

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

Tuesday, January 6, 2026 - 5:30 PM

Present: 5 - Chairman Sally Pena, Commissioner Cesar Hance,
 Commissioner Mike Nichols, Commissioner Sharon D. Wright,
 and Commissioner Ashley Maytum

Absent: 2 - Vice Chair Lynnese Graves, and Commissioner Patti Mainz

Staff Present: Franci Linder, Ben Simmons, Jo-Anmarie Andrade, Bria Jackson,
Sarah Riggs, and Siria Arreola.

1. CALL TO ORDER – 5:30 PM

Chairman Pena called the meeting to order at 5:30 p.m.

2. CONFLICT OF INTEREST

Commissioner Hanes declared a conflict of interest with agenda items 5A., 5B., and 5C.

3. PUBLIC COMMENTS:

No public comments were received.

4. CONSENT AGENDA:

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

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

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

**A. [2025-631](#) CONSIDER APPROVAL OF THE MINUTES OF THE HISTORIC
 LANDMARK COMMISSION MEETING OF DECEMBER 2, 2025.**

The Minutes were approved.

Commissioner Hanes recused himself and stepped away from the Dais at 5:34 p.m.

5. REGULAR AGENDA:

A. [2025-632](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT AND A VARIANCE RECOMMENDATION FOR A NEW SIGN LOCATED AT 455 S MAIN STREET. (Hance Realty)

Mr. Ben Simmons, Planner I, reviewed the sign review and approval process. He presented a site plan showing the location of each sign on the property. For Item 5A, the applicant submitted both an original and an alternative design. The original design features black font, is six square feet in size, non-illuminated, made of metal, and uses fewer than four colors. This design requires a recommendation for a Design Review Committee (DRC) variance.

The alternate sign has not yet been reviewed for compliance and does not meet the criteria due to insufficient height, as a minimum clearance of ten feet is required. The signs will be aligned with the curb.

A MOTION WAS MADE BY COMMISSIONER WRIGHT, SECONDED BY COMMISSIONER NICHOLS, TO ACCEPT THE FINDINGS AND APPROVE A CERTIFICATE OF APPROPRIATENESS FOR NEW SIGN PERMITS FOR OPTION 1, LOCATED AT 455 S MAIN STREET, INCLUDING A RECOMMENDATION FOR APPROVAL FOR THE SIGN VARIANCE TO BE CONSIDERED BY THE DESIGN REVIEW COMMITTEE FOR THE PROPERTY LOCATED AT 455 S MAIN STREET (HANCE REALTY). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 4 - Chairman Pena, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

Recused: 1 - Commissioner Hance

B. [2025-633](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN

**PERMIT FOR THREE NEW SIGNS AND A VARIANCE
RECOMMENDATION FOR ONE SIGN LOCATED AT 455 S MAIN
STREET. (La Dama Fina)**

Mr. Ben Simmons presented a site plan showing three proposed signs for La Dama Fina Boutique. Sign One features brown font, is 24.5 square feet in size, non-illuminated, made of metal, and uses fewer than four colors. Sign Two features black font, is 5.33 square feet, non-illuminated, made of metal, and uses fewer than four colors. Sign Three features black font, is six square feet, non-illuminated, made of metal, and uses fewer than four colors. Sign Three requires a recommendation for a DRC variance.

Mr. Simmons also presented an alternate sign design featuring black font, measuring five square feet, non-illuminated, made of metal, and using fewer than four colors. This alternate design also requires a recommendation for a DRC variance. Staff requested that a stipulation be added requiring staff review if the alternate sign is approved. Staff recommended proceeding with Option 1.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER WRIGHT, TO ACCEPT THE FINDINGS AND APPROVE A CERTIFICATE OF APPROPRIATENESS FOR NEW SIGN PERMITS, OPTION 1, LOCATED AT 455 S MAIN STREET, INCLUDING A RECOMMENDATION FOR APPROVAL FOR THE SIGN VARIANCE TO BE CONSIDERED BY THE DESIGN REVIEW COMMITTEE FOR THE PROPERTY LOCATED AT 455 S MAIN STREET (LA DAMA FINA). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 4 - Chairman Pena, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

Recused: 1 - Commissioner Hance

**C. [2025-634](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN
PERMIT FOR A NEW SIGN LOCATED AT 455 S MAIN STREET. (SL
Permanent Jewelry)**

Mr. Simmons stated that this agenda item does not require a DRC variance. The application had been previously submitted but was not issued a Certificate of Appropriateness, and the applicant is now resubmitting. The proposed sign

features black font, is 22 square feet in size, non-illuminated, made of metal, and uses fewer than four colors.

