes 24-1001](#)

5. REGULAR AGENDA:

- 5.A. [2024-569](#) Consider a certificate of appropriateness for a post and panel sign located at 723 N Main Street. (J. Fox Custom Fine Jewelry)

Attachments: [AIS - 723 North Main Street - COA - Sign](#)
[Att 1 - Location Map](#)
[Att 2 - Sign](#)

- 5.B. [2024-570](#) Consider a certificate of appropriateness for a building permit

request for the structure located at 723 N Main Street. (J. Fox Custom Fine Jewelry)

Attachments: [AIS - 723 North Main Street - COA - Building Permit](#)
[Att 1- Location Map](#)
[Att 2 - Building Permit](#)

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

7. ADJOURNMENT

s/s Francesca "Franci" Linder

Administrative Officer

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the 1st day of November, 2024 at 5:00 p.m.

s/s Heather Wood

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 830-249-9511.

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.

MINUTES
HISTORIC LANDMARK COMMISSION MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Tuesday, October 1, 2024 - 5:30 PM

Minutes of the Historic Landmark Commission Meeting of October 1, 2024, at 5:30 p.m.

Present: 6 - Chairman Justin Boerner, Commissioner Joe Bateman, Commissioner Michael Nichols, Commissioner Lynnese Graves, Commissioner Cesar Hance, Commissioner Patti Mainz

Absent: 1 - Vice Chair Sally Pena

Staff Present: Franci Linder, Sara Varvarigos, Heather Wood, Lesley Gastelum

Recognized/Registered Guests: Jake Fox, Jeff Fox

1. CALL TO ORDER – 5:30 PM

Chairman Boerner called the Historic Landmark Commission to order at 5:30 p.m.

2. CONFLICT OF INTEREST

No conflicts were declared.

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

Chairman Boerner opened public comments at 5:30 p.m.

No comments were received.

Chairman Boerner closed public comments at 5:30 p.m.

4. CONSENT AGENDA: All items listed below within the Consent Agenda are considered routine by the Historic Landmark Commission and may be enacted with one motion. There will be no separate discussion of items unless a Commission 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.

A motion was made by Commissioner Bateman, seconded by Commissioner Nichols, to approve the consent agenda as presented.

The motion carried by the following vote:

Yea: 5 - Commissioner Mainz, Commissioner Bateman, Commissioner Hance, Commissioner Graves, Commissioner Nichols

4.A. [2024-504](#) Consider approval of the minutes of the Historic Landmark Commission meeting of September 3, 2024.

5. REGULAR AGENDA:

5.A. [2024-505](#) Consider a roof replacement permit request for the structure located at 723 N Main Street. The applicant is Kimberly Lopez (Kendall County Roofing) on behalf of Zorro Oro LLC, Owner.

Sara Varvarigos, City Planner II, presented the proposed certificate of appropriateness for a roof replacement permit.

A motion was made by Commissioner Mainz, seconded by Commissioner Bateman, to approve a roof replacement permit request for the structure located at 723 N Main Street.

The motion carried by the following vote:

Yea: 5 - Commissioner Mainz, Commissioner Bateman, Commissioner Hance, Commissioner Graves, Commissioner Nichols

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

There were no additional comments from the commission or staff.

7. ADJOURNMENT

Chairman Boerner adjourned the Historic Landmark Commission at 5:36 p.m.

