

AGENDA
DESIGN REVIEW COMMITTEE MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Thursday, February 12, 2026 - 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. CONFLICT OF INTEREST

3. 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)

4. 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.

- A. [2026-031](#) CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR CALLED DESIGN REVIEW COMMITTEE MEETING FOR JUNE 12, 2025.

Attachments: [DRC Meeting Minutes-June 12.2025](#)

5. REGULAR AGENDA ITEMS:

- A. [2026-032](#) CONSIDER A REQUEST FOR A VARIANCE TO THE UNIFIED

DEVELOPMENT CODE 9.7.D.7. (DIMENSIONAL TABLE) TO REDUCE THE MINIMUM VERTICAL CLEARANCE FOR HANGING SIGNS FROM 10 FEET OF VERTICAL CLEARANCE OR 2 FEET BELOW THE EDGE OF THE AWNING, WHICHEVER IS GREATER, TO 7 FEET OF VERTICAL CLEARANCE FOR TWO NEW HANGING SIGNS, LOCATED AT 455 S. MAIN STREET.

- Attachments:** [AIS LA DAMA AND HANCE REALTY HANGING SIGN](#)
[Attachment 1 - Aerial Map](#)
[Attachment 2 - Zoning View](#)
[Attachment 3 - Street View](#)
[Attachment 4 - Proposed sign](#)
[Attachment 5 - Main Street Sign Height Exhibit](#)

6. COMMENTS FROM COMMITTEE/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 6th day of February, 2026 at 4:00 p.m.

s/s Misti Rains

Executive Assistant

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.

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

Minutes of the regular called Design Review Committee of June 12,2025.

Present **4 -** Chairman Chris Taylor Board Member Lindsay Chapman Board Member Chris Harthcock Board Member Meredith, and Woolard

Absent **1 -** Vice Chair Carr, and Stokes

Staff Present: Kylie Nettles, Chasity Valdes, Franci Linder, Jo-Anmarie Andrade, and Ryan Lewis.

Recognized/Registered Guests: Mason Mainz.

1. CALL TO ORDER – 6:00 PM

Chairman Taylor called the meeting to order at 6:00 p.m.

2. OATHS OF OFFICE

Chairman Taylor called on Chasity Valdes to administer Oaths of Office to Chris Taylor, Meredith Woolard, and Lindsay Chapman.

3. CONFLICT OF INTEREST

No conflicts declared.

4. PUBLIC COMMENTS:

No comments were received.

5. CONSENT AGENDA:

A MOTION WAS MADE BY BOARD MEMBER HARTHCOCK, SECONDED BY BOARD MEMBER CHAPMAN, TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 3 - Board Member Chapman, Board Member Woolard, and Board Member Harthcock

5.A Consider approval of the minutes of the Design Review Committee meeting of November 14, 2024.

THE MINUTES WERE APPROVED.

6. REGULAR AGENDA ITEMS:

6.A 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.

Chairman Taylor called on Jo-Anmarie Andrade, Planner II, to present the items. She spoke on items 6a and 6b as they are related. She displayed photos of the proposed signs as requested by the applicant, Mason Mainz. The variances include a wall sign and a canopy hanging sign.

The Historic Landmark Commission (HLC) reviewed the proposed signage and issued a Certificate of Appropriateness along with a condition of approval. Staff noted the area is highly pedestrian-oriented, supporting the projection variance, and recommends the Design Review Committee accept the findings.

The total proposed sign area is 82 square feet, broken down as follows: wall sign: 48 sq. ft. and the canopy sign: 24 sq. ft.

The proposed signage spans 50 feet across a 70-foot-wide façade, appearing well-proportioned. Staff recommends approval of the variance.

During the discussion the applicant, Mason Mainz noted similar signage in the area that have been approved for nearby businesses.

A MOTION WAS MADE BY BOARD MEMBER HARTHCOCK, SECONDED BY BOARD MEMBER WOOLARD, TO APPROVE 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. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 3 - Board Member Chapman, Board Member Woolard, and Board Member Harthcock

6.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.