Commissioner Nichols noted that the previous denial was based on the sign's location rather than its design.

Chairman Pena invited Michelle Parker to speak. Ms. Parker explained that there is a window decal on the property and private parking located behind the building, making additional visibility critical for the business. She discussed the importance of installing a hanging sign in front to help reduce customer confusion.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER MAYTUM, TO ACCEPT THE FINDINGS AND APPROVE A CERTIFICATE OF APPROPRIATENESS FOR A NEW SIGN PERMIT LOCATED AT 455 S MAIN STREET (SL PERMANENT JEWELRY). THE MOTION CARRIED BY THE FOLLOWING VOTE:

Yeah: 4 - Chairman Pena, Commissioner Nichols, Commissioner Wright, and Commissioner Maytum

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

Recused: 1 - Commissioner Hance

D. [2025-635](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR IMPROVEMENTS TO A STRUCTURE LOCATED AT 225-257 N MAIN STREET. (ART Spa House)

Commissioner Hance returned to the dais at 5:55 p.m.

Ms. Jo-Anmarie Andrade, Planner II, presented an aerial map of the property location, noting that there are two addresses and that a typographical error had been identified in the address. She stated that the property is zoned C3, Community Commercial, and dates to circa 1955. The applicant proposes to replace two windows and two doors and to repaint the exterior of the structure. No historic architectural elements will be removed. Staff finds that the application meets submittal deadlines and complies with applicable regulations.

The property is a non-contributing structure located within the Historic District and is subject to the Historic District Design Guidelines. The use is commercial.

The scope of work includes the replacement of two fixed picture windows within existing openings. The new windows will have black exterior trim and will be wood units with aluminum-clad exteriors. Staff noted that replacement is acceptable when repair is not feasible and when the size and configuration are maintained.

Two doors will be replaced in-kind, maintaining the existing size, proportions, and locations. The new doors will be fiberglass with bronze hardware, finished to match the approved trim and door color. Staff noted that this retains the original entry configuration and aligns with the design guidelines.

The exterior will be repainted with Sherwin-Williams Natural Linen (SW 9109) in an eggshell finish for the body, and Sherwin-Williams Tricorn Black (SW 7069) in an eggshell finish for the trim and doors. Staff stated that the proposed colors are compatible with surrounding buildings, provide appropriate contrast, and are consistent with Historic District guidelines.

Staff concluded that the proposed exterior improvements meet the City of Boerne's Unified Development Code (UDC) regulations and Historic District Design Guidelines.

The applicants, Robert and Laura Bells, were present and briefly introduced themselves. The applicants stated they also plan to replace the awning with an all-black version but have not yet secured a contractor or received a quote.

Commissioner Nichols noted that the exterior lighting portion of the project will be placed on hold for review at the next meeting.

A MOTION WAS MADE BY COMMISSIONER NICHOLS, SECONDED BY COMMISSIONER WRIGHT, THAT THE HISTORIC LANDMARK COMMISSION ACCEPT THE FINDINGS AND APPROVE THE CERTIFICATE OF APPROPRIATENESS FOR 225-227 S MAIN STREET WITH THE EXCLUSION OF THE EXTERIOR LIGHTING FIXTURES AND CANOPY. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

E. [2025-636](#) CONSIDER A CERTIFICATE OF APPROPRIATENESS FOR A SIGN PERMIT LOCATED AT 225-257 N MAIN STREET. (ART Spa House)

Ms. Andrade presented the proposed wall sign for “Art Spa House,” noting that the letters are 14 inches tall with an overall length of 15 feet. She stated that the sign meets the UDC and Historic District requirements, including size, color, and material standards.

A MOTION WAS MADE BY COMMISSIONER WRIGHT, SECONDED BY COMMISSIONER MAYTUM, THAT THE HISTORIC LANDMARK COMMISSION ACCEPT THE FINDINGS AND APPROVE THE CERTIFICATE OF APPROPRIATENESS FOR 225-227 S MAIN STREET. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Absent: 2 - Vice Chair Graves, and Commissioner Mainz

6. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF - no discussion or action may take place.

No comments.

7. ADJOURNMENT

Chairman Pena adjourned the Historic Landmark Commission meeting at 6:09 p.m.

Chairman

Secretary