

**AGENDA**  
**HISTORIC LANDMARK COMMISSION MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 NORTH MAIN STREET**  
**Tuesday, August 5, 2025 - 5:30 PM**

EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE: THE HISTORIC LANDMARK COMMISSION MAY, AS PERMITTED BY LAW, ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY MATTER LISTED BELOW AS AUTHORIZED BY GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY)

1. CALL TO ORDER – 5:30 PM

2. CONFLICT OF INTEREST

3. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the Historic Landmark Commission on any issue. The Historic Landmark Commission may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

4. CONSENT AGENDA: All items listed below within the Consent Agenda are considered routine by the Historic Landmark Commission and may be enacted with one motion. There will be no separate discussion of items unless a Commission Member or citizen so requests, in which event the item may be moved to the general order of business and considered in its normal sequence.

[2025-358](#)            CONSIDER APPROVAL OF THE MINUTES OF THE HISTORIC LANDMARK COMMISSION MEETINGS OF JULY 1, 2025, AND JULY 16, 2025.

5. REGULAR AGENDA:

[2025-369](#)            HOLD A PUBLIC HEARING AND CONSIDER A REQUEST FOR A DEMOLITION PERMIT FOR THE ACCESSORY STRUCTURE(S) LOCATED AT 402 HERFF STREET.

[2025-409](#)            CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT LOCATED AT 170 S MAIN STREET. (1849)

DISCUSSION ITEMS:

[2025-410](#)            BOARD TRAINING: HISTORIC LANDMARK AND HISTORIC PRESERVATION GRANT PROGRAM

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

[2025-411](#) CYBER SECURITY TRAINING DEADLINE IS AUGUST 8, 2025.

[2025-412](#) ETHICS TRAINING DEADLINE IS AUGUST 11, 2025.

[2025-413](#) TEXAS APA CONFERENCE OCTOBER 21ST AND 22ND IN BRYAN/COLLEGE STATION.

7. ADJOURNMENT

S/S Francesca Linder

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Administrative Officer

**CERTIFICATION**

**I hereby certify that the above notice of meeting was posted on the 1 day of August, 2025 at 4:00 p.m.**

S/S Kylie Nettles

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Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

**The City Hall Complex is wheelchair accessible. Access to the building and special parking is available at the front entrance of the building. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the by calling the Planning and Community Development Office at 830-249-9511.**

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07 Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

## MINUTES

## HISTORIC LANDMARK COMMISSION MEETING

**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**

**447 NORTH MAIN STREET**

**Tuesday, July 1, 2025 - 5:30 PM**

Minutes of the Historic Landmark Commission Meeting of July 1, 2025, at 5:30 p.m.

**Present:** 5 - Chairman Sally Pena, Commissioner Patti Mainz, Commissioner Cesar Hance, Commissioner Mike Nichols, and Commissioner Ashley Maytum

**Absent:** 2 - Vice Chair Lynnese Graves, and Commissioner Sharon D. Wright

## 1. CALL TO ORDER – 5:30 PM

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

## 2. CONFLICT OF INTEREST

No conflicts were declared.

### 3.A. OATHS OF OFFICE: Administer Oath of Office

Elizabeth "Liz" Huvalla, Development Coordinator, administered the oaths of office to commissioner Ashley Maytum.

#### 4. PUBLIC COMMENTS:

No comments were received.

## 5. CONSENT AGENDA:

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER HANCE, TO APPROVE ITEM 5.A OF THE CONSENT AGENDA AS PRESENTED. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 4 - Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Maytum

**A. CONSIDER APPROVAL OF THE MINUTES OF THE HISTORIC LANDMARK COMMISSION MEETINGS OF JUNE 3, 2025 AND JUNE 9, 2025.**

MINUTES WERE APPROVED.

**6. REGULAR AGENDA:****A. HOLD A PUBLIC HEARING AND CONSIDER A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE (S) LOCATED AT 110 YOALANA STREET.**

Foster Simonsen, Planning Intern, presented the proposed demolition request.

