MINUTES

PLANNING AND ZONING COMMISSION MEETING

BOERNE CITY HALL

RONALD C. BOWMAN CITY COUNCIL CHAMBERS

447 North Main Street

Monday, July 6, 2026 – 6:00 p.m.

Minutes of the regular called Planning and Zoning Commission Meeting of July 6, 2026.

Present 7 - Chairman Lucas Hiler, Secretary/Treasurer Bob Cates, Commissioner Susan Friar, Vice Chair Cody Keller, Commissioner Bill Bird, Commissioner Carlos Vecino, and Commissioner Chris Taylor

Staff Present: William Willingham, Nathan Crane, Ben Simmons, Anne Bransford, Misti Rains, Maria Garcia, Krystal Barrera, Abigail Knott, Barrett Squires

Guest Speakers: Patrick Dennis, Kelly Jones

Recognized/Registered Guests: Patrick Dennis, Kelly Jones, Skylar Long

1. CALL TO ORDER

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

Chairman Lucas Hiler led the pledge of allegiance to the United States Flag, honored the Texas flag followed by moment of silence.

2. CONFLICTS OF INTEREST

No conflicts of interest declared.

3. OATH OF OFFICE

2026-295 ADMINISTER OATH OF OFFICE FOR PLANNING AND ZONING COMMISSION PLACE 6 AND PLACE 7; LUCAS CHARLES HILER AND CHRIS TAYLOR.

Crystal Barrera, Notary, administered the Oath of Office for Chairman Lucas Hiler and Commissioner Chris Taylor.

Chairman Hiler welcomed the Commission and thanked Commissioner Taylor for joining the Planning and Zoning team.

4. PUBLIC COMMENTS

Guest Speaker Patrick Dennis, on behalf of Menger Springs Senior Living Communities, greeted the Commission . He introduced a request to install a street sign located on Balcones Rd. and then a second sign following the first install.

Commissioner Lucas Hiler addressed Mr. Dennis and let him know the process to request sign installations with the City of Boerne and permit process.

The next speaker, Kelly Jones, stated that she will wait to speak during regular agenda item 6A 2026-278.

5. CONSENT AGENDA

2026-284 CONSIDER APPROVAL OF THE MINUTES FOR THE PLANNING AND ZONING COMMISSION MEETING OF JUNE 1, 2026.

THE MINUTES WERE APPROVED.

A MOTION WAS MADE BY COMMISSIONER FRIAR, SECONDED BY VICE CHAIR KELLER,TO APPROVE THE MINUTES FOR THE PLANNING AND ZONING COMMISSION MEETING OF JUNE 1, 2026. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 7 - Chairman Hiler, Secretary/Treasurer Cates, Commissioner Friar, Vice Chair Keller, Commissioner Bird, Commissioner Vecino, and Commissioner Taylor

6. REGULAR AGENDA

2026-278 CONSIDER A REQUEST FOR A VARIANCE TO CHAPTER 6, SECTION

6-2(B)(1)(A). LOT FRONTAGE REQUIREMENT, OF THE UNIFIED DEVELOPMENT CODE FOR A PROPERTY GENERALLY LOCATED AT CHRISTUS PARKWAY AND HERFF ROAD (KCAD 153703)

Ben Simmons, Planner I, presented on item 6A. Request is being made on behalf of Applicant Pape-Dawson Engineers on behalf of owner, Santa Rosa Health Care Corporation. The request is being made to not allow for a lot to have frontage along a public right of way.

Property is zoned C3, Community Commercial with background was shared as 7.762 acres, currently platted as Menger Place Subdivision Unit 1 Lot 2A (Replat) and applicant would like to replat into four parcels. It is within the Sobo Hybrid Commercial Character Zone and seeks to prioritize auto-oriented development while retaining some walkable elements and multi-modal traffic.

An environmental constraints map along with a future land use map of the property was presented. The design seeks to prioritize commercial uses with vehicular access along major roads and thoroughfares. There is SARA Floodplain on this property.

The variance request is in relation to UDC, Section 6-2B-1A which states that all lots shall have frontage on a public right of way. Cottage developments may provide frontage on a shared access/utility easement provided at either the front or rear of the lot line. No residential lot shall have frontage on collector (primary or secondary) or arterial roadways, unless otherwise approved by city manager.

A current recorded plat was presented to the commission along with the proposed subdivision replat.

