

MINUTES
HISTORIC LANDMARK COMMISSION MEETING
RONALD C. BOWMAN CITY COUNCIL CHAMBERS
447 NORTH MAIN STREET
Tuesday, April 7, 2026 - 5:30 PM

Minutes Of the Regular Called Historic Landmark Commission Of April 7, 2026.

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

Absent: 1 - Commissioner Mike Nichols

Staff Present: Sarah Riggs, Misti Rains, Nathan Crane, Ben Simmons, Franci Linder

Recognized/Registered Guests: Jack Ballenger, Laura Lynn, P.J. Lozano, Kenneth Woods, Daniel Long, Adam Reed

1. CALL TO ORDER – 5:30 PM

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

2. CONFLICT OF INTEREST

No conflicts were declared.

3. PUBLIC COMMENTS:

No public comments were declared.

4. CONSENT AGENDA:

- A. [2026-107](#) Consider approval of the Minutes of the Historic Landmark Commission Meetings of March 3, 2026.

A MOTION WAS MADE BY COMMISSIONER HANCE, SECONDED BY COMMISSIONER WRIGHT, TO APPROVE ITEM 6A.

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

Absent: 1 - Commissioner Nichols

The minutes were approved.

5. REGULAR AGENDA:

- A. [2026-108](#) Hold a Public Hearing and consider a request for a demolition permit for the structure(s) located at 306 Irons Street.

Assistant Planning Director Franci Linder presented a demolition request for 306 Iron Street in Boerne. The applicant, Kenneth Woods, is seeking to remove a single-family residence, an accessory structure, and a carport.

The home was built in 1967, is 1,246 square feet, in poor condition, and zoned R2-M (Medium Density Residential). Although the property is outside the historic district, it is over 50 years old. Staff and Chairman Pena conducted a site visit in March.

Public notice was published in the Boerne Star, and 83 nearby property owners were notified. The Planning Department received seven responses in favor of demolition and one no opinion.

Staff determined that the structure is not a historical landmark and lacks architectural, cultural, or educational significance. Their recommendation was for the Historic Landmark Commission to hold a public hearing to decide whether the structure qualifies as a contributing structure under UDC Section 2-11.

The public hearing was opened at 5:35 p.m. and closed at 5:37 p.m., with

no public comments.

During discussion, Commissioner Wright asked about the building's deterioration. Chairman Pena noted unsafe conditions on-site, including live wires, which prevented full walkthrough. Wright indicated likely support for demolition. Linder clarified that the demolition would not change zoning; the property would remain designated for single-family residential use.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER MAYTUM, TO HOLD A PUBLIC HEARING AND CONSIDER A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE(S) LOCATED AT 306 IRONS STREET AND APPROVE A DEMOLITION PERMIT REQUEST OF SAID PROPERTY. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Absent: 1 - Commissioner Nichols

- B.** [2026-109](#) Hold a Public Hearing and consider a request for a demolition permit for the structure(s) located at 134 North Plant Avenue.

Planner I Ben Simmons presented a demolition request for 134 Plant Avenue in Boerne. The applicant's representative, Jack Ballenger, requested a Certificate of Appropriateness for a demolition permit for the property, which is zoned R-1M (Medium Density Residential). Although the property is located outside the Historic District, it is over 50 years old.

It was noted that approval of the demolition would not change the property's zoning or permitted uses. Any future zoning change would require public notice and review by the Planning and Zoning Commission and City Council.

The structure, built in 1955, consists of a single-family residence and a shed totaling 1,308 square feet. The building is considered to be in fair

condition. A site visit was conducted on March 25 by Planning staff, Chairman Pena, and Commissioner Maytum.

Public notice was published in the Boerne Star, and hearing notices were mailed to 72 properties within a 500-foot radius. The Planning Department received 11 responses in favor of the demolition and 4 in opposition. Those opposed cited concerns about preserving neighborhood character. Staff clarified that the response totals differed from the agenda packet due to additional submissions received after publication.

Planning staff found that the structure is not a designated historic landmark and does not possess significant architectural, cultural, or educational value.

Chairman Pena opened the public hearing at 5:41 p.m. and closed it at 5:42 p.m., with no public comments.

During Commission discussion, Pena noted significant structural concerns observed during the site visit, including foundation issues throughout the home and misaligned doorways. Commissioner Graves acknowledged the community's concerns, noting that similar older homes-even outside historic district boundaries-have previously been denied demolition, and expressed concern about changes occurring in established neighborhoods. Commissioner Wright added that removing homes from this era could result in the loss of original architectural features such as built-ins and porch character, raising concerns about replacement with more modern designs.