Chairwoman Pena opened the public hearing at 5:34pm. The public hearing was closed at 5:35 p.m.

20 public notices were sent out about the proposed demolition. Three written responses were received in favor of demolition. One written response in opposition of demolition.

Chairwoman Pena commented on her site visit, detailing that there is nothing to preserve, and that the property and structures are not in good shape. Commissioner Caesar commented on the letter written in opposition of demolition, stating that it does not address the current state of the property. Instead, the letter details concern as to what may be built in the future and how it will affect privacy. The demolition request was approved with stipulations.

A MOTION WAS MADE BY COMMISSIONER MAINZ, SECONDED BY COMMISSIONER NICHOLS, TO APPROVE A REQUEST FOR A DEMOLITION PERMIT FOR THE STRUCTURE (S) LOCATED AT 110 YOALANA STREET.. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 4 - Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Maytum

**B. CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A BUILDING PERMIT FOR A NEW ACCESSORY STRUCTURE AND ASSOCIATED DEMOLITION WORK LOCATED AT 342 N MAIN STREET (KLEIN SMOKEHAUS).**

Benjamin "Ben" Simmons, Planner I, presented the proposed building permit.



Mr. Simmons presented the scope of work, existing site plans, proposed site plans, and proposed elevation. Mr. Simmons gave an analysis of the proposed building permit. The recommendation was to approve a certificate of appropriateness.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER MAINZ, TO APPROVE A CERTIFICATE OF APPROPRIATENESS FOR A BUILDING PERMIT FOR A NEW ACCESSORY STRUCTURE AND ASSOCIATED DEMOLITION WORK LOCATED AT 342 N MAIN STREET (KLEIN SMOKEHAUS). THE MOTION CARRIED BY THE FOLLOWING VOTE:

**Yeah:** 4 - Commissioner Mainz, Commissioner Hance, Commissioner Nichols, and Commissioner Maytum

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

Ms. Linder, reminded commissioners of the ethics training on July 16th at 5:30 p.m. She gave instructions in the event that the commissioners are unable to attend. CSO will send video if attendance is not possible. An affidavit will need to be signed. Commissioner Hance stated he will not be able to attend.

Ms. Linder introduced the new planner and administrative assistant in the planning department.

**8. ADJOURNMENT**

Meeting adjourned at 5:48 p.m.

Approved:

\_\_\_\_\_  
Chairman

**Attest:**

\_\_\_\_\_  
Administrative Assistant

**MINUTES**  
**SPECIAL CALLED JOINT TRAINING WORKSHOP OF THE CITY COUNCIL, PLANNING  
AND ZONING COMMISSION, HISTORIC LANDMARK COMMISSION, ETHICS  
REVIEW COMMISSION, VISIT BOERNE ADVISORY BOARD, BOERNE PUBLIC  
LIBRARY ADVISORY BOARD, ZONING BOARD OF ADJUSTMENTS, AND THE  
DESIGN REVIEW COMMISSION**

**City Hall**  
**Ronald C. Bowman Council Chambers**  
**447 N. Main Street**  
**Boerne, TX 78006**  
**July 16, 2025 – 5:30 PM**

Minutes of the Special Called City Council, Zoning Board of Adjustments,  
Planning and Zoning Commission, Historic Landmark Commission, Visit Boerne  
Advisory Board, Ethics Review Commission, Boerne Public Library Advisory  
Board, and the Design Review Commission of July 16, 2025.

**Commissioners Present:** Sally Pena, Patti Mainz, Ashley Maytum, Lynnese  
Graves, Sharon Wright

**Absent:** Cesar Hance, Michael Nichols

**Staff Present:** Ben Thatcher, Lori Carroll, Lesley Gastelum, Mike Mann,  
Mick McKamie, Andrea Snouffer, and Chastity Valdes.

**1. CALL TO ORDER – 5:30 PM**

The joint Ethics Training Meeting was called to order at 5:30 p.m.

**2. PUBLIC COMMENTS:**

No comments were received.