For a variance all five findings must be met: 1. Unnecessary Hardship including financial; proposed replat stems from the desired layout and enforcement of this standard would not result in hardship. 2. No change in Use; The variance will not authorize any use other than the uses the zoning district and overlay district already allow. 3.Unique Circumstances related to the property and general conditions; not a unique circumstance 4. Does not weaken the general purpose of ordinance & essential character of the district; variance requested could negatively impact access to site 5. No adverse impact on public health, welfare and safety; variance would still need to meet all applicable access, fire and building standards.

If approved, staff recommended the following stipulations:

1. Prior to issuance of City construction release permit or commencement of construction, the applicant shall obtain a formal driveway permit from the Texas Department of Transportation (TXDOT) for any proposed access onto Main Street.

2. The project shall comply with all applicable standards, procedures and requirements set forth in the City of Boerne Unified Development Code (UDC).

3. All site improvements, infrastructure, drainage and access designs shall conform to the requirements of the cIty of Boerne Engineering Manual, subject to review and approval by the Engineer.

Commissioner Bob Cates reviewed two images he submitted for question, asking where the access is in relation to the images shown. Was questioning if the access would be crossing the concrete ditch. Simmons confirmed yes. Next ask was questioning how far this access is from the Randolph Brooks location.

Abigail Knott, City Engineer, relayed that at this time no plans have been submitted or approved by the city. The applicant is needing to reach out to TXDOT to get a TXDOT permit first so that the City can understand what the requirements from TXDOT would be and then would work with them on the driveway. There is an access easement that's already set on the plat.

Cates inquired about how far the access easement distance is from the drive and how far apart does it need to be. Knott responded that an interior street is an 800 foot separation distance for Boerne standards not TXDOT's, however she was not certain of the distance from this drive to the access easement. It is TXDOT right-a-way.

Cates asked about the cost to build an access and Knott explained as she did not know a cost she can confirm that it is not complicated. It is merely a driveway and ditch.

Chairman Lucas Hiler questioned if Christus Parkway is sufficient or is it a right in only driveway off Main Street seemingly thinking that it's not just an engineering question but more so fire code for appropriate fire access. TXDOT does have a vested interest to ensure its a safe exit.

Nathan Crane, Planning Director, reiterated that what the Commission would be considering is whether this lot needs to have frontage on a public street. An application has to go through the review process, which is the first step.

Vice Chair Cody Keller stated, if they approve, TXDOT would still need to review and approve so it would have to be subject to TXDOT approval to have access along Main Street.

Matthew Cushman, Civil Engineer Representative for Pape-Dawson Engineers, addressed Commission stating the original plat had TXDOT approval for a driveway that's across from the Menger Place Subdivision as right in, right out as this is how it was originally recorded. It has some flood plain issues and fill requirements. His team is trying to initially look into a flag lot option to be able to create some out parcels that could be sold and then have interior driveways similar to a condo regime. He stated that a TXDOT permit is necessary for drainage so there's no adverse impact with culvert improvements since there is already a drainage easement present.

Item was voted unanimously to table.

A MOTION WAS MADE BY SECRETARY/TREASURER CATES, SECONDED BY VICE CHAIR KELLER, TO TABLE THE REQUEST FOR A VARIANCE TO CHAPTER 6, SECTION 6-2(B)(1)(A). LOT FRONTAGE REQUIREMENT, OF THE UNIFIED DEVELOPMENT CODE FOR A PROPERTY GENERALLY LOCATED AT CHRISTUS PARKWAY AND HERFF ROAD (KCAD 153703). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 7 - Chairman Hiler, Secretary/Treasurer Cates, Commissioner Friar, Vice Chair Keller, Commissioner Bird, Commissioner Vecino, and Commissioner Taylor

2026-273 HOLD A PUBLIC HEARING AND CONSIDER AND MAKE A RECOMMENDATION TO CITY COUNCIL REGARDING THE PROPOSED AMENDMENT TO THE UNIFIED DEVELOPMENT CODE ADOPTED ON JANUARY 14, 2025, INCLUDING BUT NOT LIMITED TO:

- Chapter 1 - Historic Landmark Commission, Design Review Committee, Planning and Zoning Commission
- Chapter 2 - Design Review Committee and sign variances
- Chapter 3 - Design Review Committee and creative alternatives
- Chapter 9 - Design Review Committee
- Appendix A - Definitions - Design Review Committee

Public hearing was opened by Chairman Lucas Hiler at 6:29 p.m., retracted and reopened at 7:03 p.m.