A MOTION WAS MADE BY BOARD MEMBER CHAPMAN, SECONDED BY BOARD MEMBER HARTHCOCK, TO APPROVE 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. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 2 - Board Member Woolard, and Board Member Harthcock

Nay: 1 - Board Member Chapman

7. DISCUSSION:

7.A Training: Reviewing Sign Certificates of Appropriateness and Variance Requests.

Chairman Taylor called on Jo-Anmarie Andrade, Planner II, who explained that under Chapter 3 of the Unified Development Code (UDC) certain types of signs require review and approval by the Design Review Committee (DRC). The DRC has the authority to issue a Certificate of Approval for signage. The sign review process evaluates how proposed signage fits the building’s architecture and complies with city standards. A sign variance is triggered when a proposal: exceeds maximum size, height, or placement limits; exceeds the allowable

number of signs; deviates from the approved materials standards; or includes lighting that does not conform. When a variance is requested, the DRC evaluates the proposal based on five criteria, all of which must be met: unnecessary hardship, not contrary to UDC, unique circumstances, and no harm to public. DRC members may ask questions, recommend design improvements, or deny the variance. A checklist is used to guide and document the evaluation. The DRC does not regulate sign content.

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

Assistant Director Franci Linder expressed appreciation and congratulations to new members and appointments.

9. ADJOURNMENT

Chairman Taylor adjourned the Design Review Committee meeting at 6:30 p.m.

Approved:

Chairman

Attest:

Executive Assistant



AGENDA ITEM SUMMARY

Agenda Date	February 12, 2026
Requested Action	Consider a request for a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to reduce the minimum vertical clearance for hanging signs from 10 feet of vertical clearance or 2 feet below the edge of the awning, whichever is greater, to 7 feet of vertical clearance for two new hanging signs, located at 455 S. Main Street.
Contact Person	Benjamin Simmons, Planner I (830) 248 1630, bsimmons@boerne-tx.gov
Background Information	<p>BACKGROUND:</p> <p>The property is located at 455 S. Main Street, the business owner is Silvia Hance, and the applicant is Kelly Mattingly of Signarama – San Antonio NW & Downtown</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 sign permit to add two new hanging signs was approved by the Historic Landmark Commission (HLC) on January 6, 2026. HLC determined that the design and location of these signs are compatible with the historic district and recommended approval knowing that these signs would need to seek a variance from the Design Review Committee.</p> <p>REQUEST:</p> <ol style="list-style-type: none">1. The applicant is requesting a variance to the Unified Development Code 9.7.D.7. (Dimensional Table) to reduce the minimum vertical clearance for hanging signs from 10 feet of vertical clearance or 2 feet below the edge of the awning, whichever is greater, to 7 feet of vertical clearance for two new hanging signs, located at 455 S. Main Street.2. The applicant is proposing two new hanging signs for two new businesses (La Dama Fina and Hance Realty). The proposed signs

are non-lit and measure 12in. H x 72in. W (6 sf each). They are proposed to be hung under the awning parallel to main street.

ANALYSIS:

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:

Literal enforcement of the regulations in this chapter will create an unnecessary hardship or practical difficulty.

The subject property features an attached awning which projects from the building facade. Under current UDC standards, hanging signs are limited to a minimum vertical clearance of 10 feet or two feet below the edge of the awning, whichever is the greater distance. In this case the applicant is proposing a vertical clearance of seven feet which is less than 2 feet below the edge of the awning. Strict adherence to this limitation would not allow for a hanging sign in this configuration.

This property was constructed circa 1920, well before current sign regulations were adopted by the City of Boerne. The single story structure features a standing seam metal porch roof which blends into the attached awning. Due to this unique building design there are limited options for signage. An additional difficulty is related to the sidewalk at this location; the walkway is elevated above the street further reducing the amount of vertical clearance for these signs.