**3. DISCUSSION ITEMS:**

**A. ANNUAL ETHICS TRAINING**  
**I. ETHICS ORDINANCES**

**B. OPEN GOVERNMENT LAWS - OPEN MEETINGS ACT AND PUBLIC  
INFORMATION ACT**

**C. OTHER IMPORTANT STATUTES**

City Attorney Mick McKamie provided an overview of the City's Ethics Ordinance during the presentation. He explained that the ordinance was originally adopted in 2014 and was developed by a citizen committee led by then-Mayor Patrick Heath. Mr. McKamie reviewed the purpose of the ordinance, who it applies to, and outlined various types of ethical conflicts. He also discussed the consanguinity and affinity chart and highlighted relevant provisions from comparable state ethics statutes.

**4. ADJOURNMENT**

The Joint Ethics Training Meeting was adjourned at 6:30 p.m.

Approved:

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Chair

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Vice Chair



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	August 5, 2025
<b>Requested Action</b>	Hold a public hearing regarding the demolition of an accessory structure at 402 Herff Street
<b>Contact Person</b>	Benjamin Simmons, Planner I (830)-248-1630, <a href="mailto:bsimmons@boerne-tx.gov">bsimmons@boerne-tx.gov</a>
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The primary structure located at 402 Herff Street was constructed in 1952 as a single-family residence. Other accessory structures have been added to the property at various points in time with the most recent being added in 2013.</p> <p>This property is owned by Thomas and Toni Anne Dashiell. It is located within the City of Boerne limits and is older than 50 years.</p> <p>It is zoned R2-M (Moderate Density Residential) and is not located within the Historic District.</p> <p>The property at 402 Herff Street has been home to several notable families in Boerne's history, with the first being the Reeve family. The Reeve family lived on the property at 402 Herff Street circa 1900. Dr. Reeve was one of two doctors that lived in Boerne prior to the start of World War 1 and the only one during the war. In addition to being the town doctor, Dr. Reeve served as the second Mayor of Boerne.</p> <p>The second notable family to live on the property at 402 Herff Street was the Davis family who lived there circa 1930. The Davis family purchased the property from the Reaves estate and moved in around 1930. The area around the property at this time was referred to as the flats and was home to a vibrant community complete with its own school and church. The Davis's child, Mildred "Frankie" Davis, grew up in this area and has since written a book about her life and what it was like to grow up in the flats.</p> <p>Given that the oldest structure currently on the property at 402 Herff Street was constructed in 1952, the Reaves family and the Davis family</p>

	<p>did not live in the house that exists on the property today. They are, however, an important part of the history of this property.</p> <p>The last notable family that lived at 402 Herff Street was the Seiter family. This family lived on this property circa 1950. The Seiter family is related to Jose Antonio Navarro one of the original signers of the Texas declaration of independence from Mexico. Many of the descendants of the Seiter family continue to live in the Boerne area to this day.</p> <p><b>REQUEST:</b></p> <p>The property owner is requesting:</p> <ol style="list-style-type: none"><li>1. The Historic Landmark Commission hold a public hearing regarding the demolition of an accessory structure at 402 Herff Street.</li></ol> <p><b>ANALYSIS:</b></p> <p>The current single-family residence located at 402 Herff Street was constructed in 1952, the accessory structures located at the address have been added to the property over time. The owner is proposing to demolish an existing accessory structure in the rear of the property.</p> <p>A site visit was performed on June 19, 2025, to gather additional information on the accessory structure. The findings are summarized as:</p> <ul style="list-style-type: none"><li>• The structure is approximately 645 square feet.</li><li>• The structure appears to have been used as a barn/chicken coop.</li><li>• There are three storage rooms in addition to the chicken coop area.</li><li>• The structure appears to be in poor condition.</li></ul> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"><li>• Staff finds that the structure is not a historic landmark, and does not appear to have architectural, cultural, or educational value, as per criteria outlined in section 2.11 of the UDC.</li></ul> <p><b>RECOMMENDATION:</b></p> <p>The Historic Landmark Commission should hold a public hearing to determine if the request meets the requirements of UDC Section 2-11 and should be considered a contributing structure.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p>
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	<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 demolition permit request.</p> <p>OR</p> <p>I move that the Historic Landmark Commission rejects the findings and <b>DENY</b> a demolition permit request. (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>	<p>A public notification of the demolition request was mailed to 24 neighboring residents on July 15<sup>th</sup>, 2025, and published in the Boerne Star on July 20<sup>th</sup>, 2025</p> <ul style="list-style-type: none"> <li>• One (1) response was received in favor of the demolition request</li> </ul>
<b>Legal Review</b>	Section 2.11 of the UDC requires that the HLC review demolition permit requests for historic properties.
<b>Alternative Options</b>	The Commission must approve, approve with conditions, extend the review, or deny the request. Each condition or reason for denial must be directly related to requirements of city regulations and may not be arbitrary.
<b>Supporting Documents</b>	<p>Attachment 1 – Aerial Map</p> <p>Attachment 2 – Street View</p> <p>Attachment 3 – Site Visit Photos</p> <p>Attachment 4 – Mailed Response</p>





