



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	December 2, 2025
<b>Requested Action</b>	Consider a certificate of appropriateness for a sign permit for a new sign located at 371 N Main Street (ADKF).
<b>Contact Person</b>	Francesca "Franci" Linder, AICP – Assistant Planning Director (830)-248-1528, flinder@boerne-tx.gov
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The business is owned by ADKF, and the applicant is Jennifer Pozos of Budget Signs.</p> <p>The UDC requires that any activity requiring a certificate of appropriateness inside of the Historic District must be approved by the Historic Landmark Commission and will be subject to the historic design guidelines. (UDC Sec. 3-11.B.8)</p> <p>The property is zoned C3 - Community Commercial and is located inside the Historic Overlay District.</p> <p><b>REQUEST:</b></p> <p>The property owner is requesting consideration of:</p> <ol style="list-style-type: none"><li>1. A certificate of appropriateness for a new sign permit for a new sign located at 371 N Main Street.</li></ol> <p><b>ANALYSIS:</b></p> <p>The structure located at 371 N Main Street was constructed in 2011 by Jefferson Bank. The applicant is proposing a new illuminated sign panel for ADKF. The proposed sign design features the following details:</p> <ul style="list-style-type: none"><li>• Acrylic, rectangular sign panel measuring 57.75" W x 15.75" H</li><li>• Green background with white lettering and two (2) shades of accent green</li><li>• Illuminated sign (in an existing illuminated sign cabinet)</li></ul> <p>The proposed sign design meets the following Historic District</p>

	<p>guidelines for signs:</p> <ul style="list-style-type: none"> <li>• Earth tone colors (maximum of four)</li> <li>• Max 2 typefaces</li> </ul> <p>The proposed sign design does not follow the following Historic District guideline for signs regarding the following:</p> <ul style="list-style-type: none"> <li>• Material</li> <li>• Internal illumination</li> </ul> <p>However, it should be noted that the illuminated sign cabinet already exists and is currently in use by Jefferson Bank. Also, that the proposed sign material is compatible with the illuminated sign cabinet.</p> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"> <li>• Staff finds that the sign design meets Boerne’s UDC Chapter 9 sign regulations and the majority of Historic District Guidelines with the exceptions listed above.</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>The Historic Landmark Commission should determine if the request meets the requirements of UDC section 3-11, UDC Section 9, and the Historic District Guidelines.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p> <p>The following motions are provided to assist the Commission’s decision.</p> <p>I move that the Historic Landmark Commission accepts the findings and <b>APPROVE</b> a certificate of appropriateness for a new sign permit located at 371 N Main Street.</p> <p>OR</p> <p>I move that the Historic Landmark Commission rejects the findings and <b>DENY</b> a certificate of appropriateness for a new sign permit located at 371 N Main Street. (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC).</p>
<b>Strategic Alignment</b>	

<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Section 3.11 of the UDC requires the review of signs located within the Historic District for compliance with Historic District Guidelines.
<b>Alternative Options</b>	<p>The Commission may consider the request for COA for sign permit:</p> <ul style="list-style-type: none"> <li>• Approved; or</li> <li>• Approved with conditions; or</li> <li>• Denied; or</li> <li>• Denied in part.</li> </ul>
<b>Supporting Documents</b>	<p>Attachment 1 – Aerial Map  Attachment 2 – Zoning View  Attachment 3 – Proposed Signs</p>