The situation causing the hardship or difficulty is unique to the affected property.

The subject property is a circa 1920s 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 does not meet the minimum vertical clearance 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 vertical clearance standard may limit effective signage visibility in a manner not fully anticipated by the regulation.

The situation or hardship is not self-imposed.

The height of the awning 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.

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 is consistent with the existing signage present on Main Street. 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.

STAFF RECOMMENDATION:

Based on the requirements of UDC Section 2-10.E.4.c, staff recommends that the Design Review Committee determine if the request meets the criteria for a variance and approve or deny the variance request for 455 S. Main Street (La Dama Fina and Hance Realty).

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.).
Strategic Alignment	
Financial Considerations	
Citizen Input/Board Review	
Legal Review	
Alternative Options	The Commission may consider the variance request: <ul style="list-style-type: none"> • Approved; or • Approved with conditions; or • Denied; or Denied in part.
Supporting Documents	Attachment 1 – Aerial Map Attachment 2 – Zoning Map Attachment 3 – Street View Attachment 4 –Proposed Sign Details Attachment 5 - Main Street Sign Height Exhibit



SUBJECT PROPERTY

455 S Main Street

Legend

-  Parcels
-  SUBJECT PROPERTY





SUBJECT PROPERTY
455 S Main Street

Current Zoning
C3
Historic District

Legend

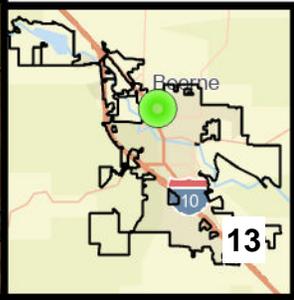
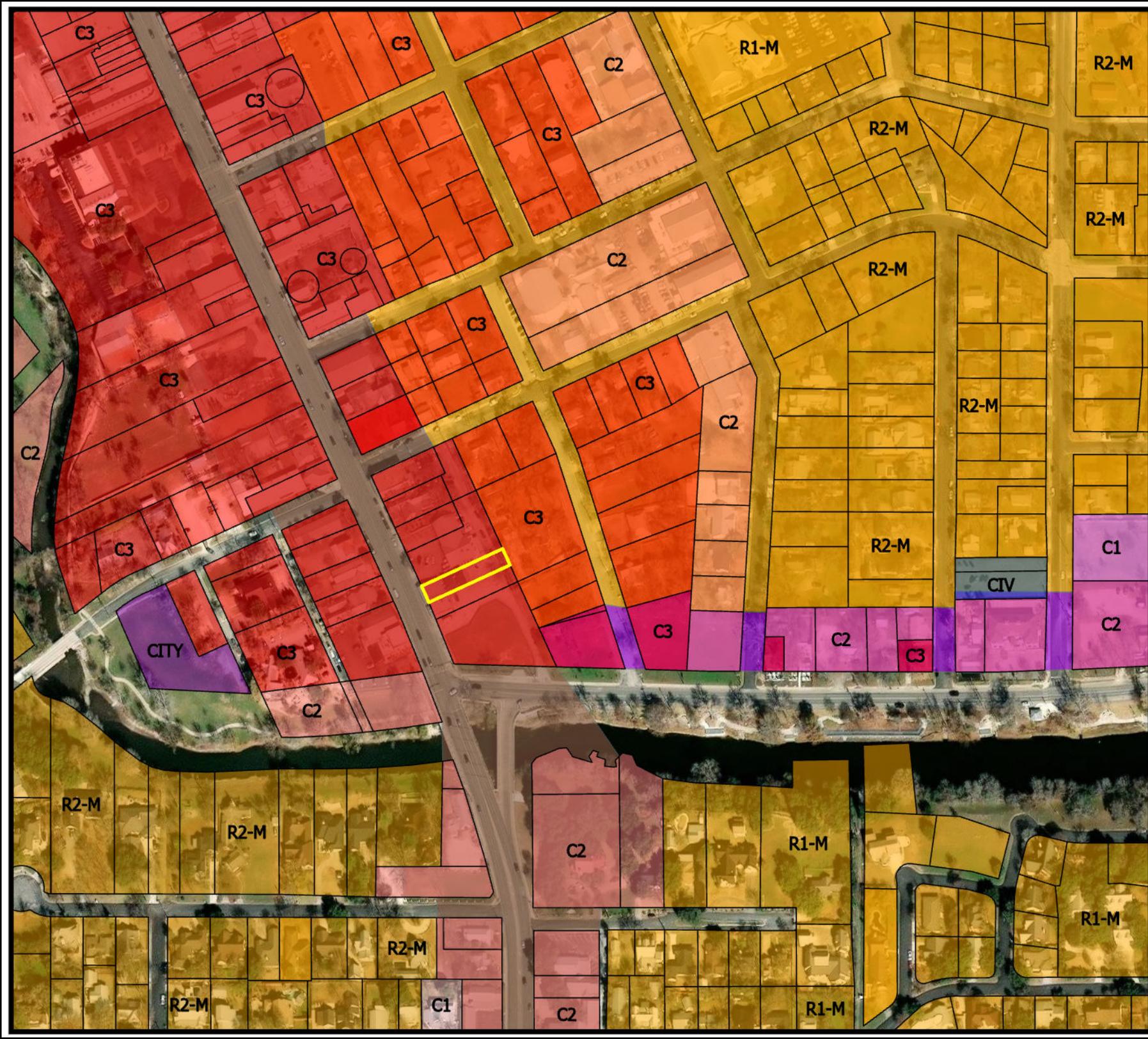
 SUBJECT PROPERTY