Street View  
402 Herff Street









Site Visit Photos

402 Herff Street









































# Notice of Historic Landmark Commission Public Hearing

Case Manager: Benjamin Simmons

☎: 830-248-1630

Email: [bsimmons@boerne-tx.gov](mailto:bsimmons@boerne-tx.gov)

The City of Boerne has received an application described below, and you are encouraged to attend the public hearing as an interested party. You will have the opportunity to express your opinion either in support or opposition to the request by mailing the response portion of this notice or emailing the case manager listed above. Please contact the case manager if you have questions or need further information. Your participation in this process is encouraged. You may watch the proceedings of this meeting by visiting the City's official webpage.

Meeting Location: **Boerne City Hall - City Council Chambers**  
**447 North Main Street**  
**Boerne, TX – 78006**

Date and Time: **Tuesday, August 5, 2025**  
**5:30 p.m.**

Proposal: **Consider a request for a demolition permit for the accessory structure(s) located at 402 Herff Street**

Authorized Agent: **Thomas and Toni Anne Dashiell Trust**

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**CASE: 402 Herff Street – Demolition (BCS)**  
**HLC – August 5, 2025**

Please return this notice whether or not you plan to attend the hearing. For further information,  
please call 830-248-1630 or email [planning@boerne-tx.gov](mailto:planning@boerne-tx.gov).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

☒ Favor

( ) Oppose

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTEGRITY • COLLABORATION • RESPECT • SERVICE • EXCELLENCE**

Planning Department: 447 N. Main St. | Boerne, TX 78006

Phone: 830 -248-1630

Email: [planning@boerne-tx.gov](mailto:planning@boerne-tx.gov)



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	August 5, 2025
<b>Requested Action</b>	Consider a certificate of appropriateness for a sign permit located at 170 S Main Street (1849).
<b>Contact Person</b>	Foster Simonsen, Planning Intern (830) 248-1501, <a href="mailto:fsimonsen@boerne-tx.gov">fsimonsen@boerne-tx.gov</a>
<b>Subject Property</b>	170 S Main Street
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The subject property is the Crescent Quarters; a two-story structure built in 2005.</p> <p>The property is owned by Ramey Mainstreet LLC and the applicant is Kelly Mattingly. This property was previously operated as a hotel and utilized a mural with downlighting to advertise the business.</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 located at 170 S Main Street (Attachment 3).</li> </ol> <p><b>ANALYSIS:</b></p> <p>According to Historic District Survey records, the Crescent Quarters building is listed as a non-contributing structure to the historic district. Constructed in 2005, the Crescent Quarters building was built in the New Orleans French Revival style. It is angled at the left corner to</p>