Commissioner Hance asked for clarification on public response totals, which Pena confirmed as 11 in favor and 4 opposed.

Assistant Planning Director Franci Linder noted that the property owner's representative, Jack Ballenger, was present and invited him to speak. Ballenger explained he was representing the owner, Ms. Penny, who purchased the property two months prior and intends to demolish

and rebuild a similar single-family home. He stated that the existing structure has significant issues, including tilted doorways and an aging, offset crawl-space foundation, making renovation costly and impractical.

Commissioner Mainz asked whether the replacement home would reflect a vintage style and whether additional approvals would be required. Linder clarified that, because the property is outside the Historic District, the owner would not need further Commission review but would still be required to comply with all applicable city codes and regulations.

Commissioner Wright summarized her understanding that a private buyer intends to replace the home with a newer residence. Ballenger responded that while he was unsure whether the owner would occupy the home, it would not be developed by an investment firm. Commissioner Hance noted that the case is before the Commission solely due to the structure's age, which Linder confirmed, adding that if the structure were under 50 years old, demolition review would not be required.

Ballenger also mentioned that some vintage elements, including a stove and sink, had already been salvaged from the home, leaving primarily outdated materials in the structure.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER MAYTUM, TO HOLD A PUBLIC HEARING AND CONSIDER A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE(S) LOCATED AT 134 NORTH PLANT AVENUE AND APPROVE A DEMOLITION PERMIT REQUEST OF SAID PROPERTY. THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 5 - Chairman Pena, Commissioner Mainz, Commissioner Hance, Commissioner Wright, and Commissioner Maytum

Nay: 1 - Vice Chair Graves

Absent: 1 - Commissioner Nichols

- C. [2026-110](#) Consider a certificate of appropriateness for a new sign permit located at 402 East Blanco Road. (Crestmont Christian

Preparatory School)

Planner I Ben Simmons presented a request for a Certificate of Appropriateness for a new post-and-panel sign at 402 East Blanco Road in Boerne. The applicant is Kelly Mattingly. The property is zoned C3 (Community Commercial) and is a contributing structure within the Historic District Overlay, making it subject to the Historic District Design Guidelines for commercial properties.

The structure, constructed in 1910, is a schoolhouse-style building featuring rustic limestone block construction and a standing seam metal hip roof. The Historic Landmark Commission previously approved window replacements for this property at its February meeting.

The proposed sign is a 24-square-foot post-and-panel design with a blue, white, and gray color scheme. It will be constructed of aluminum composite material and will not include illumination.

Planning staff determined that the proposed sign meets the requirements of the Unified Development Code and Historic Landmark guidelines, including appropriate materials (metal or wood), a maximum of two typefaces, no illumination, and the use of earth-tone colors.

During discussion, Commissioner Hance requested to revisit the sign rendering and commented that the design appeared very clean.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY VICE CHAIR GRAVES, THAT THIS CERTIFICATE OF APPROPRIATENESS BE APPROVED FOR A NEW SIGN PERMIT LOCATED AT 402 EAST BLANCO ROAD. (CRESTMONT CHRISTIAN PREPARATORY SCHOOL). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

- D. [2026-111](#) Consider a certificate of appropriateness for a new sign permit located at 615 South Main Street. (Ministry of Dance)

Planner I Ben Simmons presented a request for a Certificate of Appropriateness for a new wall sign at 615 South Main Street in Boerne. The applicant, Kelly Mattingly, is proposing a new sign for a commercial property zoned C2 (Transitional Commercial). The building is a contributing historic structure within the Historic District Overlay and is subject to the Historic District Design Guidelines for commercial properties.

The structure was originally constructed in 1923 as the First Baptist Church of Boerne and has accommodated various commercial uses since the 1980s. The proposed sign will be mounted above the main entrance door.

The design includes a metal panel measuring 24 by 18 inches, featuring a brown background with gold lettering and silver accents. The sign will not be illuminated.

Planning staff determined that the proposed sign complies with applicable Unified Development Code and Historic District requirements.

During discussion, Chairman Pena asked whether the sign would be centered above the doorway. Simmons confirmed that the applicant intends to center the sign over the door.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER MAYTUM, THAT THIS CERTIFICATE OF APPROPRIATENESS BE APPROVED CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A NEW SIGN PERMIT LOCATED AT 615 SOUTH MAIN STREET. (MINISTRY OF DANCE). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

- E. [2026-112](#) Consider a certificate of appropriateness for a new sign permit located at 401 East Blanco Road. (Ablaze Ministries)

Assistant Planning Director Franci Linder presented a request for a Certificate of Appropriateness for a new sign at 401 East Blanco Road in

Boerne. The applicant, P.J. Lozano, is proposing a new sign for the property, which is zoned C3 (Community Commercial). The structure is a contributing building within the Historic District Overlay and is therefore subject to the Historic District Design Guidelines for commercial use.

