



## AGENDA ITEM SUMMARY

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| <b>Agenda Date</b>            | October 7, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Requested Action</b>       | Consider a certificate of appropriateness for a sign permit for a wall sign located at 104 E Hosack (Boerne Sips Nutrition).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contact Person</b>         | Benjamin Simmons, Planner I<br>(830) 248-1630, bsimmons@boerne-tx.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Subject Property</b>       | 104 E Hosack St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Background Information</b> | <p><b>BACKGROUND:</b></p> <p>The subject property is the First Baptist Church of Boerne annex; a one-story structure built in 1950.</p> <p>The business is owned by Cindy Crawford, and the applicant is Kelly Mattingly.</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 C2 - Transitional 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 for a wall sign located at 104 E Hosack St.</li></ol> <p><b>ANALYSIS:</b></p> <p>According to Historic District Survey records, the structure located at 104 E Hosack St was originally built in 1950 as an annex of the First Baptist church in a mid-century style. It features a concrete masonry unit façade, with a shed style standing seam metal roof over the front porch. The porch features wood posts.</p> |

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|                            | <p>The applicant is proposing a new wall sign for a new business (Boerne Sips Nutrition). The proposed sign design features the following details:</p> <ul style="list-style-type: none"> <li>• Metal circular sign panel measuring 48”W x 48”H</li> <li>• Blue/green Background with cream lettering</li> <li>• Non-lit Sign</li> </ul> <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 104 E Hosack St.</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 104 E Hosack St. (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> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <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<br/> Attachment 2 – Zoning View<br/> Attachment 3 – Proposed Sign<br/> Attachment 4 – Street View</p>                                                                                                |