William Willingham, Planner II, presented on duties reassigned, UDC amendment have already been taken to Historic Landmark Commission (HLC) for recommended approval.

It is for recommended to approve UDC. Dissolve the Design Review Committee (DRC) has been dissolved and duties have been transferred to HLC and Planning and Zoning (P&Z). Roles have been reassigned. TX State Senate Bill SB 1883 background was presented.

Creative alternative role has been transferred to P&Z; sign variances and sign certificates HLC.

Adjustment of officer appointment is in alignment with resolution

2026-R30 that allows Chair and Vice Chair to be designated by Mayor. Steps of this process were presented to the Commission.

Chairman Lucas Hiler asked for examples and the opportunity to review education about creative alternatives. Willingham responded that the Planning Department can offer training to assist. Landscaping and parking minimums were given as examples in William's presentation.

Commissioner Susan Friar asked about sign approvals going to HLC. William responded that signs for a Certificate of Appropriateness (COA) and/or variance approvals will be voted on through HLC.

Commissioner Friar asked if there was a shortage of volunteers. Nathan Crane, Planning Director, responded that the City of Boerne Mayor reviewed requirements for the Commission Boards and by doing this, understood how to distribute the assignments.

Chairman Hiler closed the Public Hearing at 7:04 p.m.

Mr. Crane relayed updates regarding workshops for phase 1 of the UDC Amendments will be held at the August P&Z Meeting. Phase 2 sometime in the fall.

A MOTION WAS MADE BY COMMISSIONER BIRD, SECONDED BY COMMISSIONER TAYLOR TO APPROVE THE RECOMMENDATION TO CITY COUNCIL REGARDING THE PROPOSED AMENDMENT TO THE UNIFIED DEVELOPMENT CODE ADOPTED ON JANUARY 14, 2025, INCLUDING BUT NOT LIMITED TO:

- **CHAPTER 1 - HISTORIC LANDMARK COMMISSION, DESIGN REVIEW COMMITTEE, PLANNING AND ZONING COMMISSION**
- **CHAPTER 2 - DESIGN REVIEW COMMITTEE AND SIGN VARIANCES**
- **CHAPTER 3 - DESIGN REVIEW COMMITTEE AND CREATIVE ALTERNATIVES**
- **CHAPTER 9 - DESIGN REVIEW COMMITTEE**
- **APPENDIX A - DEFINITIONS - DESIGN REVIEW COMMITTEE. THE MOTION CARRIED BY THE FOLLOWING VOTE:**

Yeah: 7 - Chairman Hiler, Secretary/Treasurer Cates, Commissioner Friar, Vice Chair Keller, Commissioner Bird, Commissioner Vecino, and Commissioner Taylor

2026-297 ELECTION OF SECRETARY FOR THE PLANNING AND ZONING COMMISSION

Nomination was made for Commissioner Bob Cates, motion made by Commissioner Susan Friar, seconded by Commissioner Bill Bird.

Commissioner Cates has seven years experience.

A MOTION WAS MADE BY COMMISSIONER BOB CATES, SECONDED BY COMMISSIONER SUSAN FRIAR, TO APPROVE THE ELECTION OF SECRETARY FOR THE PLANNING AND ZONING COMMISSION. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 7 - Chairman Hiler, Secretary/Treasurer Cates, Commissioner Friar, Vice Chair Keller, Commissioner Bird, Commissioner Vecino, and Commissioner Taylor

7. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF - No discussion or action may take place

Nathan Crane, Planning Director, spoke on City of Boerne Commission Ethics and relayed information regarding the upcoming annual cyber security training and AI training.

He stated that deadline needs to be met, or participant will not be able to vote in future meetings.

The Texas APA Round Rock, TX conference is upcoming and geared towards planning and zoning. Chairman Hiler spoke about his past experience. Commissioner Bob Cates asked Mr. Crane about ethics section regarding conflict of interest.

Mr. Crane clarified the document needs to be signed and submitted to the recording secretary before the agenda item is presented at any meeting.

8. ADJOURNMENT

Chairman Lucas Hiler adjourned the meeting at 7:11 p.m.

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Chairman

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Executive Assistant