



AGENDA ITEM SUMMARY

Agenda Date	July 6, 2026
Requested Action	<p>Consider and make a recommendation to the proposed amendment to the Unified Development Code adopted on January 14, 2025, including but not limited to:</p> <ul style="list-style-type: none">• 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
Contact Person	William Willingham, Planner II (830) 248-1628, wwillingham@boerne-tx.gov
Background Information	<p>BACKGROUND:</p> <p>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 primarily to hold public meetings and make determinations on proposed creative alternatives within overlay districts and consider sign waivers.</p> <p>The DRC held its first public hearing on December 9, 2021, and since then has held 22 public meetings. Since that time, the 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.</p> <p>The proposed UDC amendment will dissolve the DRC and reassign its duties to other commissions in the city. The DRC is expected to continue to meet as scheduled until the passage of this UDC amendment.</p> <p>The proposed UDC amendment will authorize new duties for the Planning and Zoning Commission and the Historic Landmark Commission and remove all references to the Design Review Committee. On June 2,</p>

2026, the Historic Landmark Commission voted 5-1 to recommend approval of this amendment to the Planning and Zoning Commission.

On June 9, 2026, the City of Boerne City Council passed Resolution 2026-R30 which revised number of terms, residency requirements, appointment requirements, and attendance requirements for city boards and commissions. Among several other changes to city boards and commission, 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.

REQUEST:

The proposed request will amend the UDC to:

1. Dissolve the Design Review Committee.
2. Transfer duties related to sign approvals and variances to the Historic Landmark Commission, and
3. Transfer duties related to creative alternatives to the Planning and Zoning Commission.
4. Grant the mayor the authority to appoint the Vice Chairman of the Planning and Zoning Commission in alignment with the recently adopted resolution.

ANALYSIS:

- The 89th Legislature of Texas met in 2025 and passed Senate Bill (SB) 1883. This bill prevents members of the Impact Fee Advisory Committee from serving on multiple municipal boards. Members of this committee also served as members of the Planning and Zoning Commission and, as a result of new state legislation, the city has since been compelled to restructure the composition and roles of commissions.
- Currently the UDC grants the Design Review Committee the following duties:
 1. Administer the design review process within the city's overlay districts.
 2. Issue certificates of approval for creative alternatives.
 3. Provide recommendations on plats and permits within overlay districts.

4. Considers all sign variance requests within the city and ETJ.

- The proposed amendment would dissolve the Design Review Committee and reassign its duties to other commissions. Under the amendment, all sign-related review responsibilities would be consolidated under the Historic Landmark Commission, while responsibilities related to creative alternatives would be transferred to the Planning and Zoning Commission.
- The Historic Landmark Commission is well-suited to review signs and sign variances because this commission already performs similar duties. The Historic Landmark Commission issues certificates of appropriateness within Historic District for improvements such as exterior alterations and signs. This function is similar to Design Review Committee's role in approving signs and sign variances. The Historic Landmark Commission is already familiar with considering how signs fit into the overall context of the community. Reassigning certificates of approval and variances for signs to the Historic Landmark Commission will ensure the transition of duties is streamlined and matches well with the development process.
- The Planning and Zoning Commission is well-suited to review creative alternatives to rezoning or plat applications as this Commission already acts on plats and zoning matters. The Planning and Zoning Commission makes recommendations on zone change requests to the City Council and approves Major Subdivision Plats and Major Development Plats. This function is aligned with the Design Review Committee's role in approving creative alternatives. The Planning and Zoning Commission is already familiar with implementing the City of Boerne's developmental policies through platting and zoning oversight. Reassigning creative alternative approvals to the Planning and Zoning Commission will ensure the transfer of duties to this commission matches well with the development process.
- On June 9, 2026, the City of Boerne City Council passed Resolution 2026-R30 which grants the mayor the authority to appoint the Vice Chairman of the Planning and Zoning Commission. Revising the UDC to grant this authority to the mayor will ensure that the UDC is consistent with the goals and objectives established by city council in Resolution 2026-R30.
- The proposed amendment is consistent with the City Charter, applicable state and federal law, the City's Comprehensive Plan,

and other adopted City initiatives. The amendment also advances the purposes of the Unified Development Code by streamlining procedures, realigning duties with the expertise of existing commissions, and improving overall city administrative responsibilities and more coordinated development review processes.

FINDINGS:

Staff finds that the proposed amendment:

- Is compliant with state legislation and ensures the UDC is compliant with the State of Texas Local Government Code
- Streamlines the development process, ensuring duties are aligned with the expertise and existing responsibilities of each commission
- Meets the criteria for approval as outlined in section 2-2.C of the UDC.

RECOMMENDATION:

The Planning and Zoning Commission should hold a public hearing and make a recommendation on the proposed amendments to the Unified Development Code to the City Council.

MOTIONS FOR CONSIDERATION:

The following motions are provided to assist the Commission's decision.

I move that the Planning and Zoning Commission accept the findings and recommend **APPROVAL** of the proposed amendment(s).

OR

I move that the Planning and Zoning Commission accept the findings and recommend **APPROVAL** of the proposed amendment(s), **with the following revisions:** (The Commission will need to state the revisions for approval).

OR

I move that the Planning and Zoning Commission recommend **DENIAL** of the proposed amendment(s), based on the following findings: (The Commission will need to state the reasons for the denial).

Strategic Alignment	N/A
Financial Considerations	N/A
Citizen Input/Board Review	N/A
Legal Review	N/A
Alternative Options	N/A
Supporting Documents	Attachment 1- Proposed Amendment