Chairman

Secretary



AGENDA ITEM SUMMARY

Agenda Date	November 7 th , 2024
Requested Action	Consider a certificate of appropriateness for a post and panel sign located at 723 N Main Street. (J. Fox Custom Fine Jewelry)
Contact Person	Sara Varvarigos, Planner II, Staff Liaison to the Historic Landmark Commission (830) 248-1630, svarvarigos@boerne-tx.gov
Case Number	2024-11-005A
Subject Property	723 N Main Street (commercial structure)
Background Information	<p>BACKGROUND:</p> <ul style="list-style-type: none">• Historic District Status: The subject property is a non-contributing structure within the Historic District (Attachment 1 &2).• Applicant/owner: Jeff Fox (J. Fox Custom Fine Jewelry), Owner.• Zoning: C3- Transitional Commercial, Historic Overlay District. <p>REQUEST:</p> <p>The property owner is requesting:</p> <ol style="list-style-type: none">1. A certificate of appropriateness for a new commercial sign permit request (Attachment 2) <p>ANALYSIS & FINDINGS:</p> <p>According to Historic District Survey records, the property located at 723 N Main St was built in 1983 in a Folk Victorian Revival Architectural style.</p> <p>The building features off-white clapboard siding with a standing seam metal roof in a copper green patina color. There are also tan and burgundy-toned accent colors on the structure (refer to attachment 2).</p>

There is an existing post and panel structure on the site that features a white metal base. The applicant is proposing to attach a new 2-sided metal sign to this base, featuring:

- Metal Sign face measuring 40”H x 32”W
- White background with black and gold border
- Sans serif font
- Gold fox logo
- Non-lit sign

The proposed sign design follows Historic District guidelines for signs:

- Post & panel sign type
- Metal material
- 4 colors or less, including black and white
- Sans serif font for buildings built in the 20th century
- Non-lit sign

STAFF RECOMMENDATION:

Staff finds that the proposed commercial sign located 723 N Main St complies with all requirements for signs located within the Historic District.

Therefore, staff recommends that the Historic Landmark Commission **APPROVE** the requested:

1. A certificate of appropriateness for a new commercial sign permit request located at 723 N Main St (Attachment 2)

MOTIONS FOR CONSIDERATION:

The following motions are provided to assist the Commission’s decision.

I move that the Historic Landmark Commission accept staff findings and **APPROVE**

1. A certificate of appropriateness for a new commercial sign permit request located at 723 N Main St (Attachment 2)


	<p>OR</p> <p>I move that the Historic Landmark Commission reject the findings and DENY</p> <p>1. A certificate of appropriateness for a new commercial sign permit request located at 723 N Main St (Attachment 2)</p> <p>(The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC).</p>
Item Justification	<p><input type="checkbox"/> Legal/Regulatory Obligation <input type="checkbox"/> Infrastructure Investment</p> <p><input type="checkbox"/> Reduce Costs <input checked="" type="checkbox"/> Customer Pull</p> <p><input type="checkbox"/> Increase Revenue <input type="checkbox"/> Service Enhancement</p> <p><input type="checkbox"/> Mitigate Risk <input type="checkbox"/> Process Efficiency</p> <p><input type="checkbox"/> Master Plan Recommendation <input type="checkbox"/> Other:</p>
Strategic Alignment	<p>C2 – Seeking customer-driven feedback.</p> <p>C3 – Collaborate with community partners to enhance quality of life.</p>
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	Section 3.11 of the UDC requires the review of any building permit for exterior improvements for structures located within the Historic District.
Alternative Options	<p>The Commission may consider the request for roof permit:</p> <ul style="list-style-type: none"> • Approved; or • Approved with conditions; or • Denied; or • Denied in part.
Supporting Documents	<p>Attachment 1 – Location Map</p> <p>Attachment 2 – Street View and Existing & Proposed sign</p>

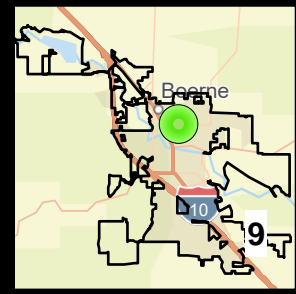
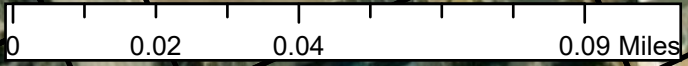


SUBJECT PROPERTY

723 N MAIN

Legend

-  Parcels
-  SUBJECT PROPERTY



5.A 723 N Main St

Street View

- 1983 Folk Victorian Revival commercial building featuring a mixture of Clapboard siding and Queen Anne posts and trims



5.A 723 N Main St

Existing Sign Structure

- Existing post and panel structure on site featuring a white metal base.



