



AGENDA ITEM SUMMARY

Agenda Date	July 28, 2026
Requested Action	APPROVE ON FIRST READING ORDINANCE NO. 2026-04; AN ORDINANCE OF THE CITY OF BOERNE, TX, AMENDING THE UNIFIED DEVELOPMENT CODE, INCLUDING BUT NOT LIMITED TO CHAPTER 1, SECTION 1-12.B. - PLANNING AND ZONING COMMISSION, SECTION 1-12.D. - HISTORIC LANDMARK COMMISSION, SECTION 1-12.E. - DESIGN REVIEW COMMITTEE, CHAPTER 2, SECTION 2-1.H.- APPLICATION SUBMITTAL DATES, SECTION 2-1.L - VARIANCES, SECTION 2-1.M - APPEALS, SECTION 2-10.E. - SIGN VARIANCES, CHAPTER 3, SECTION 3-6.D - NON-RESIDENTIAL USES, SECTION 3-9.B.2. - CREATIVE ALTERNATIVES IN AN OVERLAY DISTRICT OTHER THAN THE HISTORIC DISTRICT, SECTION 3-12.G. - SIGNAGE, SECTION 3-13.D. - DIMENSIONS, SECTION 3-14.H. - SIGNAGE, SECTION 3-16.J - SIGNAGE, SECTION 3-17.G. - SIGNAGE, CHAPTER 9, SECTION 9-5. - SIGN ILLUMINATION, SECTION 9-7.C. - FREE STANDING SIGNS, AND APPENDIX A. DEFINITIONS - DESIGN REVIEW COMMITTEE.
Contact Person	Nathan Crane, Planning Director (830) 248-1521, ncrane@boerne-tx.gov
Background Information	BACKGROUND: The City of Boerne's Design Review Committee (DRC) was established in 2021, the same year which the Unified Development Code (UDC) was adopted. In alignment with the goals of the UDC, the DRC was established to consider creative alternatives and sign variances. The DRC held its first public hearing on December 9, 2021, and since then has held 22 meetings. During this time, DRC has acted upon two creative alternatives, four sign certificates of approval, and 18 sign variances. Of the variances, six were also required to be heard by the Historic Landmark Commission creating process redundancy. In 2025, the 89th Legislature of Texas met and passed Senate Bill (SB) 1883. This bill removed the option of the Planning and Zoning Commission serving as the Impact Fee Advisory Committee requiring cities to establish a new body to address impact fees.

	As a result, on June 9, 2026, the City of Boerne City Council passed Resolution 2026-R30 which revised the number of terms, residency requirements, appointment requirements, and attendance requirements for city boards and commissions. Among several other changes to city boards and commissions, the resolution authorizes the mayor to appoint the Chairman and Vice Chairman of the Planning and Zoning Commission. The proposed amendment revises the UDC to be consistent with this resolution regarding the Historic Landmark Commission, the Planning and Zoning Commission, and the Design Review Committee. REQUEST: 1. The proposed amendment would dissolve the DRC and reassign its duties to other commissions. Under the amendment, all sign-related review responsibilities would be consolidated under the Historic Landmark Commission (HLC), while responsibilities related to creative alternatives would be transferred to the Planning and Zoning Commission (P&Z). 2. The amendment also grants the mayor the authority to appoint the Vice Chairman of the P&Z in alignment with the recently adopted council resolution. ANALYSIS: • The proposed amendment is consistent with the City Charter, applicable state and federal law, the City's Comprehensive Plan, and other adopted City policies. • The amendment furthers the intent of the Unified Development Code by streamlining review procedures, aligning responsibilities with the expertise of existing boards and commissions, and promoting a more efficient, coordinated, and customer-focused development review process. • The HLC currently reviews and approves Certificates of Appropriateness for exterior alterations, signs, and other improvements within the Historic District. This responsibility closely aligns with the former role of the DRC in reviewing signs and sign variances. Because the HLC routinely evaluates the design, scale, and compatibility of signs within their surrounding context, it is well-positioned to assume these responsibilities.
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	• Reassigning sign approvals and sign variances to HLC will streamline the development review process by consolidating similar design-related decisions under a single board. This approach promotes consistency in decision-making, improves efficiency, and provides applicants with a more predictable and customer-focused review process. • P&Z is well-suited to review creative alternatives because these requests are closely tied to its existing responsibilities for plats and zoning. Since the Commission already implements the City's land use and development policies, reassigning this authority will streamline the development review process, improve consistency, and provide applicants with a more efficient and predictable review. • Amending the UDC to grant this authority to the mayor will align the Code with the goals and objectives established by City Council in Resolution No. 2026-R30, ensuring consistency between Council policy and the UDC. FINDINGS: The proposed amendment meets the following findings: • It is consistent with applicable state law and ensures the Unified Development Code remains compliant with the Texas Local Government Code. • It furthers the intent of the Unified Development Code by streamlining the development review process, aligning responsibilities with the expertise and existing duties of each board and commission, and promoting a more efficient, coordinated, and customer-focused review process. • It meets the criteria for approval as outlined in Section 2-2.C of the UDC. HISTORIC LANDMARK COMMISSION ACTION: The Historic Landmark Commission considered this request at their June 2, 2026, meeting. The Commission voted 5-1 to recommend approval. PLANNING AND ZONING COMMISSION ACTION: The Planning and Zoning Commission considered this request at their July 6, 2026, meeting. The Commission voted 7-0 to recommend approval.
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	RECOMMENDATION: City council should receive the recommendation from the Planning and Zoning Commission, hold a public hearing, and consider on first reading the proposed UDC amendments. MOTIONS FOR CONSIDERATION: The following motions are provided to assist Council’s decision. I move that the City Council receive the recommendation from the Planning and Zoning Commission, accept the findings, and APPROVE on first reading the proposed UDC Amendments. OR I move that the City Council DENY the proposed amendment(s), based on the following findings: (The Council will need to state the reasons for the denial).
Strategic Alignment	This request is consistent with: B3: providing streamlined and efficient processes C1: offering consistent, high quality customer experiences across every point of contact.
Financial Considerations	There are no financial obligations related to this request.
Citizen Input/Board Review	Notice of the Historic Landmark Commission public hearing was published in the Boerne Star on May 17, 2026. No comments were received. Notice of the Planning & Zoning Commission public hearing was published in the Boerne Star on June 21, 2026. No comments were received. Notice of the City Council public hearing was published in the Boerne Star on July 12, 2026. No comments have been received.
Legal Review	N/A

Alternative Options	Upon completion of a public hearing, the Council may: approve; approve in part; amend; deny; or deny in part the request.
Supporting Documents	Ordinance No. 2026-04 Proposed UDC Amendments – DRC - HLC Public Hearing Notice - UDC