Boerne Zoning

-  C1
-  C2
-  C3
-  CITY
-  CIV
-  R1-M
-  R2-M

Overlay Districts

-  Downtown Community
-  Historic District
-  River Road





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455

3

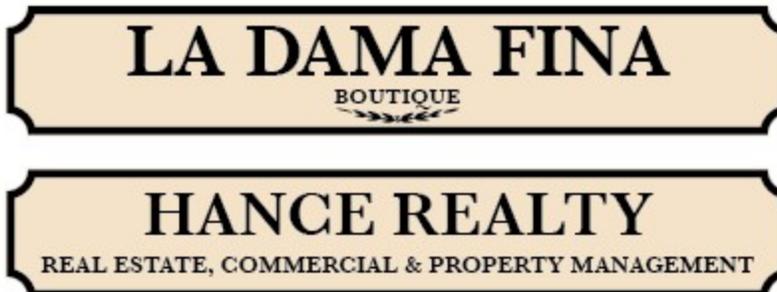
HANGING BUILDING SIGNS

QUANTITY: 2
72" W X 12" H



MANUFACTURE AND INSTALL
DIGITALLY PRINTED ON
CALENDERED 3M IJ35C
GLOSS CALENDERED 3M - 8508
MDO

MATERIALS



NOTES:

*Scale on photo is not to size

Client: **LA DAMA FINA**
Invoice: **#13759**
Date: **TU/17/25**
Sales: **MICHAEL SIGNAH** Designer: **Daniel G.**

CLIENT SIGNATURE:

X



This sign is intended to be installed in accordance with the requirements of Article 802 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

This design proposal will remain the exclusive property of Signarama until approved and accepted through purchase by client, printed directly on drawing and may not be modified by other parties or changed. We will supply up to 1000 materials with your purchase. Additional materials cost \$45 each. Your order will be processed upon receipt of this artwork approval.

Due to limitations in the printing process, the colors shown may not reflect actual colors. Color may vary slightly. If exact color match is required, please contact SAR representative.

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Apache Rifleworks

101 S Main St #B

9'



The Dienger

210 N Main Street

8'2"



Shoegroove

470 S Main St Suite 101

7.5'
(89-92"; on a slope)



Gunpowder & Cabernet

470 S Main St Suite 102

8'4"



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