Request for COA for Sign Permit


- Metal Sign face measuring 40”H x 32”W
- White background with black and gold border
- Sans serif font
- Gold fox logo
- Non-lit sign



Two-sided metal sign, est. 40" x 32"
To be hung from existing metal signpost



AGENDA ITEM SUMMARY

	AGENDA ITEM SUMMARY
Agenda Date	November 7 th , 2024
Requested Action	Consider a certificate of appropriateness for a building permit request for the structure located at 723 N Main Street. The applicant is Mr. Fox (J. Fox Custom Fine Jewelry), Owner.
Contact Person	Sara Varvarigos, Planner II, Staff Liaison to the Historic Landmark Commission (830) 248-1630, svarvarigos@boerne-tx.gov
Case Number	2024-11-005B
Subject Property	723 N Main Street (commercial structure)
Background Information	<p>BACKGROUND:</p> <ul style="list-style-type: none"> • Historic District Status: The subject property is a non-contributing structure within the Historic District (Attachment 1 &2). • Applicant/owner: Jeff Fox (J. Fox Custom Fine Jewelry), Owner. • Zoning: C3- Transitional Commercial, Historic Overlay District. <p>REQUEST:</p> <p>The property owner is requesting:</p> <ol style="list-style-type: none"> 1. A certificate of appropriateness for a building permit to remove exterior stairs of the structure located at 723 N Main St. (Attachment 2). <p>ANALYSIS & FINDINGS:</p> <p>According to Historic District Survey records, the property located at 723 N Main St was built in 1983 in a Folk Victorian Revival Architectural style.</p> <p>The building features off-white clapboard siding with a standing seam metal roof in a copper green patina color. There are also tan and</p>

	<p>burgundy-toned accent colors on the structure (refer to attachment 2).</p> <p>The southeastern façade of the building features exterior wooden stairs and a landing deck leading to an exterior attic access door and landing. The staircase also features metal and wooden guardrails (refer to attachment 2).</p> <p>The stairs to the attic door landing deck are warped and leaning. Several of the boards on the landing deck appear to be warped, and the support posts may require structural reinforcement in order to meet City of Boerne Code Regulations. The applicant is requesting a certificate of appropriateness to remove the stairs, but still retain and reinforce the attic access landing.</p> <p>The attic space contains an HVAC unit for the structure and does not include any livable space. This means that permanent exterior stairs to the attic are not required as per City of Boerne regulations, and the attic can be accessed using a ladder as needed.</p> <p>The Historic Landmark Commission must determine if the proposed building update meets the requirements of section 2.11.B.5.e of the UDC (i.e. factors to be considered by the HLC before action on any application for a building permit or certificate of appropriateness within the Historic District). Staff analysis of the factors listed in section 2.11.B.5.e of the UDC is presented below.</p> <p><u><i>A. Effect of the Proposed Change on Historical, Cultural, and Architectural character</i></u></p> <ul style="list-style-type: none">• The proposed removal of exterior stairs on a non-historic Folk Victorian Architectural building would not impact the character of the district, since this is not a feature originally found in Folk Victorian buildings in the District. <p><u><i>B. Appropriateness of the exterior architectural features, which can be seen from a public street, alley, trail, or walkway</i></u></p> <ul style="list-style-type: none">• The existing exterior staircase and landing is not considered a historically appropriate feature for a Folk Victorian building. <p><u><i>C. The general design, arrangement, materials, textures, and colors of the building or structure, and the relation of such factors to similar features of buildings and structures on the landmark site or in the historic district</i></u></p> <ul style="list-style-type: none">• The exterior staircase is not a consistent architectural feature for the Folk Victorian Revival style. A survey of neighboring Folk
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Victorian and Queen Anne structures indicates that none of these buildings feature exterior staircase access to attic space. Removal is recommended.

- The proposed retention of the attic entry landing, with potential reinforcement of existing posts using a wood X brace, would create an increased visual impact on the southeastern facade. Removal of the existing attic landing structure (in addition to the staircase) is recommended instead.