The property was originally constructed in 1876 as the Henry Theis Smokehouse, with a rear addition built in the 1920s. The proposed sign measures 15.25 square feet and features a white and red color scheme. It will be constructed of aluminum composite material, will not be illuminated, and will utilize existing poles.

Planning staff found that the proposed sign complies with the Unified Development Code and Historic District requirements.

During discussion, Commissioner Wright asked whether there were comparable sign examples in the area, noting that the design appeared somewhat out of character. Linder responded that she did not have additional examples available aside from the nearby gray Crestmont sign. Commissioner Hance requested to review images of the previous sign, commenting that it appeared more vibrant.

Despite these observations, the Commission generally agreed that the proposed sign effectively serves its purpose, particularly in terms of visibility for passing motorists.

A MOTION WAS MADE BY COMMISSIONER HANCE, SECONDED BY VICE CHAIR GRAVES, THAT THIS CERTIFICATE OF APPROPRIATENESS BE APPROVED CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A NEW SIGN PERMIT LOCATED AT 401 EAST BLANCO ROAD. (ABLAZE MINISTRIES). THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

6. DISCUSSION ITEMS:

- A. [2026-113](#) Proposed Medical Office Building located at 701 North Main

Street.

This item was presented as a discussion-only item with no vote, as the project remains in a preliminary phase. Assistant Planning Director Franci Linder introduced Daniel Long, project architect for a proposed medical office building at 701 North Main Street in Boerne, who was seeking early feedback from the Commission.

Long explained that he was first approached by the property owner approximately one year ago and has since participated in several meetings to refine the concept. He noted that a historic property located immediately north of the site influenced the design, particularly in maintaining consistent setbacks. The site is located at the northern edge of the Historic District, and the design incorporates varying setbacks ranging from approximately 70 feet to 35 feet to support a more walkable environment while accommodating drive-in parking.

The proposal includes a plaza area at the front of the building to create a buffer from Main Street, maintaining the corridor's character rather than placing the structure directly at the street. Long also emphasized efforts to preserve existing trees throughout the parking area, rather than relying solely on new plantings such as oak trees.

Commissioner Maytum expressed support for incorporating additional greenery. Commissioner Wright inquired about anticipated traffic and occupancy levels; Long responded that the building is planned as a multi-tenant facility, though exact numbers are not yet determined. Wright reiterated her interest in tree preservation and landscape integration.

Long further explained that a traffic study is currently being conducted by the project's civil engineer. He described the building as a tilt-wall concrete structure designed with architectural elements such as copings and banding to avoid a flat, warehouse-like appearance.

Wright also raised concerns regarding sustainability and resource demand, asking about compliance with current energy codes.

Commissioner Graves asked for clarification on the landscaping planned for the front plaza, to which Long responded that it would include green space consistent with the character of surrounding properties.

Linder noted that the property owner is seeking feedback on preferred building materials. Long stated that the current design proposes a mix of limestone and brick.

Adam Reed, property owner, also addressed the Commission by presenting two site plan options. He requested feedback on building placement, particularly whether it should be positioned closer to the street. He emphasized a design approach focused on compatibility through contrast rather than direct replication of historic structures.

Commissioner Hance commented that the project appears to be moving in the right direction.

B. [2026-114](#) Historic Preservation Grant Outreach.

Assistant Planning Director Franci Linder presented a sample flyer and postcard created by the City of Boerne Planning Department in order to promote the Historic Preservation Grant Program.

During discussion, Commissioner Wright recommended adjusting the color scheme. Linder responded that the font color would be updated based on the feedback. Additional comments were made regarding the inclusion of a QR code, with Commissioners emphasizing that it should link directly to a webpage containing information consistent with the flyer and details about the application process, allowing for immediate access.

Commissioner Mainz asked how the flyer would be distributed. Wright noted that promotion through events could be challenging. Mainz suggested that directly mailing the flyer to property owners would be a more effective approach, as canvassing businesses may not reach the actual property owners. Wright added that notifying both property

owners and business tenants could help generate greater interest and engagement.

Commissioner Hance returned focus to the flyer design, agreeing that the white text should be revised for improved readability.

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

8. ADJOURNMENT

Meeting was adjourned by Chairman Pena at 6:30 p.m.

Approved:

Chairman

Attest:

Executive Assistant