	<p>articulate its corner lot.</p> <p>The applicant is requesting a certificate of appropriateness for a wall sign for a business (1849). The sign design features the following details:</p> <ul style="list-style-type: none"> <li>• Metal lettering</li> <li>• No background</li> <li>• 1 Black sans-serif font</li> <li>• Halo-lit sign</li> </ul> <p>The applicant will paint over the previous decals in line with the color of the exterior of the building as well as remove the light fixtures above the sign.</p> <p>The proposed sign design follows Historic District guidelines for signs:</p> <ul style="list-style-type: none"> <li>• Metal material</li> <li>• Max 2 typefaces</li> <li>• Illumination</li> <li>• Earth tone colors</li> </ul> <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 Historic District Guidelines.</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 170 S 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 170 S Main Street. (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the</p>
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	UDC).
<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 Sign  Attachment 4 – Street View</p>



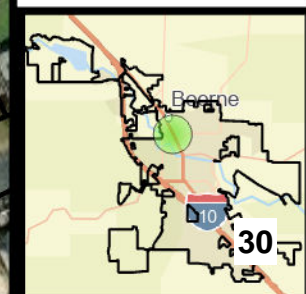


# SUBJECT PROPERTY

170 South Main

## Legend

-  Parcels
-  SUBJECT PROPERTY







SUBJECT PROPERTY  
170 South Main

Current Zoning  
C3  
Historic District




### Legend

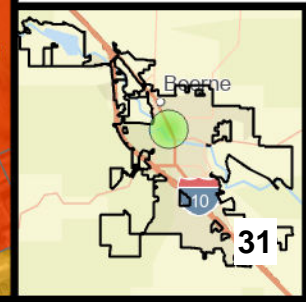
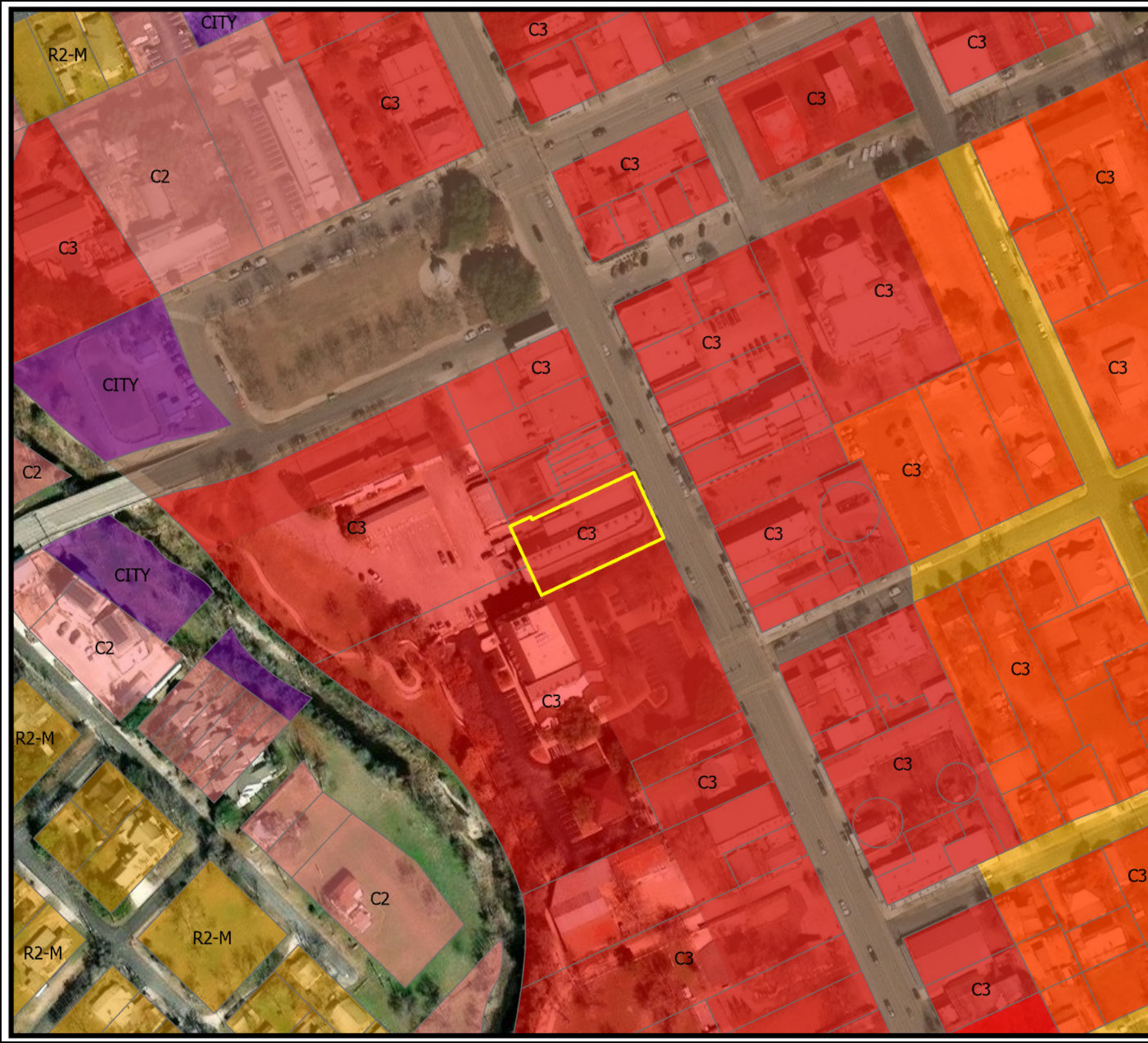
 SUBJECT PROPERTY

