

MINUTES
HISTORIC LANDMARK COMMISSION MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET

Tuesday, October 7, 2025 - 5:30 PM

Present: 6 - Chairman Sally Pena, Vice Chair Lynnese Graves,
 Commissioner Patti Mainz, Commissioner Cesar Hance,
 Commissioner Mike Nichols, and Commissioner Sharon D.
 Wright

Absent: 1 - Commissioner Ashley Maytum

1. CALL TO ORDER – 5:30 PM

Chairwoman Pena called the Historic Landmark Commission to order at 5:30 p.m.

2. CONFLICT OF INTEREST

No conflicts of interest were declared.

3. PUBLIC COMMENTS:

No public comments were received.

4. CONSENT AGENDA:

A MOTION WAS MADE BY COMMISSIONER WRIGHT, SECONDED BY VICE CHAIR GRAVES, THAT TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Chairman Pena, Vice Chair Graves, Commissioner Mainz,
 Commissioner Hance, Commissioner Nichols, and Commissioner
 Wright

**A. [2025-506](#) CONSIDER APPROVAL OF THE MINUTES OF THE HISTORIC
 LANDMARK COMMISSION MEETINGS OF AUGUST 5, 2025.**

5. REGULAR AGENDA:

A. 2025-507 CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A NEW HANGING SIGN LOCATED AT 104 E HOSACK (BOERNE SIPS NUTRITION).

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY VICE CHAIR GRAVES, TO APPROVE THE ALTERNATE DESIGN AND ISSUE A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A NEW HANGING SIGN LOCATED AT 104 E HOSACK (BOERNE SIPS NUTRITION). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Chairwoman Pena announced that Items 5A and 5C would be presented together, as they involve the same signage request, but will be voted on separately.

Ben Simmons, Planning Department, presented the items. He explained that the signs are being presented together because they are both hanging signs that will be displayed on the same stand. He reviewed the specifications and requirements for each.

Commissioner Graves stated that the signage should be uniform in size.

Commissioner Nichols commented that additional research may be needed before approving both items and suggested that the signs should have matching fonts, as that was one of the options presented.

Franci Linder, Assistant Planning Director, noted that both signs have been approved for permits and meet UDC requirements.

Commissioner Mainz asked if there was an issue with the signs not being the same size. Ms. Linder responded that there was no issue.

Commissioner Wright asked for clarification on whether the signs would be the same size and expressed appreciation that the signs would be made of metal, as this would make them more durable.

Chairwoman Pena asked whether there would be room to add a third sign in the future. The property owner confirmed that there would be space available.

The Commission agreed to approve the items if the signs matched in size and font, consistent with the presented option.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY VICE CHAIR GRAVES, TO APPROVE THE ALTERNATE SIGN AND ISSUE A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A NEW HANGING SIGN LOCATED AT 104 E HOSACK (BOERNE SIPS NUTRITION). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Vice Chair Graves, Commissioner Hance, Commissioner Nichols, and Commissioner Wright

Nay: 1 - Commissioner Mainz

Absent: 1 - Commissioner Maytum

B. [2025-508](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A WALL SIGN LOCATED AT 104 E HOSACK (BOERNE SIPS NUTRITION).

Chairwoman Pena called for Ben Simmons, Planning Department, to present Item 5B.

Ben Simmons presented the request and provided an overview of the proposal.

Commissioner Nichols commented that he would like the color of the signage to match the business for consistency.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER WRIGHT, TO APPROVE A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A WALL SIGN LOCATED AT 104 E HOSACK (BOERNE SIPS NUTRITION). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Vice Chair Graves, Commissioner Mainz, Commissioner Hance, and Commissioner Wright

Nay: 1 - Commissioner Nichols

Absent: 1 - Commissioner Maytum

C. [2025-509](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A NEW HANGING SIGN LOCATED AT 615 S MAIN ST (MINISTRY OF DANCE).

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY VICE CHAIR GRAVES, TO APPROVE THE ALTERNATE SIGN AND ISSUE A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT FOR A NEW HANGING SIGN LOCATED AT 615 S MAIN ST (MINISTRY OF DANCE). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Vice Chair Graves, Commissioner Mainz, Commissioner Hance, and Commissioner Wright

Nay: 1 - Commissioner Nichols

Absent: 1 - Commissioner Maytum

D. [2025-510](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A NEW FENCE LOCATED AT 604 S MAIN.

Mr. Ben Simmons, Planning Department, continued with the presentation for Item 5D, a fence request featuring stone and iron construction.

Commissioner Wright asked where the fence would be located. Mr. Simmons confirmed that it would face a private drive. Commissioner Wright noted that the proposed design was period-appropriate and well-suited for historic preservation.

Mr. Simmons further clarified that the original fence would remain in place, and the new fence would be installed in front of it.

The Commission discussed various fence design options and referenced other similar styles used around the city.

The Commission agreed to approve the request as presented, including the stone footing.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER HANCE, TO APPROVE A CERTIFICATE OF APPROPRIATENESS FOR A NEW FENCE LOCATED AT 604 S MAIN. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 6 - Chairman Pena, Vice Chair Graves, Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Wright

Absent: 1 - Commissioner Maytum

6. DISCUSSION ITEMS:

A. [2025-524](#) DISCUSSION ON HISTORIC LANDMARK COMMISSION MEETING DATE AND TIME.

Franci Linder, Assistant Planning Director, reviewed the current meeting schedule, noting that the Historic Landmark Commission (HLC) meets on the first Tuesday of each month, with Planning and Zoning (P&Z) meeting the day before. She added that the third meeting typically occurs during the second week of the month.

Ms. Linder proposed moving the HLC meeting to the third Monday of each month beginning in 2026.

The Commission asked whether this change would be moving forward. Ms. Linder confirmed that it would take effect in 2026 and that no action was required at this time.

B. [2025-525](#) DISCUSSION ON HISTORIC PRESERVATION IMPROVEMENT GRANT.

The Commission discussed strategies to proactively reach out to local shop owners to raise awareness about the Historic Preservation Improvement Grant. The goal is to strengthen community connections and encourage participation, with Commission members being available to assist in outreach efforts.

Franci Linder, Assistant Planning Director, advised that no more than two HLC members should participate at a time to avoid a quorum.

Commissioner Mainz asked how to proceed if a shop owner is not present during visits. Ms. Linder explained that the outreach would primarily consist of informational visits, distributing flyers that highlight the grant's benefits.

Commissioner Mainz also suggested coordinating through KAD and sending grant information directly to shop owners in addition to door-to-door outreach.

Chairman Pena recommended following up with shop owners via email.

Commissioner Wright suggested visiting businesses during event nights, as more owners are likely to be present at those times.

Ms. Linder stated she would email the Board to coordinate participation and scheduling.

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

No comments were received.

8. ADJOURNMENT

The Historic Landmark Commission Meeting was adjourned at 6:06 p.m.

s/s Franci Linder

Administrative Officer