D. The extent to which any building, structure, or feature situated only partially within a historic district requires special provisions or considerations

- The Boerne Historic Design Guidelines, provisions and regulations contained in the UDC apply to all property which fully or partially within the locally designated Historic District.
- For buildings and structures that are less than fifty (50) years of age, which have been determined to be non-contributing, the historic landmark commission may apply the guidelines with more flexibility.
- In reviewing work affecting non-historic buildings, the historic landmark commission's approach is to maintain or enhance their relationship and compatibility with adjacent historic buildings and streetscape.

E. Harmony with adjacent buildings and structures in terms of scale, height, and mass

- The existing staircase and landing visually dominates the view of the southeastern facade as seen from Main St, and the neighboring Daniel A. Foote House, which is a local City of Boerne Historic Landmark.
- Removing the exterior stairs and landing deck, which are not considered historically appropriate features, would result in a more streamlined southeast elevation of the structure. It would also reinforce the harmony of the building in relation to the neighboring Daniel A. Foote House, as well as nearby historic structures.

F. The value of the historic district or historic landmark as an area or site of unique interest and character, which should not be impaired.

- The proposed exterior staircase and landing removal would not

	<p>alter the value of the historic district, and would reinforce architectural consistency with other Folk Victorian structures located within the district.</p> <p>STAFF RECOMMENDATION:</p> <p>Staff recommends removing the stairs, landing deck, and guardrails along southeastern elevation, as per staff findings in previous section.</p> <p>Therefore, staff recommends that the Historic Landmark Commission APPROVE the requested:</p> <ol style="list-style-type: none"> 1. A certificate of appropriateness for a building permit to remove exterior stairs, landing, and wood and metal guardrails of the structure located at 723 N Main St. (Attachment 2). <p>MOTIONS FOR CONSIDERATION:</p> <p>The following motions are provided to assist the Commission’s decision.</p> <p>I move that the Historic Landmark Commission accept staff findings and APPROVE</p> <ol style="list-style-type: none"> 1. A certificate of appropriateness for a building permit to remove exterior stairs, landing, and wood and metal guardrails for the structure located at 723 N Main St. (Attachment 2). <p>OR</p> <p>I move that the Historic Landmark Commission reject the findings and DENY</p> <ol style="list-style-type: none"> 1. A certificate of appropriateness for a building permit to remove exterior stairs, landing, and wood and metal guardrails for the structure located at 723 N Main St. (Attachment 2). <p>(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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Strategic Alignment	C2 – Seeking customer-driven feedback. C3 – Collaborate with community partners to enhance quality of life.
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	Section 3.11 of the UDC requires the review of any building permit for exterior improvements for structures located within the Historic District.
Alternative Options	The Commission may consider the request for roof permit: <ul style="list-style-type: none"> • Approved; or • Approved with conditions; or • Denied; or • Denied in part.
Supporting Documents	Attachment 1 – Location Map Attachment 2 – Street View and Existing Stairs

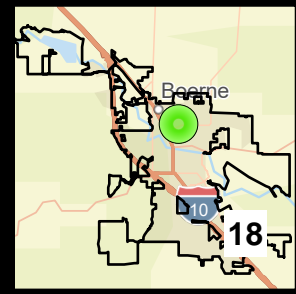
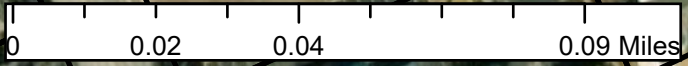


SUBJECT PROPERTY

723 N MAIN

Legend

-  Parcels
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5.B 723 N Main St

Street View

- 1983 Folk Victorian Revival commercial building featuring a mixture of Clapboard siding and Queen Anne posts and trims



5.B 723 N Main St

Request for COA for Building Permit

- Applicant is requesting a building permit for removal of existing exterior stairs leading to Attic Access door



5.B 723 N Main St

View from D.A Foote Driveway



5.B 723 N Main St

D.A. Foote House and Properties Close by



5.B 723 N Main St

Neighboring Properties