#### Boerne Zoning

-  C2
-  C3
-  CITY
-  R2-M

#### Overlay Districts

-  Downtown Community
-  Entrance Corridor
-  Historic District





# 1849 - HALO LIT SIGNAGE

**QUANTITY: 1**  
**82.75" W X 59" H**

Current



**FACADE TO BE  
PAINTED PRIOR  
TO INSTALLATION**

**MANUFACTURE AND INSTALL**  
ALUMINUM HALO-LIT LETTERING  
.125" ALUM. FCO - STUD MOUNTED  
PAINTED BLACK  
ACRYLIC BACK-PLATES

\*LED TEMP. - 3000K

## MATERIALS



Proposed

**DAY VIEW**



**NIGHT VIEW**



Client: THE 1849  
Invoice: #  
Date: 6/18/25  
Sales: EVAN Designer: EVAN

**CLIENT SIGNATURE:**

X \_\_\_\_\_



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

This design proposal will remain the exclusive property of Signarama until approved and accepted through purchase by client named directly on drawing and may not be duplicated by other parties or design fee will apply. Up to TWO revisions with your purchase. Additional revisions cost \$45 each. Your order will be processed upon receipt of this artwork approval.

Due to limitations in the printing process, the colors shown may not reflect actual colors. Color may vary slightly. If exact color match is required, please contact SAR representative.

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# 1849 - HALO LIT SIGNAGE

**QUANTITY: 1**  
**82.75" W X 59" H**

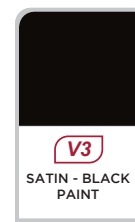
**.125" ALUM.  
FCO - PAINTED  
BLACK**



**MANUFACTURE AND INSTALL**  
ALUMINUM HALO-LIT LETTERING  
.125" ALUM. FCO - STUD MOUNTED  
PAINTED BLACK  
ACRYLIC BACK-PLATES

\*LED TEMP. - 3000K

## MATERIALS



## SIGN LOCATION



**FACADE SQ. FT. : 104 sq. ft.**  
**SIGN SQ. FT. : 33 sq. ft**

**ADDRESS:**  
**170 S. Main St. #100**  
**Boerne, TX 78006**

Client: **THE 1849**  
Invoice: **#**  
Date: **6/18/25**  
Sales: **EVAN** Designer: **EVAN**

## CLIENT SIGNATURE:

X \_\_\_\_\_



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

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Street View of 170 S Main Street